

COLLEGE & UNIVERSITY POLICIES

PHARMD ACADEMIC STANDING GUIDELINES

The following minimum scholastic standards have been established by the faculty of the College of Pharmacy for students in the entry-level PharmD program:

1. Grade-point averages start anew when a student is admitted to the PharmD program and will only include grades for those courses taken while enrolled as a PharmD student.
2. If a student's cumulative grade-point average (GPA) falls below 2.0, they shall be placed on academic probation. Once a student has been on academic probation, if their cumulative GPA falls below 2.0 on any subsequent quarter, they will be eligible for dismissal from the College (see "Dismissal Procedures"). Dismissal may be waived and a student continued on academic probation for good and sufficient reasons by the Academic Review Committee no more than two times (see "Dismissal Procedures").
3. Students who are on academic probation must obtain the approval of their faculty advisor when registering for electives and must meet with an academic advisor in Student Affairs before scheduling classes.
4. Professional core course prerequisites require students to be enrolled in a specific year in the PharmD program (years one through four). Students who do not pass a core requirement must successfully repeat the course before continuing in the curriculum. All courses in a particular year must be successfully completed before entering the subsequent year's curriculum.
5. Students who receive an "E" or "U" grade in any course shall stop-out of (not continue in) the program until the course is successfully completed. In these cases, the student must receive a "C-" grade or higher on the second attempt. If a "C-" grade or higher is not received on the second attempt, the student shall be eligible for dismissal (see "Dismissal Procedures"). Students may repeat a course due to receipt of an "E" or "U" grade only once.
6. Students who receive a "D," "D+," "E" or "U" grade during their program shall be placed on academic probation. If a student receives two or more "D," "D+," or "E" or "U" grades during the program, they shall be eligible for dismissal (see "Dismissal Procedures").
7. Only one stop-out of the program due to an "E" or "U" grade will be permitted. Students who would be required to stop-out of the program more than once due to "E" or "U" grades shall be dismissed from the College.
8. Students must attain a minimum cumulative GPA of at least 2.0 prior to enrolling in the fourth-year advanced practice experience rotations (Pharmacy 799).
9. Students must satisfactorily complete nine months of advanced practice experience rotations (Pharmacy 799) during the fourth year of the program to be eligible for graduation.
10. Students must attain a minimum GPA of at least 2.0 and complete all program requirements to be eligible for graduation.

Academic Review Committee

The PharmD Program Committee shall serve as the Academic Review Committee. The Academic Review Committee shall review PharmD student progress including the following:

1. Students who do not receive at least a "C-" grade in a required course.
2. Students whose cumulative grade-point average falls below 2.0.
3. Students who are eligible for academic dismissal from the college.

Dismissal Procedures

Students who are eligible for dismissal from the Pharm.D. program shall be reviewed by the Academic Review Committee. [Note: Students who are required to stop-out of the program more than once due to "E" grades, or those who are eligible for dismissal and for whom dismissal has already been waived twice before, shall be summarily dismissed without review by the Academic Review Committee.] Students to be reviewed are entitled to submit written documentation or to appear before the committee to provide information pertinent to their performance. Dismissal may be waived and the student continued on academic probation for good and sufficient reasons by special action of the committee. In making such waivers, the Academic Review Committee may dictate special requirements as deemed necessary.

Dismissal may be waived no more than two times during a student's course of study.

Recommendations for dismissal or significant programmatic repetition shall be forwarded to the College of Pharmacy's Executive Committee for review and final action. Students are entitled to provide written documentation to the Executive Committee for consideration in this review.

Satisfactory Progress

The Academic Review Committee may recommend dismissal of students at any time during their course of study if, after due consideration, it has been shown that they have consistently failed to maintain satisfactory levels of performance. Recommendations for dismissal or significant programmatic remediation shall be forwarded to the College of Pharmacy's Executive Committee for review and final action.

Reinstatement Procedures

Reinstatement procedures can be initiated by a conference with a Dean of the College followed by a petition to the Executive Committee.

Students who may be reinstated by the Executive Committee of the college shall be subject to such special requirements as may be deemed necessary. If the performance records of any reinstated student do not meet the conditions specified, the Academic Review Committee shall consider all facts in the student's case and shall determine whether a dismissal by special action is warranted or a waiver for another quarter is indicated. Recommendations for dismissal or significant programmatic remediation shall be forwarded to the College of Pharmacy's Executive Committee for review and final action.

[Approved by the faculty September 19, 2003. Note: Revisions to these PharmD academic standing guidelines shall apply to all students, new and returning, in the program effective Autumn Quarter 2003. However, the status of all students with regard to guidelines which are new or changed shall begin anew effective Autumn Quarter 2003. That is, new or changed guidelines shall be applied prospectively to all students, and retrospective performance issues shall not be considered as they apply to such revised guidelines.]

BSPS ACADEMIC STANDING GUIDELINES

Description

The standard of work which must be maintained in order to graduate from The Ohio State University is a 2.00 cumulative grade-point average (GPA). Students whose cumulative GPA falls below a 2.00 are placed on academic warning or probation status depending on deficiency point accrual (see below). Probationary students are eligible for dismissal if their GPA remains below 2.00 in the succeeding quarter.

Procedures

Deficiency points are based on the difference between the number of credit points a student needs in order to obtain a GPA of at least 2.00 and the number of credit points actually earned. [Note: Deficiency points are reported on the student's grade and advising reports.]

1. Any student with up to 14.9 cumulative deficiency points will be placed on academic warning status.
2. Any student with 15 or more cumulative deficiency points will be placed on academic probation. A student will be placed on probation after the first quarter in which he or she accumulates 15 or more deficiency points.

Under special circumstances, a student may be placed on probation by special action with fewer than 15 deficiency points.

While on academic probationary status, students must:

- Earn a quarterly point-hour ratio of 2.00 or better.
- *Not* withdraw (“W”) or receive any incomplete (“I”) grades without prior approval from his/her academic advisor.

3. Probationary students whose cumulative GPA remains below 2.00 during the successive quarter are eligible for dismissal from the College of Pharmacy.
4. The records for students who are eligible for dismissal are individually reviewed by the College’s BSPS Program Committee. Students are entitled to submit written documentation and/or to appear before the committee to provide information pertinent to their performance. Dismissal may be waived and the student continued on academic probation for good and sufficient reasons by special action of the committee. In making such waivers, the committee may dictate special requirements as deemed necessary. Recommendations for dismissal or significant programmatic remediation shall be forwarded to the College of Pharmacy’s Executive Committee for review and final action. Students are entitled to provide written documentation to the Executive Committee for consideration in this review.
5. If a student’s dismissal is waived, he/she will continue on probationary status and be eligible for dismissal at the end of the subsequent quarter if the critical GPA and/or other probationary stipulations are not met.

Students who are in academic warning or probationary status are urged to keep in close contact with Student Affairs for assistance in reaching good academic standing (e.g., arranging for tutoring, adjusting course schedules, seeking other University support services).

Reinstatement Policy

For students who have been academically dismissed, reinstatement is possible under certain prescribed conditions.

Reinstatement After Academic Dismissal (University Rule 3335-9-28): Any students who may be reinstated by a college or school following academic dismissal shall be subject to such special requirements as may be determined appropriate by the dean of the college or director of the school. If the performance record of any reinstated student does not meet the conditions of probation specified at the time of reinstatement, then the college or school in which s/he is registered shall determine whether the student is to be dismissed or continue on probation.

A student must remain out of the University for at least three (3) quarters to be eligible to seek reinstatement. A Summer Quarter is included as one of the three (3) in this count. The three (3) quarter delay is designed to give a student the needed time to determine more precisely what problems or distractions were present while previously enrolled. It is intended that a minimum of three (3) quarters is sufficient to develop some evidence to show that the student has corrected the factors which caused their inferior academic performance.

The first step in the petitioning process for the College of Pharmacy’s Bachelor of Science in the Pharmaceutical Sciences is to contact an Academic Advisor in Student Affairs. The student will be required to complete the *Reinstatement Form*, submit supporting documents and discuss their efforts to improve their academic preparedness. The petition will be reviewed by the BSPS Academic Advisors for initial consideration. If additional consideration is needed, the petition will be submitted to the BSPS Committee (the departmental reinstatement committee) for review, an Academic Advisor will act as an advocate on the student’s behalf, and the BSPS Committee will vote on the petition. The committee member’s vote will be based on the *Reinstatement Form*, any additional printed support submitted by the student, and any information provided by the Academic Advisor. Each petition will be considered and evaluated on a case-by-case basis.

Students must understand that reinstatement is not automatic. The main consideration is what has been accomplished during those three (3) or more quarters to demonstrate improvement, and a greater chance for future academic success.

Students are expected to take course work at another institution while dismissed from the College of Pharmacy to

show academic dedication and improvement. Transcripts from that coursework can and should be provided with the *Reinstatement Form* for review by the BSPS Committee. It is advisable to meet with an Academic Advisor in the College of Pharmacy to help guide your course decisions for transfer back to Ohio State. If a student sought professional assistance (such as personal or financial counseling) a letter from the Counselor or Professional may be helpful for the review of the petition. A student may also choose to submit letters of support from an employer attesting to an extended record of reliable responsibility.

Deadlines:

Petitioning for:	Deadline for Filing Petition:
Summer Quarter	April 1*
Autumn Quarter	July 1*
Winter Quarter	October 1*
Spring Quarter	February 1*

*Or the first business day following, if these dates fall on a weekend.

Students who have not been enrolled for a minimum of five (5) years (or 20 quarters) and wish to be reinstated may want to petition to use *Fresh Start*. Additional information on *Fresh Start* can be found on the Registrar's web site at <http://www.ureg.ohio-state.edu>. For additional information, contact Student Affairs at 292-5001.

LEAVES OF ABSENCE (PHARMD)

Students with a compelling need (e.g., disruptive personal circumstances) to temporarily withdraw from the PharmD program may discuss the possibility of taking a leave of absence with a member of the Student Affairs staff. Such leaves may only be granted for up to one year. If students are not enrolled for periods beyond one year, or withdraw from the program without being granted an official leave, they must petition the College's Executive Committee to return and there is no guarantee that such petitions would be approved.

