College of Pharmacy

2016-2017
Student Handbook
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Equal Opportunity Statement

Rosalind Franklin University of Medicine and Science (hereinafter “University”) does not discriminate (or tolerate those who do) on any unlawful basis (such as race, skin color, national origin, sex, including sexual orientation and gender identity, disability, age, religion, genetic information, military status, or family status) in its education programs or activities, including admission, financial aid, student activities and events, and other terms, conditions, or privileges of education.

Reporting: Any person seeking guidance or who becomes aware of any potential, known, or suspected violation of this policy shall contact the Division of Student Affairs and Inclusion at 847-578-3205 or in person in the Health Sciences Building, Rm L.675 to ensure proper action is taken. As an alternative, reports may be made to the Office of Compliance directly or through EthicsPoint, a NAVEX Global company, (which allows anonymity), either via its toll-free number (800-254-0460) or its URL (http://rosalindfranklin.ethicspoint.com). No person will be subjected to retaliation, retribution, or reprisal for making a good faith report of, seeking guidance regarding, or participating in the investigation or resolution of a potential, known, or suspected violation of this policy.
CHAPTER I: INTRODUCTION

A. PURPOSE OF THE STUDENT HANDBOOK

The Student Handbook has been prepared to inform students of the rules, regulations, and requirements of the College of Pharmacy at Rosalind Franklin University of Medicine and Science. This Handbook will also provide information on the services the College offers and will inform the student of his/her rights and responsibilities. Students will be asked to sign an acknowledgement form yearly regarding their receipt and understanding of this handbook.

The College of Pharmacy Handbook supplements the Rosalind Franklin University of Medicine and Science Student Policies Handbook and the Honor Council Code of Ethics that apply equally to all students enrolled at Rosalind Franklin University of Medicine and Science and are available on the Rosalind Franklin University web site.

The information contained herein implements and complements material found in the College’s Academic Catalog. This Handbook is provided for the student and is subject to change without notice or obligation as the College deems necessary or appropriate in order to achieve the objectives and purposes and properly conduct the business of the College. Students are required to comply with the provisions of this Handbook and other policies, regulations and procedures of the College as a condition of their enrollment during their tenure as a student. It is an important informational resource and guide.

The Student Handbook will be periodically revised to comply with the advancement of the College as it relates to all phases of pharmacy education. Anyone with suggestions for changes to this handbook should make them in writing to the College of Pharmacy Office of Student Affairs. Please refer to the Experiential Education Handbook for further details about the Office of Experiential Education.

B. COLLEGE OF PHARMACY MISSION

To serve the nation through excellence in pharmacy education, research, and practice, with a commitment to patient-centered interprofessional care, community service, life-long learning, and an ethos of social responsibility.

C. COLLEGE OF PHARMACY VISION

To be recognized as a leader in pharmacy education who is dedicated to educating future pharmacists to serve humankind and their communities with competence, compassion, and in an ethical manner.
D. CORE VALUES

Excellence, integrity, communication, interprofessionalism, scholarship, scientific curiosity, compassion, service and diversity.

E. STANDING FACULTY COUNCILS AND COMMITTEES

The Dean is the Chief Academic Officer of the College. The faculty, however, are responsible for the development, delivery, and assessment of curricular and governance activities in the College. The following faculty councils and committees meet regularly and are vital to the College’s success. A student representative from each class is a voting member of all committees, except for Appointments, Promotion and Tenure Committee. Full descriptions of these committees can be found in the College of Pharmacy By-laws located on the College Website.

- The Academic Faculty Council (AFC): The AFC is the faculty governance organization of the College.
- The Pharmacy Executive Committee (PEC): The PEC serves as the advising body to the Dean. It consists of faculty members and the Student Dean, who is elected by his/her peers.
- Admissions Committee: This committee oversees the recruitment and admissions process of the College and makes recommendations on the policies and procedures for admissions.
- Assessment and Evaluation Committee (AEC): This committee has responsibility for the design, management and oversight of the COP programmatic and curricular assessment and evaluation processes.
- Curriculum Committee: This committee has full responsibility for the design, management, and oversight of the COP curriculum and educational objectives.
- Electronic Resources Committee (ERC): This committee is charged with evaluating new online and mobile resources (usually related to drug information) and analyzing the usage of our current electronic resources.
- Student Promotions, Evaluation and Awards Committee (SPEAC): This committee is charged with assessing student progress, scholarship and professionalism.
- Appointments, Promotion, and Tenure Committee: This committee considers appointments and promotions to the various faculty ranks and recommendations for tenure, when appropriate.