STUDENT GRIEVANCES

Students who encounter problems relating to their educational program (e.g., academic or personal concerns) have a variety of avenues open to them to seek resolution. Ordinarily, it is best for all concerned if you try to resolve any dispute, disagreement, or grievance as directly as possible. That is, you should attempt first to resolve any problem with the person or persons most closely involved. If this step does not produce acceptable results, there are other options within and outside of the College for assistance. A logical progression for academic concerns in the College might be: (1) course instructor(s), (2) Division Chairperson, (3) College Dean's staff, (4) College Executive Committee. The faculty and staff of the College are available to work with you in this regard. Student Affairs, Associate Dean Frank, and Dean Brueggemeier are always available to assist and advise students on such matters. Beyond the College, assistance is available in the Student Advocacy Center, 1120 Lincoln Tower, 292-1111, <http://studentlife.osu.edu>, or Counseling and Consultation Services in the Younkin Success Center, 1640 Neil Avenue, 292-4400 or <http://younkinsuccess.osu.edu>.

STUDENT COMPLAINTS RELATED TO ACPE STANDARDS

The College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) via a set of written standards, policies and procedures published by the Council and available at www.acpe-accredit.org/. Any student has the right to lodge a complaint against the College or the professional program related to those standards, policies, and procedures. Complaints should be made in writing and sent directly to Associate Dean Frank. The student has the right to meet with Associate Dean Frank to discuss their complaint if they so choose. He will review the complaint and present it to the Executive Committee, then respond to the student in writing or via personal meeting.

If a student is not satisfied with the response from the Associate Dean, he/she may address the complaint to the entire faculty through the Faculty Secretary (Assistant Dean Hale) in writing and additionally in person if they choose. The faculty will hear the student and/or consider the complaint and respond through the Faculty Secretary. A complainant may request of the Associate Dean and/or the Faculty Secretary that their identity be kept confidential. This request will be honored as much as possible within the constraints of resolving the complaint itself.

All complaints, concerns and suggestions made by students and the reaction to them by the College are handled

in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, college committee or the faculty as a whole because of the complaint. A file will be maintained by the College Secretary for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant fundamental due process.

SEXUAL HARASSMENT

The University's sexual harassment policy is designed to protect students, faculty and staff members and help create an environment where we can all reach our greatest potential. Copies of the policy are available in the College office and Student Affairs. An excerpt from that policy follows:

Sexual harassment is unlawful and impedes the realization of the University (and College's) mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, and students to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

All informal as well as formal sexual harassment complaints received by the College will be handled with high priority and confidentiality. Contacts within the Dean's office in this regard include Gail Vornolt, Human Resources Manager, and Heather Deters, Director of Student Affairs. In addition, students may elect to speak to staff members in:

Counseling & Consultation Services – Younkin Success Center, 1640 Neil Ave., 292-4400
Housing and Residence Education – 350 Morrill Tower, 292-8266
Office of Student Judicial Affairs – 33 W. 11th Ave., 292-0748
Women Student Services – 128 Lincoln Tower, 688-8449
Student Advocacy Center – 1120 Lincoln Tower, 292-1111
Gay, Lesbian, Bisexual and Transgender Student Services – 128 Lincoln Tower, 688-8449
University Office of Student Affairs – 600 Lincoln Tower, 292-9334

PRIVACY AND RELEASE OF STUDENT EDUCATION RECORDS POLICY

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.

A notice is published quarterly in the Master Schedule of Classes to explain the rights of students with respect to records maintained by the University. It also outlines the University's procedures to comply with the requirements of the Act.

Copies of the Act, the Federal Regulations adopted pursuant to it, and this notice are available for persons to examine in the Office of the University Registrar, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210-1230.

1. Definition of Education Record

The meaning of "education records" is, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the University. The following categories of information are exempted and are not considered to be "education records:"

- a. Records made by University personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.
- b. Records maintained by the Office of Public Safety for law enforcement purposes.
- c. Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
- d. Records only related to a former student (alumni records). Records of that individual while a student continue to be considered education records.

Note: All records pertaining to students which are maintained by University offices are official University records, and as such, remain the property of the University.

Each University unit has an obligation to keep a record of requests and disclosures of student record information except when the request is from the student, a University official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.

2. Right to Inspect and Review

Students are granted the right to inspect and review all of their education records, except the following:

- a. Financial records of parents.
- b. Confidential letters and statements of recommendations placed in education records prior to January 1, 1975.
- c. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

3. Waiver of Rights of Access

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the University may not require a student to waive his or her right of access for receipt of University benefits or services.

4. Procedures for Inspection and Review

Requests to review records must be made separately, in writing, to each office maintaining records. That office has 45 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.

Information contained in education records will be fully explained and interpreted to students by University personnel assigned to, and designated by, the appropriate office.

Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

5. Right to Challenge Information in Records

Students have the right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or inappropriate.

This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.

Note: The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

6. Procedures for Hearings to Challenge Records

Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.

Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing.

Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item 5.

The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.

Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the University Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior University officials and a decision rendered, in writing, within a reasonable period of time.

Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by the University.

7. Consent for Release Required

Consent must be obtained from students for the release of information from education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires.

8. Release Without Consent

The requirement for consent does not apply to the following:

- a. Requests from faculty and staff of The Ohio State University who have a legitimate education interest on a "need to know" basis, including student employees or agents of the institution, if necessary to conduct official business, as authorized by the University Registrar. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.
- b. Requests in compliance with a lawful subpoena or judicial order.
- c. Requests in connection with a student's application for or receipt of financial aid.
- d. Requests by State authorities and agencies specifically exempted from the prior consent requirements by the Act--organizations conducting studies on behalf of the University, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
- e. Information submitted to accrediting organizations.
- f. Requests by parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
- g. In the case of emergencies, the University may release information from education records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- h. To authorized federal officials who have need to audit and evaluate federally-supported programs.
- i. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- j. Requests for "directory information" (see item 9).

Note: The University reserves the right to verify the accuracy of any information contained in what purports to be an official University document (e.g. a transcript or diploma) or is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.

9. Directory Information

The Ohio State University, in accordance with the Act, has designated the following information about students as public (directory) information:

- a. Name
- b. Address (local, home and e-mail)
- c. Telephone (local and home)
- d. Program of Study (including college of enrollment, major and campus)
- e. Enrollment status (e.g. full-time, part-time, withdrawn)
- f. Dates of attendance
- g. Honors awarded
- h. Previous educational agencies or institutions attended
- i. Participation in officially recognized activities and sports
- j. Weight and height of members of intercollegiate athletic teams

Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld (including items to be published in the Student Directory) shall so indicate by completing a Change of Information Form which can be obtained from the Office of the University Registrar or any college/ extended campus office. At least 10 days should be allowed for processing of these requests.

The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.

Note: Each Autumn Quarter, the University publishes the Student Directory which is made public. This Directory contains name, college and campus of enrollment, home and local addresses, e-mail address and local telephone. To keep this information from being printed in the Directory, a student must notify the Office of the University Registrar (in the manner described above) no later than the first Friday after the start of the Autumn Quarter. Because the Directory is published only once a year, requests to change a student's information release status after the first Friday of Autumn Quarter (or in subsequent quarters), will not be reflected in the printed Directory. However, changes will be applied to the Student Information System and effect disclosures from it.

10. Complaints, Concerns or Suggestions

Any student who has reason to believe that the University is not complying with the Act or this policy should inform the University Registrar in writing. The University Registrar shall promptly review all such allegations. The University's governance group overseeing this policy is the Council on Enrollment and Student Progress.

11. Type, Location, and Custodian of Student Records

The Ohio State University does not maintain education records in one central office. Education records are maintained in the respective colleges and schools (including their placement offices), the Graduate School and Graduate departments, each extended campus office (for extended campus students), and the Office of the University Registrar. Other education records are maintained in the Office of Admissions (for enrolled and former students -- applicants are excluded), Office of Student Affairs (disciplinary records), Office of Student Financial Aid (financial and related information, student employment), Athletic Department (intercollegiate sports), Office of International Education, Office of Academic Affairs (academic misconduct) and other offices.

MINOR PROGRAMS

The College of Pharmacy has established a structure for the pursuit of minor programs and encourages interested students to avail themselves of this opportunity. While minors are not offered nor required by the College of Pharmacy, pharmacy students may complete a minor in over 100 disciplines within the University. The College will accept approved minor programs offered by any academic unit within the University. Whereas specific requirements are determined by the awarding unit, the following guidelines generally apply to minor programs:

- Overlap between General Education Curriculum (GEC) courses and the requirements of the minor is permissible (unless disallowed by the minor degree-granting unit).
- Courses used on the minor may not be used on the major.
- At least 20 credit hours of course work must be completed in the minor subject.
- Common core requirements for the pharmacy degree may not be applied to the minor.
- No more than 10 hours of transfer credit may be applied to any minor.
- Course work counting toward the minor must be taken for a grade, and courses for which a grade below "C-" is received are not applicable toward the minor.

Students wishing to complete a minor program should discuss this desire and negotiate a program with, and receive written approval from, the college or department administering the minor program as early as possible. Some minors need individual approval by a faculty member from the offering department; others do not. Sheets describing the individual minor are available from the college or department administering the program and carry this information. Students must file their minor programs with Student Affairs at least three quarters prior to graduation. Additional information and assistance is available in Student Affairs.

ABSENCES

[Note: According to University faculty rule 3335-9-21, "each department or school may make its own rules relative to occasional absences by students from scheduled activities."]

The faculty of the College of Pharmacy expects curricular commitments to be of top priority for our students. However, the College also views student participation at professional/scientific meetings and on professional field trips to be of potentially significant educational value and encourages student involvement. Personal situations (e.g., illnesses) may require students to occasionally miss class or other course-related activities as well. The College foresees three general situations which might result in student absence from course-related activities:

1. Certain activities (e.g., class trips) that may result in the absence of all or a large proportion of a particular class may dictate cancellation of classes and all associated activities. These activities require Executive Committee approval.
2. Other activities may involve the absence of a limited number of students, such as professional meeting attendance. These absences must be approved in advance by individual instructors. In general, classes will not be canceled under such circumstances.
3. Individual absences resulting from documented illness or personal tragedies are generally viewed by the College as appropriate justification for absence from course-related activities. Excuses for these and other absences are subject to the course instructor's approval subsequent to the submission of any requested documentation.

When absences involving situations two or three are anticipated in advance (and in the former case virtually all should be), students should obtain approval from their instructor(s) as early as possible prior to the absence. The instructor and student should discuss provisions for making up missed work/activities/examinations. It remains the course instructor's responsibility and authority to approve or disapprove such absences and to determine how and when missed work/activities will be made up.

HEALTH REQUIREMENTS FOR STUDENTS ENTERING THE COLLEGE

Students Entering the College of Pharmacy

All professional students entering the Ohio State University College of Pharmacy must meet specific health requirements. Please see the Curriculum section of this manual for details.

Students Entering Experiential Rotations

There are specific health requirements for students entering Experiential Rotations. Please see “PharmD Experiential Program” within the Curriculum section of this manual.

F-1 CURRICULAR PRACTICAL TRAINING GUIDELINES FOR INTERNATIONAL STUDENTS

International pharmacy students in F-1 status for nine months or more are eligible to participate in Curricular Practical Training (e.g., pharmacy internship) prior to completing their degree. Pharmacy students may qualify for such training since the employment is designed and structured to enhance the student’s educational program, endorsed and monitored by the academic department, and directly related to the student’s field of study.

To apply for Curricular Practical Training (CPT), students should visit the Office of International Affairs (OIA) website (www.oia.osu.edu) and click on International Students. Students also can visit the OIA office and meet with an International Student Advisor at 300 Oxley Hall, 1712 Neil Avenue, 292-6101. Please note that a component of the application is the “Curricular Practical Training Recommendation Form” (downloaded from the OIA website) which must be signed by a representative from the College of Pharmacy *before* submission to OIA. (Note: See Heather Deters in Student Affairs to obtain this signature.)

In preparing for application, please keep in mind the following:

- You will be asked to indicate the prospective place of employment for your internship experience and it is therefore important your arrangements be completed prior to submitting the recommendation form. A copy of your prospective employer’s letter of offer is required to process your request. Your request will not be processed until the entire application is complete. Please note, however, that you must apply and receive approval for CPT *in advance* of actually beginning employment, and CPT approvals are not extended to students retroactively. Be aware that there is a 3 to 5 day processing time for requests. Plan accordingly. Students are cautioned that working without approval could place their immigration status in jeopardy. Students are also reminded to have the approval (Form I-20 with the CPT endorsement) in hand to show their employer when they first report for work.
- A specific time period (no longer than one quarter at a time for full-time work) must also be indicated on the application/recommendation form and care should be taken in determining these dates. Although students are not limited in the amount of CPT they may utilize, those who have engaged in one year or more of full-time CPT are subsequently ineligible for Optional Practical Training (post-graduation training) of up to one year. (Currently, there is no such restriction on part-time employment.) Students are also required to submit a new application/recommendation form at the end of each authorization period.
- You are also asked to indicate whether the requested employment is to be part-time (20 hours per week or less) or full-time (more than 20 hours per week). Please note that you must submit a new application/recommendation form when changing from part-time to full-time employment and vice versa, or if you change job locations. [Note: If you engage in part-time CPT, you will be required to be enrolled full-time at Ohio State in order to maintain status.]

To facilitate monitoring of your experience as required by the guidelines, we also ask that you submit a photocopy to the Office of Student Affairs of any materials sent to the State Board of Pharmacy (i.e., Statement of Preceptor forms, Practical Experience Affidavits, and any other correspondence) at the same time these materials are sent to the Board. These materials will be reviewed and placed in your student records in the College to supplement the monitoring activities performed by the Board of Pharmacy.

Finally, if Student Affairs can assist you in any way, please let us know. In particular, remember to see Heather Deters (150 Parks Hall) to obtain College signatures on the Curricular Practical Training Recommendation form.

Individual questions relating to specific aspects of these guidelines or unique personal situations should be addressed to the Office of International Affairs, International Students and Scholars, 300 Oxley Hall, 292-6101 or www.oia.osu.edu. It is particularly important to maintain contact with OIA since immigration regulations are always subject to change.

PHARMACY INTERNSHIPS

Description

“Pharmacy Internship” is defined in Ohio law as supervised practical experience required for licensure as a registered pharmacist. The State of Ohio requires 1,500 hours of documented internship experience to be eligible to take the pharmacy licensure examinations. This experience is only acceptable if the student is properly registered as a pharmacy intern, his/her pharmacist preceptor and training site are appropriately registered with the Board, and the student complies with all reporting requirements. These and other requirements are further detailed below. Most of these forms are available at the Ohio State Board of Pharmacy web site (www.state.oh.us/pharmacy). If you have further questions, contact the Ohio State Board of Pharmacy (77 S. High Street, Room 1702, Columbus, OH 43215-6126, phone 466-4143) or Student Affairs.

Procedures

1. Once students have begun the PharmD program, they are eligible to become registered as a pharmacy intern. The first step is to complete a “Pharmacy Intern Registration Application” form. This form is available on the Ohio State Board of Pharmacy website. (Note: A Notary Public must witness your signature. June Evans in Student Affairs in 150 Parks Hall is a Notary Public and will provide this service free to students.) In addition, the student must submit:
 - (a) Verification of enrollment certificate signed by an official from the College to document enrollment in a PharmD program. (Note: The form cannot be signed until the student has started coursework in the PharmD program.)
 - (b) A head/shoulders photograph taken within the last six months with your name and date taken on the back.
 - (c) The registration fee (currently \$22.50) made payable to “Treasurer, State of Ohio.”
 - (d) A transcript of grades certifying successful completion of 60 semester hours or 90 quarter hours of college-level course work. (Each student should request this from the University Registrar who must send this directly to the Board office.)
 - (e) Verification of enrollment certificate.
 - (f) Foreign Pharmacy Graduates must show successful completion of the Test of Spoken English (TSE) by the official Score Report (minimum acceptable score is 50). The student must request the Test Center to send an Official Score Report to the Ohio Board of Pharmacy office.
 - (g) Return original application, fee, photo and accompanying documents to: Ohio Board of Pharmacy, 77 S. High St, Room 1702, Columbus, OH 43215-6126.
2. The pharmacy intern registration must be renewed on an annual basis. You should receive materials from the Board to accomplish this which are due August 1st. If you do not receive such materials be sure to contact the Board well before the beginning of August.
3. Internship credit will only be granted by the Board for experience gained while the pharmacy intern registration is valid.
4. There is currently no limitation on the number of intern hours which will be granted by the Board for any given week. [Note: The College urges caution on the student’s part with regard to working while classes are in session. Working a significant number of hours during school may prove detrimental to one’s academic standing. The pharmacy curriculum is very rigorous; it is unrealistic to expect to work a significant number of hours per week and perform well.]

In addition, we urge you to consider the personal and professional ramifications of over extending the time you attempt to work in a given week. Internships should be learning experiences - strive to maximize your experience in terms of where and when you work.

5. A "Statement of Preceptor" form (available on the Ohio State Board of Pharmacy website) must be filed with the Board within 30 days of beginning training. This form is used to inform the Board who your responsible pharmacist preceptor will be and at what training site you will be working. The intern must immediately file another "Statement of Preceptor" form whenever s/he changes training sites and/or preceptors.
6. The "Practical Experience Affidavit" (available on the Ohio State Board of Pharmacy website) is used to formally report your intern hours to the Board. Hours must be subject to verification via payroll or other records. These forms must be signed by the preceptor on file with the Board and notarized. [Note: A Notary Public must witness your preceptor's signature.] Practical Experience Affidavits may be filed at any time, but must be received by the Board no later than March 1st of the following year.
7. Students may also receive internship credit for their required experiential courses. To be eligible for this credit, the student must have a current intern license and follow all other requirements as outlined in this section of the Student Manual and in the course syllabi for PH664, PH784, or PH799. A special practical experience affidavit, the Academic Experience Affidavit, is used to report these hours during the student's P4 year in PH799. These forms will be provided and must be signed by the Professional Experience Program staff in the College.
8. Up to 500 hours of internship credit may be obtained at a site other than a pharmacy licensed as a terminal distributor of dangerous drugs (e.g., manufacturing, research, consulting, drug information, and drug utilization evaluation). These hours must be completed at Program-approved sites with approved preceptors as part of a regularly scheduled experiential rotation.
9. Additional criteria and guidelines can be obtained from the State Board or from the Professional Experience Programs office. Each student is individually responsible for handling all required internship procedures. It is your responsibility to know and observe all requirements of the Board of Pharmacy.

FINANCIAL AID

Below is a general description of financial aid and the procedures students must complete to be considered for financial aid. As programs, procedures, and regulations are subject to constant change, questions may be addressed to Joe Orozco, financial aid contact in the College of Pharmacy's Office of Student Affairs (688-3772). In addition, students should carefully read all information provided in their financial aid packet.

Description

Financial aid is intended to help students finance their education when family and personal resources are not adequate to meet the total educational cost. Financial aid consists of scholarships and grants, loans, and part-time employment. The College of Pharmacy and the University make every effort within its means to help students with limited financial resources secure needed funds.

Ohio State and most other colleges and universities believe students and parents share the primary responsibility for financing post-secondary education. Financial aid is available to meet the difference between the cost of attending Ohio State and the funds available from families or based on student merit. Specifically, financial **need** is the total estimated cost of attendance (COA) for the academic year minus the expected family contribution (EFC) which includes students' contributions from assets and expected earnings and may include parental contributions. These contributions are determined through an analysis of the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Sources of Financial Aid

Financial aid comes in three basic forms: gift aid, loans, and work. Some of the opportunities are listed under each heading below:

GIFT AID		
DESCRIPTION	UNDERGRAD	PHARM D
Federal Pell Grant* – a federally-funded need-based entitlement grant	✓	
Ohio Instructional Grant (OIG)* – a state-funded need-based entitlement grant	✓	
Federal Supplemental Educational Opportunity Grant (FSEOG)* – a federally-funded need-based grant	✓	
Ohio State and College of Pharmacy Scholarships – need- and merit-based scholarships and grants. Eligibility is generally based on academic performance, financial need, professional interests, etc.	✓	✓
External Scholarships – scholarships and grants may be available from parent's employer, community/regional organizations, etc. Students are encouraged to explore all possibilities	✓	✓

* Only available to undergraduate students who have not earned a Bachelor's degree.