The Dean and the PEC may form additional committees as deemed necessary.

F. COLLEGE ADVISORY BOARD

The College Advisory Board consists of representation from local pharmacy and academic leaders. The Board typically meets three times a year to advise the Dean on College development and strategic planning. Members of the College Advisory Board can be found on the College Website.
G. PHARMACY OATH*

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

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

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

*This oath was accepted by the American Association of Colleges of Pharmacy House of Delegates in July 2007 and has been approved by the American Pharmacists Association. College of Pharmacy students will take this Oath during their White Coat Ceremony.

H. ACCREDITATION

Rosalind Franklin University of Medicine and Science College of Pharmacy’s Doctor of Pharmacy Program is accredited by the 
Accreditation Council for Pharmacy Education
135 South LaSalle Street, Suite 4100
Chicago, IL 60503
Phone: 312-664-3575
Fax: 312-664-4652
www.acpe-accredit.org

The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools approved continued accreditation status in 2008 for RFUMS for 10 years with no interim reports or other site visits required. Additionally, on May 20, 2011 the HLC informed the University that it had extended the school’s accreditation to include the Doctor of Pharmacy Degree.

In addition to the ACPE and HLC requirements, the College of Pharmacy has received necessary approval from the Illinois Board of Higher Education (IBHE) to award the PharmD degree.
I. STUDENT COMPLAINTS POLICY

Internal Complaints
Students have the right to due process and appeal through the COP Office of Student Affairs. Guidelines regarding student complaint policies are developed through the Student Promotion, Evaluation and Awards Committee (SPEAC) and can be found in the Guidelines for Student Progression, Evaluation, Assessment and Recognition.

- In the interest of professional development, students should strive to resolve a complaint through discussion with the person(s) involved. Students are encouraged to speak directly with the instructor(s) when faced with an issue related to a course.
- Students should submit unresolved complaints in writing to the Assistant Dean for Student Affairs, either directly or via their academic advisor, and attempts will be made to reconcile the issue.
- When appropriate, the issue will be discussed at the SPEAC. Recommendations based upon review of complaints will be discussed with the Dean, and appropriate action will be taken.
- A Student Grievance Form for submitting complaints is located on the College Website

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

Although efforts should be made to resolve issues within the College and/or University, students may contact the ACPE directly, without initial COP involvement. The procedure and contact information for reporting an unresolved complaint or lodging a complaint directly to the ACPE follows. College of Pharmacy students are encouraged to maintain an open dialogue with their professors, school administrators, and the body from which it seeks accreditation, the ACPE. Should a student or prospective student feel that Rosalind Franklin University of Medicine and Science and the College of Pharmacy is in violation of the ACPE standards and/or guidelines, he/she should contact the ACPE directly (see below):

Accreditation Council for Pharmacy Education
135 S. LaSalle Street - Suite 4100
Chicago, IL 60603-4810
Phone: (312) 664-3575/ Fax: (312) 664-4652 or (312) 664-7008
csinfo@acpe-accredit.org
Student Complaint Logs

Chronological records of all complaints, including subsequent resolution and/or action (including legal), will be maintained by the Dean. These records will include complaints filed through the Office of Student Affairs and those filed directly with the Dean. Two logs will be kept on file; one log for accreditation-related complaints and a second log for non-accreditation related complaints. Both logs will be reviewed by the Accreditation Council for Pharmacy Education (ACPE) during site visits or upon request. Further information about the ACPE complaint process can be found at http://www.acpe-accredit.org/complaints/default.asp.

In addition, RFUMS requires a log of student complaints to help identify persistent problems, to assure resolution of student concerns, and to comply with requirements of accreditation by the Higher Learning Commission (HLC). The Student Complaint Log is submitted to the Provost's Office annually. The Provost, along with the Vice President for Academic Affairs (VPAA,) Vice President for Student Affairs and Inclusion (VP SAI) and the Chief Compliance Officer, will review the Logs annually to look for patterns of issues and to summarize what can be learned from a longitudinal perspective that could be integrated into improvements in services or in teaching and learning. This annual review summary shall be kept by the Provost’s Office.