LOANS		
DESCRIPTION	UNDERGRAD	PHARM D
William D. Ford Federal Direct Subsidized Stafford Loan – a federally-funded need-based loan. Interest deferred until after graduation or separation from the University	✓	✓
William D. Ford Federal Direct Unsubsidized Stafford Loan – a federally-funded non-need-based loan (must apply for the Federal Stafford Loan first). Interest <u>not</u> deferred	✓	✓
Health Professions Student Loan – a need-based loan program for health professions students. To be considered for this loan, you must provide parental information regardless of dependency status. Interest is deferred until after graduation or until separation from the University		✓
Federal Perkins Loan – a federally-funded need-based subsidized loan. Interest is deferred until after graduation or separation from the University	✓	
William D. Ford Federal Direct Parent Loan (FDPLUS)** – federally-funded loan program to be taken out by parents. Interest is <u>not</u> deferred	✓	
William D. Ford Federal Direct PLUS Loans for Graduate and Professional Degree Students (GradPLUS) – federally-funded loan program to be taken out by students. Interest is <u>not</u> deferred.		✓
Alternative Loans – educational loans available through banks and other lenders	✓	✓
University Loan – limited funds through Ohio State	✓	✓

** Only available to dependent undergraduate students.

WORK		
DESCRIPTION	UNDERGRAD	PHARM D
Federal Work Study Program – a need-based federal program	✓	✓
University employment	✓	✓
Employment outside the university	✓	✓

Aid Eligibility

To receive funds under any federal aid program, students must:

- File the Free Application for Federal Student Aid (FAFSA);
- Be enrolled in eligible degree-granting programs at least half-time (six credit hours - undergraduate; five credit hours - grad/professional);
- Be U.S. citizens, eligible non-citizens, or non-citizen nationals (natives of American Samoa or Swains

Island); permanent residents of the U.S.; provide evidence that they are in the U.S. for other than temporary purposes with the intention of becoming citizens or permanent residents;

- Demonstrate financial need (except for FPLUS, GradPLus, and the Unsubsidized Stafford loan programs);
- Maintain satisfactory progress according to the standards and practices of The Ohio State University;
- Not be in default on any Federal Family Education Loan, Federal Direct Student Loan or Federal Perkins Loan;
- Not owe a refund on a federal grant;
- Sign a statement that all funds received through these programs will be used solely for educational or educationally-related purposes;
- Be registered with the Selective Service (if required by law to register) and sign a statement of compliance (proof of registration may be required at a later time).

University-administered financial aid (including College of Pharmacy scholarships) is awarded on the basis of financial need and cumulative point-hour ratio in the College of Pharmacy.

In addition, most financial aid programs require attendance on a full-time basis (minimum of 12 credit hours undergraduate; 10 credit hours grad/professional per quarter). Students who are enrolled six to 11 hours may be eligible for reduced/partial aid from some programs.

Because most funds require U.S. citizenship, students who are entering the country on student visas should contact the Office of International Affairs, 300 Oxley Hall, 1712 Neil Avenue or call 292-6101 about financial aid sources.

Renewal of Financial Aid

Students must apply for financial aid every year by completing the Free Application for Federal Student Aid (FAFSA). Returning students are encouraged to file their renewal using FAFSA on the Web available at www.fafsa.ed.gov. In order to maximize the amount and type of aid students are evaluated for, **students should file their FAFSA by OSU's institutional deadline (currently March 1st) each year.**

The amount and type(s) of aid received will very likely change from one year to the next. This change is due to changes in regulations, funding limits, and funding for federal and state financial aid programs. Year-to-year changes in student/family situations may also affect the amount and type(s) of aid.

Changes in Family Financial Situation

If there are changes in the financial situation of families after the initial filing of the FAFSA, it is essential that students contact the Office of Student Financial Aid to be reevaluated. This includes changes due to, but not limited to: 1) Unemployment; 2) Death or disability of a family wage earner; 3) Divorce or separation; 4) Loss of non-taxable income, substantial reduction in current-year income, etc.

Financial Aid Procedures

NOTE: Retain copies of all important documents, including tax forms. If you are selected for a process called verification, it is important to submit all documentation by the deadline indicated.

1. Beginning in **January**, students may file the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov.
2. The FAFSA is the application for the following federal programs:
 - Federal Pell Grants
 - Federal Supplemental Educational Opportunity Grants (FSEOG)
 - Stafford/Ford Federal Direct Subsidized & Unsubsidized Loans

- Federal Perkins Loans
- Federal Work-Study (FWS)
- PLUS Loans for Graduate and Professional Degree Students
- Title VII and Public Health Act Programs
- Most need-based scholarships

The federal processor must receive the FAFSA by Ohio State's institutional deadline of March 1.

3. Submit completed OSU Scholarship Application, found in the Buckeye Basics, to the Office of Student Financial Aid by **March 1** for consideration of academic-only Scholarships (non-Pharmacy related).
4. To be considered for Health Professions or Perkins Loans, you must provide parent information on the Free Application for Federal Student Aid (FAFSA) and file it by the priority deadline date.
5. Ohio State's Title IV school code is **003090**.
6. The Federal processor processes information on the FAFSA, then sends the FAFSA acknowledgment and a Student Aid Report (SAR) approximately four to six weeks after the FAFSA is sent to students. The Federal Processor will electronically send the FAFSA information to the schools designated by the student.
7. The Ohio Board of Regents calculates student eligibility for the OIG and then sends either an award notification letter or rejection notice to the student approximately eight weeks after FAFSA data is sent to the Ohio Board of Regents.
8. When students' financial aid files are complete, the Office of Student Financial Aid reviews all of the financial aid information, calculates student need, and then sends students' financial aid award packages. Students in the College of Pharmacy usually receive this information in August.

NOTE: After students have been awarded financial aid, they are responsible for notifying Student Financial Aid in the event that they receive any additional financial aid awards from any source. Student Financial Aid will make the required revisions to the students' aid packages. Students should be aware that the receipt of additional aid or change in quarters of enrollment may result in the reduction or elimination of aid from university-administered programs.

STUDENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (AS AMENDED)

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of your records and restricts the distribution of certain information to anyone but yourself and University offices with a documented "need-to-know." All student files in the College of Pharmacy are subject to these rules. We encourage you to be familiar with your rights related to your academic information as contained in this document. Copies of "Students Rights Under the Family Education Rights and Privacy Act of 1974, As Amended" can be obtained from the Office of Student Affairs or online at www.ureg.ohio-state.edu/ourweb/more/ferpa_pg1.html.

PHARMACY SCHOLARS PROGRAM

The Pharmacy Scholars Program provides academic opportunities for undergraduate students to explore the areas of drug discovery, drug delivery, drug action, drug distribution, pharmacoeconomics, and pharmaceutical care. Students learn from, and interact with, some of the nation's top pharmaceutical sciences research faculty. Pharmacy Scholars students have access to state-of-the-art laboratory and library facilities, as well as The Ohio State University Medical Center, one of the most comprehensive health sciences centers in the U.S.

Pharmacy Scholars reside in "**Pharmacy House**" (a living learning program located in Paterson Hall) as freshmen and engage in special academic and social programming involving faculty, staff, and students from the College of Pharmacy. While the Pharmacy Scholars program will not be accepting any new students after Autumn 2008, a variety of other University Scholars programs are available for eligible students enrolling in the BSPS degree program. For further information regarding Pharmacy Scholars or Pharmacy House, contact Mary Higginbotham at 247-1599, 150 Parks Hall.

HONORS AND UNDERGRADUATE RESEARCH PROGRAM

The Honors Program in the College of Pharmacy seeks to maximize the creative potential of academically superior undergraduate students by enriching their educational experience and providing them an opportunity to independently pursue an original scholarly/research program in the basic or applied pharmaceutical sciences.

Current and newly-enrolled undergraduate students may obtain/retain membership in the honors program by completing an application/enrollment form available in 150 Parks Hall and online at: http://www.pharmacy.ohio-state.edu/services/research/res_ugrad_honors.cfm.

****Please note, for students who enrolled at Ohio State for the first time during fall quarter 2006 and later, requirements for the College of Pharmacy Honors Program have changed. Please see the "[New Honors Guidelines document](http://www.pharmacy.ohio-state.edu/services/research/res-ugrad-honors.cfm)" followed by the "College of Pharmacy Undergraduate Honors Program Enrollment Form" for further information on the new requirements/options and enrollment.**

****Honors students who were transferred or admitted to the College with previous, priority or honors status will need to submit the proper documentation to Student Affairs to confirm their enrollment in the Honors Program. Students who are eligible for University Honors priority status (i.e., priority scheduling) will need to see Nikki Herbert at 150 Parks Hall (688-3663) to retain priority scheduling privileges. Honors status for priority scheduling purposes will be dropped unless appropriate documentation is provided.**

GRADUATION WITH DISTINCTION/DISTINCTION AND HONORS

At the beginning of their final year, students who wish to retain/have maintained membership in the College's Honors Program must have selected a research project or pursued a scholarly course of action (depending on which honors requirements they have fulfilled) and be engaged in work toward Graduation with Distinction, with Distinction and Honors or with Honors. An application for graduation indicating Distinction, Distinction with Honors or with Honors must be submitted to Student Affairs to formalize this intention no later than three quarters prior to the intended quarter of graduation.

For more information on the requirements for graduation in the College of Pharmacy Honors Program, please contact Nikki Herbert (688-3663) or visit the College of Pharmacy Honors Program link at http://www.pharmacy.ohio-state.edu/services/research/res_ugrad_honors.cfm

COLLEGE OF PHARMACY UNDERGRADUATE HONORS PROGRAM
ENROLLMENT FORM

Name: _____

Address: _____

Phone Number: _____

Email: _____

Quarter of Enrollment in the College of Pharmacy Honors Program: _____

Intended Quarter of Graduation: _____

Please check preference: Research/Thesis Option: _____
(to graduate with Distinction and Honors)

Non-Thesis Option: _____
(to graduate with Honors)

****Whichever option you choose, we will need more specific details as soon as possible including:**

Research/Thesis Option

- ❖ Name of research supervisor
- ❖ Title of project
- ❖ Quarters of participation
- ❖ Number of hours per quarter

Non-Thesis Option

- ❖ Options you plan to choose
- ❖ When you plan to complete the option(s)

Honors Contract

As an honors student in the College of Pharmacy, I agree to maintain a 3.5 GPA, complete 6 Honors or upper division courses within 3 years and complete the thesis or non-thesis option. I will provide information regarding how I intend to complete the thesis/non-thesis option no later than the third quarter of my second year to an academic counselor in the Office of Student Affairs. If my GPA drops below a 3.5, I am aware that I will be disenrolled from the Honors Program, however, I can reapply when I have improved my GPA to a 3.5. I understand that my progress will be monitored all quarters that I am enrolled in the College of Pharmacy Honors Program and that I will be disenrolled from the program if I am not making satisfactory progress toward completing the requirements.

Signed: _____ Date: _____

DEAN'S LIST AND HONOR ROLL

Students who complete 12 or more graded credit hours and earn a quarter grade-point average of at least 3.5 are recognized by inclusion on the Dean's List. Students who receive an incomplete (I), unsatisfactory (U), non pass (NP), E, or unreported grade are not eligible for Dean's List distinction. In some cases these students may be retroactively designated to be on the Dean's List if incomplete or unreported grades result in an ultimate quarter GPA of at least 3.5. The Dean's Honor Roll is an annual designation for those who are on the quarterly Dean's List at least three out of four consecutive quarters beginning with the Summer Quarter.

POLICY ON SUPPORT TO STUDENT ORGANIZATIONS FOR TRAVEL TO PROFESSIONAL MEETINGS **(Revised Autumn 2009)**

This policy presents the policy of the College of Pharmacy to: 1) support student organizations, and 2) support individual students for registration for attending national meetings.

The student organizations covered by this policy are the Academy of Managed Care Pharmacy (AMCP), Academy of Students of Pharmacy (ASP), Student National Pharmaceutical Association (SNPhA), Student Society of Health-System Pharmacists (SSHP), ASCP, NCPA, Pharmacy Council, Rho Chi, Kappa Psi, Phi Lambda Sigma.

Support of Student Organizations

The College of Pharmacy will match funds raised by our student organizations associated with national professional associations for funds raised specifically to offset travel expenses to national, state and regional meetings except for registration fees which will be provided separately as described below. The following guidelines apply to the matching funds.

- The College will provide up to \$20,000 in matching funds per fiscal year. This ceiling will be reviewed in the future as necessary.
- The matching funds will be provided based on the results of College-wide fund-raising events. Each student organization should take a leadership role in fund-raising events. Student organizations are expected to participate in fund raising events in order to receive matching funds for their organization. One fund raising event is the existing Career Fair.
- The matching funds will be distributed on a percentage basis to each participating organization based on their membership as of November 1st, with a minimum of \$500 per organization.
- Each student organization will be responsible for establishing their own guidelines for the use of the matching funds such as the criteria an individual student must meet to receive assistance in travel expenses. The only stipulation is that the College matching funds must be used only to offset a portion of travel expenses for students, e.g., airfare, hotel, meals, etc.
- Fund-raising activities should be coordinated with the Associate Dean for Professional Programs and the College Development Officer. Also, student organizations are expected to conform to copyright guidelines.
- To receive the funds, the College Business Office will be provided with the amounts raised by the treasurer of each organization. The College Fiscal Officer will prepare the purchase orders. Each student organization will then submit an invoice to the College Fiscal Officer. A check will be issued by the University to the appropriate student organization. The College Fiscal Officer can provide each organization with a template for preparation of the invoice.

Support of Registration Fees

The College of Pharmacy will provide funds to student organizations for registration fees for individual student members to attend national, regional and state meetings for the professional student organizations. The provision of these funds will be handled by the College Central Business Office and will only be for actual registration fees up to \$100. All professional students in the College of Pharmacy are eligible to participate. The process to obtain reimbursement of registration fees is:

- Registration will be paid from College funds for **one meeting per student per academic year**.
- Each student must pay for the registration him or herself and obtain a receipt.
- Each student organization will collect the receipt/proof of payment from individual members. Once completed, a detail listed can be provided to the College Fiscal Officer who will prepare a purchase order for each organization. Then each organization will submit an invoice to the College Fiscal Officer. A check will be issued by the University to the appropriate student organization. The College Fiscal Officer can provide each organization with a template for the preparation of the invoice. The student organization will be responsible for reimbursing individual students and ensuring that students were eligible for reimbursement (i.e., attended the meeting). It will not be possible to reimburse individual students directly for the registration after travel has occurred.

POLICIES AND PROCEDURES FOR STUDENT RECOVERY FROM CHEMICAL DEPENDENCIES

Drafted by a Subcommittee of the
College of Pharmacy's Executive Committee.
Approved by Pharmacy Council: May 13, 1997
Approved by the Faculty: June 20, 1997

Section 1. Position Statement

The Ohio State University College of Pharmacy:

- Recognizes that chemical dependency (including alcoholism) is a disease that affects all of society.
- Accepts responsibility for the development and dissemination of policies which prohibit the misuse of drugs (including alcohol) by students enrolled in the College.
- Wishes to provide support for chemically-dependent students to move toward recovery.
- Advocates referral of chemically dependent students to the University's Counseling and Consultation Services and other support programs including pharmacist rehabilitation organizations for appropriate evaluation and referral for treatment.
- Acknowledges the need for cooperation with the Ohio State Board of Pharmacy wherever public safety may be endangered by impaired students.
- Accepts responsibility for providing professional education concerning chemical dependency disease in entry-level programs of the College.
- Encourages participation in public education and prevention programs concerning chemical dependency diseases.
- Accepts responsibility for restricting alcohol or illicit drug use and promotions within the College.

Section 2. General Goals for Student Recovery from Chemical Dependencies

The College can:

1. Provide compassionate assistance for chemically dependent students or those affected by chemical dependencies.
2. Provide assistance in a way that protects the rights of the chemically-dependent individual to receive treatment in confidence.
3. Afford recovering students, who are not legally restricted and are no longer chemically dependent, the opportunity to continue their pharmacy education without stigma or penalty when deemed appropriate.

4. Work with the student and State Board of Pharmacy when appropriate to help ensure that chemically-impaired students do not practice pharmacy when public safety could be jeopardized.
5. Participate in the development of curricular content and other educational opportunities which address the societal impact of chemical dependency as a disease state, public education efforts concerning chemical dependency, campus issues concerning responsible use of potentially addicting or harmful substances, and the development of wellness programs intended to promote healthy lifestyles in students.

Section 3. Definitions

As used in these Policies and Procedures, unless the context otherwise requires:

1. Chemical dependence or impairment shall mean a chronic, progressive illness which involves the use of alcohol or other drugs to a degree that it interferes in the functional life of an individual as manifested by health, family, job, legal, academic, financial or emotional problems.
2. Chemically dependent student shall mean a student whose use of alcohol or other drugs diminishes or affects his or her ability to perform the duties of his or her profession to an extent likely to be harmful to the public health, safety, or welfare or threatens the student's normal academic progression.
3. Drug shall mean a chemical substance alone, or in combination, including alcohol.
4. The College's policies and procedures for assisting chemically-dependent students as authorized by the Dean and faculty of the Ohio State University College of Pharmacy constitute the dissemination of information relating to chemical dependency and referral for evaluation and treatment of chemically impaired pharmacy students. This does not obviate the College's responsibility to protect public safety and, therefore, maintain disciplinary options (including student dismissal) when dictated by student behavior.

Section 4. Student Referrals

College policy and procedures will utilize the University's Counseling and Consultation Services as its primary referral for chemically-dependent students or those affected by this disease. The Counseling and Consultation Service may also wish to involve the Ohio Pharmacist Rehabilitation Organization (PRO) to participate in the evaluation, intervention, and rehabilitation of pharmacy students. Students may also seek assistance directly from University Counseling and Consultation Services, the Student Health Center or other assistance programs for chemical dependency.

Section 5. Assisting the chemically-impaired student.

1. University expertise for assisting chemically-impaired students (e.g., Counseling and Consultation Services) shall serve as the primary resource for students. College of Pharmacy resources for assisting chemically-dependent students also exist in Student Affairs as well as with the student's faculty advisor.
2. Incoming students will receive information concerning the College's policies and procedures for chemical dependency in orientation materials.

Section 6. Students Affected by Chemical Dependencies.

Chemical dependency in a family member or significant other will often impede a student's academic progress. Therefore, this impact is recognized by the College as requiring similar programmatic considerations and policies and procedures as for those who are chemically dependent. Treatment and assistance services are available to the affected student in the same manner as those for chemically dependent individuals.

Section 7. Disciplinary Procedures Relating to Student Impairment

One of the most serious offenses with which pharmacy students may become involved is the misuse and/or dependence upon dangerous drugs including alcohol. The College of Pharmacy views the admitted or proven personal abuse of such drugs, their transmittal or sale to other individuals, or the use of drug documents to illegally obtain controlled or legend drugs, as cause for possible dismissal from the pharmacy program for professional/ethical reasons. In addition, Ohio law and the University's Code of Student Conduct will be invoked when appropriate.

However, the College also accepts the responsibility to support students in their recovery from chemical dependencies and will afford recovering students who are not legally restricted and no longer chemically-impaired the opportunity to continue their pharmacy education without stigma or penalty when deemed appropriate. These decisions will be made by the College's Executive Committee in consultation with qualified professionals from the University's Counseling and Consultation Services and others as appropriate.

POLICIES AND GUIDELINES FOR ALCOHOL USE IN STUDENT ORGANIZATIONS

The Ohio State University College of Pharmacy respects the rights of individuals to consume alcohol in a legal and responsible manner. The College's policy and regulations concerning alcohol use are intended to promote personal responsibility in regard to an individual's decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility and conform to the laws and regulations of the Ohio State University, the State of Ohio, and the Ohio State Board of Pharmacy. Pharmacists and pharmacy students who choose to use alcohol should be aware that they are held fully responsible for their actions by the State Board of Pharmacy. The Board has the authority to revoke licensure due to irresponsible use of alcohol.

Policies

1. All Ohio laws, City of Columbus ordinances, and components of the University's Code of Student Conduct relating to the use of alcohol must be adhered to at all times.
2. No alcoholic beverages may be served at student events within the College.
3. No alcoholic beverages are permitted to be consumed in University vehicles.
4. Advertisements or announcements for events which include an allusion to alcohol are not permitted to be displayed within the College.
5. Non-alcoholic beverages and food should be provided at any event where alcoholic beverages are available.
6. Party sponsors are responsible for assuring that only persons of legal age shall be served alcoholic beverages.
7. College of Pharmacy policies and procedures for student recovery from chemical dependence have been approved by the faculty. A copy is available in this manual and in the Office of Student Affairs. These include resources for students who may have a problem relating to alcohol or other drug dependencies.