While the Office of Student Affairs will maintain documentation of all College of Pharmacy student complaints, the Dean’s Student Complaint Log will only include written, formal complaints (this is a university policy) that address a specific issue(s) of broad concern. The Dean’s Log will not include minor concerns such as grade challenges, classroom lighting, interpersonal conflicts, and billing or financial aid disputes. It will also not include concerns reported to other individuals, including Program Directors, Department Chairs, Associate Deans, or similar individuals, or concerns for which existing processes exist, such as sexual harassment, discrimination, housing arrangements, and compliance.
CHAPTER II: ACADEMIC POLICIES

A. PROGRESSION REQUIREMENTS

The Guidelines and Procedures for Student Progress, Evaluation, Assessment and Recognition contains information regarding conditions for advancement and conditions under which students will be recommended for graduation.

1. Conditions for Advancement
A student may advance to the succeeding academic year if he/she:

- Has successfully completed all of the requirements for the current year, and
- Has no physical or mental condition that would prevent him/her from assuming the responsibilities of the next academic year and performing the essential functions of a pharmacy student, as denoted in the technical standard section of the COP Academic Catalog.
- Has met all of the requirements of the first three academic years of pharmacy school within 48 months of the date of first matriculation into the College of Pharmacy as a beginning pharmacy student, including academic leave of absence periods and excluding personal leave of absence periods.

2. Conditions for Recommendation of Graduation
Students who meet the following conditions will be recommended for the degree of the Doctor of Pharmacy (PharmD) by the SPEAC:

- Satisfactorily complete the College of Pharmacy curriculum as prescribed by the College.
- Comply with all requirements and policies enacted by the College.

A student admitted to the College is expected to graduate in four academic years. In cases where progression is delayed, the student must:

- Complete the didactic and experiential requirements and be eligible to earn his/her PharmD degree within 5 ½ consecutive calendar years (66 months) from the date of enrollment or be subject to dismissal. Personal leave of absence periods are not included in the calculation of enrollment time in the College.
- Complete all requirements for the PharmD degree within seven calendar years, including academic and personal leave of absence periods.

Students who meet the above conditions may: (a) be approved for graduation by the Faculty, and (b) be approved by the Pharmacy Executive Committee, and (c) be approved by the Board of Trustees of Rosalind Franklin University.
B. CLASS HOURS

Classes are likely to be scheduled at intervals between the hours of 8:00 A.M. and 6:30 P.M., Monday through Friday, though rotations may be scheduled outside of these time frames. Classes may be cancelled or re-scheduled at the discretion of the class instructor in accordance with College policy. Special conferences and seminars also may be scheduled at other times.

C. COLLEGE ATTENDANCE POLICY

The University Policy on Secular and Religious Holidays is described in the Rosalind Franklin University Student Policies Handbook, a copy of which is available on the website.

The PharmD program consists of both didactic and experiential education (pharmacy practice rotations) requirements. Please see the Experiential Education Manual for details on the College’s Experiential Education Program.

Didactic Course Attendance
For all courses, it is expected that students will attend all didactic course sessions and other scheduled activities. Students are required to attend all Pharmaceutical Sciences and Pharmacy Practice laboratories and examinations. Students should refer to course syllabi and department manuals for more detailed information.

Experiential Education Attendance and Transportation Policy
Transportation to and from all Experiential Education sites is the responsibility of the student. Please note that public transportation is not routinely available to many sites.

Attendance for all Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) is mandatory. Changes to the schedule are made in concert with the site preceptor and the Office of Experiential Education. See the Experiential Education Manual for details.

Absences Due to Professional Activities
(I.e. regional or national professional meetings)
It is the student’s responsibility to contact the course director for approval of absence due to attendance at a professional activity. Approval should be sought as early as possible and prior to making travel arrangements for the meeting. Each student is responsible for follow up with the course director(s) for any missed classes, assignments or assessments. It is at the course director’s discretion as to whether or not the absence will be excused and what timeframe, if any, will be given for missed assignments or assessments.