Guidelines

Alcohol: Zero-One-Three

Zero alcohol if.....

On certain medications or have certain illnesses.
Behind the wheel.
Stressed or tired.
Either the son, daughter, or sibling of someone with alcoholism.
Recovering from alcoholism or drug dependence.
Violating existing laws or policies.
Expecting, nursing, or considering pregnancy.

ONE = One drink per hour

By keeping the pace to one drink per hour, the body's alcohol metabolism capacity will not be surpassed by alcohol intake.

THREE = No more than three drinks per day.

Drinking more than three drinks per day frequently is associated with long term health problems such as cardiovascular disease, certain cancers, liver disease, pancreatic disease, neurological and psychiatric disorders, and alcoholism to name a few.

STANDARDS FOR STUDENT CONDUCT

Student conduct within the College of Pharmacy is held to a high standard consistent with the expectations of those preparing for a life-saving profession. Students, faculty and staff must, therefore, engender an environment conducive to the optimization of learning, which respects the dignity of each individual within our College community. This dictates consideration of one's approach to his/her own personal behavior, and to their interactions with peers and with patients. Pharmacy students must develop mutual respect among their peers and adopt a personal and academic lifestyle consistent with becoming a professional. What they choose to do in their personal lives and in the classroom should reflect the highest of ethics. As health professionals, pharmacy students must also protect the confidentiality of their patients and commit themselves to establishing a knowledge base, developing practice skills, and providing pharmaceutical care to the best of their ability.

This policy has been designed through consultations with faculty, staff and students in the College of Pharmacy as an adjunct to the University's Code of Student Conduct and the American Pharmaceutical Association's Pledge of Professionalism and Code of Ethics (see appendices).

Student Conduct in the Classroom

Student behavior that interferes with the learning process will not be tolerated. Such behaviors include, but are not limited to: making disruptive noises, the use of non-course related materials (e.g., cell phones, pagers) during class sessions, inappropriately leaving and returning to the classroom, etc. Specific policies relating to student behaviors in the classroom follow:

- Students shall refrain from talking or creating other noises that may inhibit others from learning.
- Cell phones should be turned off during class sessions (absent extraordinary circumstances and with prior approval by the instructor).
- Pagers are to be placed in the "vibrate" mode.
- Students should refrain from exiting and re-entering the classroom except in urgent situations.

Student Dress and Conduct in the Professional Practice Laboratory

The Professional Practice Laboratory represents a bridge between classroom and practice activities. Therefore, students should use this opportunity to model professional dress and behavior. Students must wear a clean, wrinkle-free lab coat or jacket in the professional practice laboratory. Students are expected to wear clothing appropriate for the work setting. The following will not be accepted as professional attire in the laboratory: cut-offs, shorts, jogging suits or pants, sweat pants, hospital surgical pants/shirts, halter tops, mini skirts, jeans, bib overalls, t-shirts, baseball caps, bare feet. The instructors reserve the right to dismiss anyone from the laboratory due to non-professional attire.

Students are expected to behave professionally in the laboratory at all times. This dictates a respectful attitude towards all individuals in the lab. Profane, hostile or otherwise inappropriate language will not be tolerated.

Student Dress and Conduct at Experiential Sites

Pharmacy practice experience rotations are an integral component of the professional curriculum in pharmacy. They represent an interface between the didactic learning environment and the provision of pharmaceutical care to patients. A large part of professional development involves learning the appropriate behaviors to be used in pharmacy practice including cognitive and non-cognitive domains. Students are expected to exhibit behaviors at pharmacy practice sites that reflect the highest of ethical standards and professional conduct. Specific policies relating to student behaviors during pharmacy practice experience rotations follow:

- Students are expected to adhere to the established policies and procedures at each practice site.
- Students are expected to dress professionally when engaging in experiential activities and to adhere to the professional attire guidelines at each pharmacy practice site. Clean white lab coats should be worn during all experiential activities unless the site's policies and procedures dictate otherwise.
- Students must protect the confidentiality of patients and business information germane to their practice sites.
- Students shall not use materials (e.g., cell phones, pagers) that are disruptive to the activities at their practice sites (absent extraordinary circumstances and with prior approval by the preceptor).

Student Use of University Computing and Network Resources

As part of their development as future healthcare professionals, students are expected to conduct themselves in a professional manner when using University computing and network resources such as Internet access, email communications, and Carmen. The misuse of such resources, including actions which violate applicable laws or University policies will not be tolerated, and may result in denial of access to University computing and network resources and other disciplinary action as appropriate.

Student Conduct During Examinations

Students are expected to exhibit the highest standards of ethical conduct in their academic pursuits. Academic misconduct of any kind will not be tolerated, and suspected cases will be referred to the University Committee on Academic Misconduct for adjudication when appropriate. Specific policies relating to student behaviors during examinations follow:

- Caps may not be worn during examinations.
- The inappropriate storage of disallowed information in calculators is prohibited. Course instructors should dictate acceptable calculators for use during examinations in their courses.
- Personal digital assistants (PDA's) or laptop computers are not permitted to be used during examinations.
- The receipt of information from, or provision of information to, other students in any way during an examination is prohibited.
- The receipt of information from, or provision of information to, other students who have not yet taken an examination is prohibited.
- Cellular phones and pagers should be turned off during examinations.

Procedures for Dealing with Breaches of the Standards for Professional Conduct

Faculty members are expected to enforce the College's standards for a respectful learning environment in the classroom, laboratories and experiential practice sites within the boundaries of University guidelines. Students are encouraged to hold their peers to high standards of conduct as well and to report infractions to course instructors and/or Honor Council. If desired, a faculty member may also refer cases of student breaches of professional conduct to the Honor Council and Director of Student Affairs. These individuals or groups will follow-up by meeting with the student(s) involved and subsequently referring the case to appropriate external adjudicating bodies when necessary. These may include, but are not limited to, the following:

- The Ohio State University College of Pharmacy Honor Council
- The University Committee on Academic Misconduct
- The Ohio State Board of Pharmacy

Possible sanctions in such cases may include formal reprimands, probation, suspension or dismissal.

(Approved by the faculty June 1, 2001)

HONOR CODE FOR DOCTOR OF PHARMACY STUDENTS

Preamble

Society holds pharmacists to a high degree of duty, integrity and honor, reflecting a responsibility to their patients and their community. As developing professionals, it is the responsibility of pharmacy students to uphold these high expectations and to conduct themselves accordingly by observing all applicable federal, state, and local laws, as well as institutional policies, regulations and guidelines. In addition, society expects health professionals to formulate and adhere to strict ethical standards, resulting in the creation of professional codes to which students must also adhere (e.g., the 1994 Code of Ethics for Pharmacists adopted by the American Pharmacists Association, see Appendix A).

Doctor of Pharmacy students are preparing to enter one of the nation's most respected professions. An important part of the process of becoming a professional involves acquiring the knowledge and skills to provide pharmaceutical care. Another aspect of professionalization involves the development of a professional ethic relating to a student's attitude with regard to themselves, their patients, and their peers. PharmD students must exhibit academic behaviors consistent with professional expectations. The things they choose to do in and out of COLLEGE AND UNIVERSITY POLICIES 2009-2010

the classroom should reflect a strict adherence to a professional code of ethics. Pharmacy students must protect their patients' confidentiality and commit to preparing themselves to provide pharmaceutical care to the best of their ability. They must also demand high professional standards from their peers, as they are preparing to be colleagues in a life-saving profession. For this reason, pharmacy students cannot tolerate academic misconduct of any kind – this would undermine what society expects of them as professionals. Professionalism requires pharmacists to assure that their peers in the field are behaving in society's best interest. Therefore, it is critical that students not only exhibit ethical behavior but that they develop skills in confronting unethical actions among their colleagues as well.

This Honor Code was constructed in consideration of these principles. It defines expectations of student conduct in, and relating to, the classroom, the laboratory, and the Professional Experience Program. It dictates a responsibility on the part of students and faculty to ensure ethical academic and professional behaviors, and it outlines procedures for dealing with allegations of misconduct.

Article I – Jurisdiction

This Honor Code shall apply to all Doctor of Pharmacy (PharmD) students in the College of Pharmacy (i.e., students in the entry-level and nontraditional PharmD programs) and is intended to address issues relating to misconduct by students associated with academic and experiential programmatic activities. Students are also expected to observe all other applicable University, College, and professional policies, regulations and guidelines (e.g., University Code of Student Conduct, College Standards for Student Conduct, College policies relating to student impairment, professional codes of ethics, State Board of Pharmacy regulations) as well as applicable local, state and federal laws. Allegations of academic misconduct by PharmD students associated with any University course (pharmacy or otherwise) shall be adjudicated by means of the procedures outlined in this Honor Code.

Article II – Honor Code Administration

The College of Pharmacy's Honor Code is administered by Pharmacy Council via an Honor Council.

The Honor Council shall be composed of:

- a. the Vice President elected by each entry-level PharmD Class (note: Class Presidents will serve as alternates)
- b. the Vice President of Pharmacy Council
- c. one Non-Traditional PharmD student selected via nominations and a ballot of all Non-Traditional PharmD program students
- d. five faculty members appointed by the Dean

The Vice President of Pharmacy Council shall serve as Chair of the Honor Council. A Vice Chair shall also be selected from among the other students in the Honor Council by a majority vote of the Council members.

The Director for Student Affairs shall serve as a non-voting coordinator of the Honor Council (note: he or she will be eligible to vote when substituting for the Honor Council Chair). He or she can bring matters to the Honor Council and conduct hearings and administrative business in the absence of the chair or vice chair if necessary.

Terms of Appointment on the Honor Council

The Honor Council will incorporate students who are elected annually by their peers (i.e., the Vice President of each entry-level PharmD Class and one Nontraditional PharmD student). Student terms of appointment on the Honor Council shall begin July 1st and continue until June 30th in the subsequent calendar year (e.g. July 1, 2005 through June 30, 2006). The Vice President of the first-year entry-level PharmD Class is elected Autumn Quarter. His or her term shall begin upon election and continue through June 30th in the subsequent calendar year.

Faculty shall be appointed for staggered, two-year terms (two individuals appointed in a given year and three the next). Faculty terms of appointment on the Honor Council shall begin July 1st and continue until June 30th two years later (e.g. July 1, 2005 through June 30, 2007). Faculty members can serve an unlimited number of terms at the discretion of the Dean. Voting members of the College's Executive Committee are not eligible for appointment to the Honor Council.

The Dean and Pharmacy Council, respectively, shall have the authority to appoint faculty and student replacements to the Honor Council if existing members cannot complete their term of appointment.

Training for Honor Council Members

The College Administration and Pharmacy Council, in cooperation with the Office of Legal Affairs, will conduct an annual training session for new Honor Council members. This training will be designed to assure that Honor Council members operate in a fair, objective, confidential and legally prudent manner.

Removal of Honor Council Members

Students or faculty members may be removed from the Honor Council for due cause by a majority vote of the Council. The Honor Council will consult with the Dean and Director for Student Affairs in such cases prior to taking action.

Honor Council Quorum

A quorum must be present at Honor Council hearings in order to vote/conduct business. A quorum shall consist of the Chair (voting), at least three additional voting student members and at least three additional voting faculty members. If necessary, previous Honor Council members can be used to constitute a quorum, however, this should only be done in unusual situations when it is not reasonably possible to assemble an adequate number of current Honor Council members. In cases where an Honor Council quorum is not present, a hearing will be rescheduled and the accused student(s), person(s) submitting the allegation, and witnesses given at least 10 days written notice of the rescheduled hearing date. The accused student(s) may waive this 10 day notice if desired.

Conflicts of Interest

In cases where a member of the Honor Council is directly involved in the allegation to be reviewed or has a close personal relationship with the accused student(s), that individual shall not participate as a member of the Honor Council in the hearing process and shall not attempt to influence any member of the Honor Council with regard to the allegation. [Note: Honor Council members may be involved in hearings as an accused student, the individual submitting an "Allegation of Honor Code Infraction," or as a witness as appropriate.]

Honor Council Reports

The Honor Council Chair shall periodically report the activities of the Honor Council to Pharmacy Council, and the Director for Student Affairs shall periodically report the activities of the Honor Council to the faculty. These reports shall only include the number and nature of charges and hearing outcomes. The names of accused students, courses involved, those reporting allegations, and any other personally identifiable information shall not be reported, in accordance with federal student confidentiality laws.

Article III – Commitment to the Honor Code

Each incoming PharmD student will be required to confirm their commitment to the Honor Code as a condition of admission. [Note: Current PharmD students who entered the College prior to the implementation of this Honor Code shall be subject to its terms as well.] In addition, the Code will be presented and discussed during new student orientation programs.

Honor Code Agreements as a Condition of Admission and Re-Affirmation During the Program

All PharmD students shall be required to sign a statement of commitment to this Honor Code as a condition of admission (see Appendix B). Faculty may also require a reaffirmation of academic integrity via student signatures on assignments/examinations. Faculty members are responsible for the enforcement of the Honor Code in their classes and are encouraged to include procedures for reporting Honor Code infractions in course syllabi.

Presentation of the Honor Code during New Student Orientation Programs

Members of the Honor Council will present the honor code to each new entering entry level and nontraditional PharmD Class during their orientation program. This will include the distribution of a copy of the code, a discussion of its relevance to each student's development as a professional, a review of reporting and hearing procedures, and potential sanctions. [Note: Similar presentations shall be made to current students who entered the College prior to the implementation of this Honor Code as well.]

Article IV – Rules of Student Conduct

PharmD students are expected to exhibit professional behavior in all academic activities and at Professional Experience Program sites. Examples of unprofessional behaviors that may subject a student to disciplinary action include, but are not limited to:

- a. Violating any course, Professional Experience Program, or other program policy, regulation or guideline
- b. Providing or receiving unauthorized assistance during an examination
- c. Providing or receiving unauthorized assistance on a course assignment
- d. Submitting plagiarized work [Note: Plagiarism is “the representation of another’s work or ideas as one’s own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person’s work, and/or the inappropriate unacknowledged use of another person’s ideas” (see Faculty Rule 3335-23-04).]
- e. Submitting the same, or substantially similar, work to satisfy requirements for a course that has been submitted in another course without prior permission of the instructor
- f. Knowingly reporting false laboratory, research or patient data
- g. Altering, or attempting to alter, a grade or mark in a course
- h. Altering, or attempting to alter, an official form or record, or submitting an official form or record known to be false
- i. Placing other students at an unfair academic disadvantage (e.g., taking actions to prevent other students from having access to academic information)
- j. Failing to protect patient or practice site confidentiality
- k. Retaliating against those who make an allegation of an Honor Code infraction
- l. Knowingly making a false allegation of an Honor Code violation against another student
- m. Violation of other applicable University policies, regulations or guidelines, or relevant federal, state or local laws
- n. Any other conduct or activity that tends to compromise academic integrity or subvert the educational process

Testing Procedures

Examinations for PharmD students for courses offered in the College of Pharmacy will be administered without proctors. Exam administrators may be present to respond to questions, collect examinations, etc., but their role will not include exam proctoring per se. However, these individuals may report any suspected Honor Code violations that they happen to witness.

Article V – Procedures for Reporting Allegations of Honor Code Infractions **Student Procedures**

PharmD students are honor bound to respond to suspected Honor Code violations. Students are expected to take definite measures to confront unethical actions or practices on the part of a colleague by directly advising that person or reporting such actions and practices. They may report such violations to the faculty member for the course involved or directly to the Honor Council. In cases where alleged violations are reported directly to the Honor Council by students, the Director for Student Affairs should notify the faculty member for the course involved, and the faculty member’s input may be sought for consideration by the Honor Council.

Faculty Procedures

Faculty members are also expected to respond to Honor Code violations by directly advising the student or reporting such actions and practices to the Honor Council. When a student is to be reported to the Honor Council, the instructor should make every reasonable effort to inform the student of the allegation. The presence of a colleague with the faculty member at such meetings with suspected students is recommended.

Procedures for Other Individuals to Report Allegations

As appropriate, other individuals may also submit allegations of Honor Code infractions. In such cases, that individual will be expected to participate in Honor Council hearings if possible (see hearing attendance procedures).

Allegation of Honor Code Infraction Form

Reports of suspected Honor Code infractions shall be submitted on an "Allegation of Honor Code Infraction" form (see Attachment C) along with any relevant supporting materials. This form is used to collect details relating to the nature of the alleged infraction, the name of the accused student, witnesses, the course number and instructor.

Allegations of Honor Code Infraction forms and accompanying materials shall be submitted to the Director for Student Affairs. Additional materials may be accepted subsequent to the original submission at the discretion of the Honor Council. Allegations of Honor Code infractions should be submitted as soon as possible when a violation is suspected. In the absence of extraordinary circumstances, such submissions should be made within six weeks of the date of discovery of the incident in question.

Article VI – Procedures for Responding to Allegations of Honor Code Infractions Notification of Allegations of Infractions and Honor Council Hearings

Upon the receipt of an "Allegation of Honor Code Infraction," the Director for Student Affairs and Chair of the Honor Council will review the allegation to determine whether it is germane to the Honor Code and, if so, the specific charge(s) to be adjudicated. If a hearing is warranted, the Director for Student Affairs will:

- a. notify the accused student in writing of the specific charge(s) as soon as possible and schedule a hearing with the Honor Council.
- b. provide the accused student a copy of the Honor Code and, upon request, meet with the student to discuss Honor Council procedures.
- c. notify the accused student, the person(s) submitting the allegation, and any witnesses in writing of the hearing date, time and location at least 10 days prior to the hearing. [Note: The accused student may waive this 10 day notice if desired.]
- d. provide members of the Honor Council and the accused student copies of the "Allegation of Honor Code Infraction" and any accompanying materials.

All notifications shall be delivered in person or via first class or certified mail to the student's address as reported to the University Registrar.

Accused Students' Status in the Program Pending Allegation Resolution

Students suspected of Honor Code infractions, whether admitting them or not, should be allowed to continue in the program without prejudice, pending action by the Honor Council. If the infraction pertains to a particular course which ends before the Council has acted, the instructor should assign the student the grade of "Incomplete" in accord with Faculty Rule 3335-8-21. The alternate grade for the incomplete should be that grade which would be given if the student were not found in violation of the Honor Code. A student's incomplete grade may be extended as long as necessary pending resolution of the alleged Honor Code infraction. As necessary, a student's final grade may be altered in accordance with this Code and University procedures.

Honor Council Investigations

The Honor Council and/or their designee may gather additional information relating to a specific case in preparation for a hearing (e.g., interview witnesses, instructors, etc.) at their discretion.

Article VII – Procedures for Conducting Honor Council Hearings

Allegations of Honor Code infractions shall be resolved as soon as possible, in accordance with the procedures outlined in the Honor Code. In the absence of extraordinary circumstances, the initial hearing relating to an allegation should be held within one year of the date of submission of the "Allegation of Honor Code Infraction." In cases where a student admits committing an Honor Code infraction, the Honor Council shall still conduct a hearing. In cases where more than one student is included in an "Allegation of Honor Code Infraction," each accused student will have the right to an individual hearing or, at the accused students' discretion, they may elect to participate in a common Honor Council hearing. Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation unless a preponderance of the evidence supports the charge(s).

Advisors

An accused student may have one advisor of his or her choice accompany them to the Honor Council hearing if desired. That individual may counsel the accused student but will not be permitted to address the Council. The Director for Student Affairs must be notified in writing at least 48 hours prior to the hearing date if an advisor is to

accompany a student.

Hearing Records

A single record shall be kept of Honor Council hearings. That record shall be the property of the University and shall be made available to the accused student for review during the appeal period upon written request to the Director for Student Affairs.

Hearing Attendance

Attendance at hearings will be limited to the Honor Council, the accused student(s), the individual(s) who submitted the "Allegation of Honor Code Infraction," and witnesses or advisors on behalf of the College and/or accused student (if desired). Admission of others to a hearing will be at the discretion of the Chair.

Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the accused students(s), individual(s) submitting the allegation, and witnesses are expected to attend and participate, and every reasonable effort will be made to schedule hearings to accommodate such attendance. In cases where an accused student(s), the individual(s) submitting an allegation, or witnesses are not able to attend a hearing in person, they may, upon request and at the discretion of the Chair, submit written statements for consideration by the Honor Council. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision may be made. No inference may be drawn against an accused student for failing to attend a hearing or remaining silent, but the hearing may proceed and reach a conclusion based on the evidence presented.

Hearing Procedures

Although Honor Council hearing procedural requirements are not as formal as those existing in criminal or civil courts of law, to ensure fairness, the following procedures will apply. Hearings shall be directed by the Honor Council Chair. The Honor Council Chair will begin each hearing by reviewing hearing and appeal processes. Subsequently, the following procedures will be observed in the order presented. (Note: At the discretion of the Chair, members of the Honor Council may pose questions at any point during a hearing. The Honor Council Chair shall direct all questioning.):

- a. The Honor Council Chair will state the charge(s) under consideration.
- b. The accused student(s) will be given the opportunity to agree or disagree with the charge(s) and provide an initial verbal response if desired.
- c. The person(s) who submitted the "Allegation of Honor Code Violation" will be asked to provide a verbal summary of the circumstances and events relating to each allegation.
- d. The accused student(s) will be given the opportunity to question the person(s) who submitted the "Allegation of Honor Code Violation."
- e. Any witnesses in support of the allegation(s) will be asked to provide any additional information relating to the allegation(s).
- f. The accused student(s) will be given the opportunity to question each witness in support of the allegation(s), if any.
- g. The accused student(s) will be given the opportunity to provide any additional information or materials in response to the allegation(s).
- h. Any witnesses in support of the accused student(s) will be given the opportunity to provide any additional information relating to the allegation(s).
- i. The accused student(s) will be given the opportunity to question each witness in support of the accused student(s), if any.
- j. The individual(s) who submitted the "Allegation of Honor Code Violation" will be given the opportunity to present any final statements relating to the allegation under consideration.
- k. The accused student(s) will be given the opportunity to present any final statements relating to the allegation under consideration.

Immediately subsequent to the process described above, the Honor Council will meet in closed session to consider the facts of the case and make a decision as to whether or not a violation has occurred relative to each alleged Honor Code infraction. A preponderance of the evidence shall be required to support each charge. All decisions of the Honor Council shall be made by a simple majority vote. In cases where a violation is found, the Honor Council will determine appropriate sanctions. When these deliberations are complete and as soon as possible thereafter, the Director for Student Affairs will inform the accused student(s) and faculty member of the

course in question (if the violation pertains to a particular course) as to the outcome of the Honor Council's hearing in writing. The Director for Student Affairs may also meet with the accused student(s) to discuss the outcome of the Honor Council hearing.

Minor Deviations From Procedures

An accused student(s), in collaboration with the Honor Council Chair and/or Director for Student Affairs, may agree in advance to minor procedural deviations. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations do not materially prejudice the accused student(s).

Article VIII – Sanctions for Honor Code Infractions

Sanctions for Honor Code infractions should be commensurate with the violation(s). In determining the appropriate sanction(s) in a specific case, the Honor Council may take into account any mitigating circumstances and any aggravating factors including, but not limited to, past misconduct by the student, failure of the student to fully comply with previous sanctions, and the severity of the conduct that constituted the violation. Sanctions for students found to be in violation of the Honor Code more than once are expected to be severe, up to and including dismissal when appropriate.

One or more of the following sanctions may be imposed or authorized by the Director for Student Affairs upon the direction of the Honor Council (and approval of the Executive Committee for suspensions or dismissals) when a student is found to be in violation of the Honor Code:

- a. Formal written reprimand – as directed by the Honor Council, the Director for Student Affairs shall issue a written letter of reprimand to the student.
- b. Community service – the student may be required to engage in community service for a specified period of time. As directed by the Honor Council, the Director for Student Affairs shall issue a written letter to the student outlining the expected duration and type of community service, as well as the timeframe and mechanism for reporting the completion of this service to the Honor Council.
- c. Conduct or disciplinary probation – the student may be placed on probation for a specified period of time. This action may also involve the loss of specific privileges. Further violation of University or College policies, regulations and guidelines during the probationary period will be viewed not only as a violation based on the act itself but also as a violation of probation, which may result in further action up to and including suspension or dismissal. As directed by the Honor Council, the Director for Student Affairs shall issue a written letter of probation to the student.
- d. A failing or lowered grade on an assignment – as directed by the Honor Council, the Director for Student Affairs shall issue a written letter authorizing the instructor of the course to implement this sanction and forward a copy to the student.
- e. A failing or lowered grade in a course – as directed by the Honor Council, the Director for Student Affairs shall issue a written letter authorizing the instructor of the course to implement this sanction and forward a copy to the student.
- f. Suspension – as authorized by the Honor Council and approved by the Executive Committee, the Director for Student Affairs shall issue a written letter of suspension to the student. Suspension is a sanction that terminates the student's enrollment opportunities in the College of Pharmacy for a specified period of time. Satisfactory completion of specified stipulations may be required for reenrollment at the end of the suspension period.
- g. Dismissal – as authorized by the Honor Council and approved by the Executive Committee, the Director for Student Affairs shall issue a written letter of dismissal to the student. Dismissal is a sanction which permanently separates a student from the College of Pharmacy without the opportunity to re-enroll in the future.
- h. Other Sanctions – the Honor Council may impose other appropriate sanctions singularly or in combination with any of the above-listed sanctions.

All notifications of sanctions shall be delivered in person or via first class or certified mail to the student's address as reported to the University Registrar.

When a student is suspended or dismissed due to Honor Code violations, a notation will be placed on the student's academic transcript.

Article IX – Appeal Procedures

Right to Appeal

A student found to be in violation of the Honor Code has the right to appeal this decision and/or the authorized sanction to the Executive Committee of the College of Pharmacy within 14 calendar days of the date of the written notification of the Honor Council's decision. Requests for appeals (including the specific grounds for requesting the appeal) shall be submitted in writing to the Director for Student Affairs.

The Executive Committee shall automatically review all Honor Council authorizations for suspension or dismissal. This review shall constitute the student's appeal.

The Executive Committee will meet to review a student's request for appeal as soon as possible, within the confines of their regular meeting schedule. The Executive Committee may review the "Allegation of Honor Code Infraction," any accompanying materials, the proceedings of the Honor Council hearing, and a written statement of appeal from the accused student. The accused student (or any other non-Executive Committee member) is not entitled to attend this meeting unless otherwise approved by the Executive Committee. By majority vote, the Executive Committee may uphold, dismiss or alter the decisions/sanctions rendered by the Honor Council. Altered decisions/sanctions may be more or less severe than those imposed by the Honor Council. By majority vote, the Executive Committee may also remand the matter to the Honor Council for a new hearing for the accused student. Except where a matter is remanded to the Honor Council for a new hearing, the decision of the Executive Committee as to the determination of violations and authorized sanctions shall be final and binding. The Director for Student Affairs shall inform the accused student as to the outcome of the appeal in writing (delivered in person or via first class or certified mail to their address as reported to the University Registrar).

Grounds for Appeal

An appeal may be based only upon one or more of the following grounds:

- a. Procedural error that materially prejudiced the accused student(s);
- b. Misapplication or misinterpretation of the Honor Code;
- c. Findings of facts not supported by a preponderance of evidence;
- d. Discovery of substantial new facts that were unavailable at the time of the Honor Council hearing;
- e. That the disciplinary sanction imposed by the Honor Council is grossly disproportionate to the violation committed.

Article X – Disposition of Records

All records shall be maintained in accordance with applicable University record retention schedules and procedures.

Article XI – Honor Code Amendments

Students or faculty members may propose amendments or revisions to the Honor Code. Proposed amendments or revisions shall be reviewed by Pharmacy Council and presented for feedback at an open student forum. To become effective, proposed amendments must ultimately be approved by a majority vote of the faculty. (Approved by the faculty May 20, 2005)

Appendix A

CODE OF ETHICS FOR PHARMACISTS

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

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.

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

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

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

III. A pharmacist respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

IV. A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interest of patients.

V. A pharmacist maintains professional competence.

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

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

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

VII. A pharmacist serves individual, community, and societal needs.

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

VIII. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

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Appendix B

THE OHIO STATE UNIVERSITY
STUDENT STATEMENT OF COMMITMENT TO THE COLLEGE OF PHARMACY'S
HONOR CODE FOR DOCTOR OF PHARMACY STUDENTS

The Honor Code for Doctor of Pharmacy (PharmD) students in the College of Pharmacy is available on the College's web site (www.pharmacy.ohio-state.edu), or copies may be obtained in the Office of Student Affairs. PharmD students will be provided with a copy of the Honor Code during their new student orientation program, and they are required to sign this statement of commitment to the Honor Code as a condition of admission.

**I have read, and hereby agree to abide by, The Honor Code for
Doctor of Pharmacy Students in the College of Pharmacy:**

Student's Name (Please Print): _____

Student's Signature: _____

Date: _____

"A pharmacist acts with honesty and integrity in professional relationships"

- APhA Code of Ethics

Appendix C

THE OHIO STATE UNIVERSITY
COLLEGE OF PHARMACY
ALLEGATION OF HONOR CODE INFRACTION

The Honor Code for Doctor of Pharmacy students in the College of Pharmacy requires allegations of PharmD student infractions to be reported to the Director for Student Affairs via the use of this form. The Honor Code is available on the College of Pharmacy's web site (www.pharmacy.ohio-state.edu), or a copy may be obtained in the Office of Student Affairs.

Name of person reporting the allegation: _____

Check one: Instructor
 PharmD Student
 Other (please specify): _____

Name of student alleged to have committed an Honor Code infraction: _____

Course Number: _____ Instructor: _____

Quarter/Year: _____

Attach a letter to this form providing a description of the alleged Honor Code infraction(s). Include details as to the date, time and nature of each infraction and relevant event, specific student behaviors observed, witnesses, steps taken subsequent to the incident in question, etc.

Attach copies of all other relevant materials (e.g., copies of assignments or examinations, unauthorized materials used by students, course syllabi, etc.). Additional materials may be accepted subsequent to the original submission at the discretion of the Honor Council.

I declare that the foregoing information, the attached descriptions, and all other relevant submitted materials are accurate and complete to the best of my knowledge (note: knowingly making a false allegation of an Honor Code violation against another student is prohibited under Article IV of this Code):

Signature: _____ **Date:** _____

Date Received (to be completed by the Director for Student Affairs): _____