The Office of Student Affairs will work in conjunction with the organization advisors and Department Chairs so that meeting dates are included on the COP calendar in a timely manner.
The Office of Student Affairs, with input from SPEAC when necessary, will consider student academic performance as criteria for attendance or financial support at professional meetings.

Please see the experiential attendance policy for details on professional activity attendance.

D. EXAMINATIONS AND ASSESSMENTS

Examination quantity and scheduling vary by course. Please review each course syllabus for its examination schedule. Examinations are given on a fixed calendar of dates which cannot be changed except in extraordinary circumstances with the approval of the Course Coordinator, Department Chair and the Office for Academic Affairs. Requests for examination date changes must be unanimous, receiving no classmate opposition within 48 hours of the request being made.

At the discretion of the Course Director, assessments may be rescheduled for individual students if:

- The student is too ill to participate in the scheduled assessment, or
- A serious personal or family crisis has arisen on or immediately prior to the scheduled assessment.

When a student needs to reschedule an assessment, the student must:

- Immediately notify the COP Office for Academic Affairs and complete an “Absence from an Assessment” form as soon as possible.
- The Office for Academic Affairs or their designee will determine whether a student’s situation warrants rescheduling an assessment and will notify Course Directors of excused absences. Course Directors will proceed in accordance with the policy described in the relevant course syllabus. Supporting documentation may be required.

The student has responsibility for contacting the Course Director to arrange a specific time for completing the rescheduled assessment.

The Course Director may offer a post-examination review of each exam. The method for review is selected by the course director and announced in the course syllabus. One of the following methods of review should be used: (1) review of the exam during class, (2) return the full exam to students for self-study of incorrect responses, or (3) post the full exam with answers identified to allow students to self-study incorrect responses.

At the discretion of the Course Director, exams may be reviewed by students using a variety of methods such as (1) during class, (2) via ExamSoft or D2L, (3) via office hours, or (4) other methods at the Course Director’s discretion.
E. STUDENT CONDUCT DURING EXAMINATIONS

Students are expected to conduct themselves at all times according to the Student Honor Code which can be found on the Honor Council’s Website. The following conduct should be observed during examinations:

- Honor Code on first page of written test booklet
  - This must be signed and turned in after the exam

- No admittance to the exam after the first test-taker has left the exam
  - No extra time will be given to late arrivals
  - Documentable proof will be accepted, and a retake arranged

- No electronic devices other than calculators approved by the Course Director
  - This includes cell phones, pagers, PDAs, headphones, and any other listening devices etc.

- Hat visors turned to the back

- Backpacks, coats, and other personal items placed in the front of the room

- Restroom breaks are NOT allowed for exams ≤ 2 hours (medical exceptions are allowed)

- Food or drink is NOT allowed for exams ≤ 2 hours (medical exceptions are allowed)

F. STUDENT MISCONDUCT DURING EXAMINATIONS

During the administration of examinations students shall not:

- Refer to any unauthorized materials, sources or devices; or

- Receive unauthorized assistance prior to or during the examination.

If the Course Coordinator and/or proctor observe a student violating either of the above policies they may take the following actions:

- May warn the student that they appear to be in violation of policy, or

- May remove the examination from the student and at the completion of the examination, the Course Coordinator must submit charges of Academic Misconduct, in writing, to the Office for Academic Affairs and send a copy to the appropriate Department Chair. The Office for Academic Affairs will refer to the Associate Vice President for Student Affairs (AVPSA).
The AVPSA will determine the need to convene a Student Affairs Judiciary Committee (see Student Conduct Policy in the RFUMS Student Handbook).

If a student observes another student violating either of the above policies they must notify the Course Coordinator and/or proctor during the examination.

**G. GRADING AND REGISTRATION**

Please refer to the College of Pharmacy Academic Catalog for the University’s grading and registration policy, which can also be found on the Registrar’s Website. Note that courses taken outside of the University will not be factored into a student’s GPA.

**H. COURSE DEFICIENCIES, FAILURES AND THE OPPORTUNITY TO REMEDIATE**

The admission requirements and policies of the College have been designed so that only applicants who are deemed capable of excelling in the program will be accepted. However, inability to keep up with the challenging curriculum due to personal circumstances or academic struggles may result in course deficiencies and/or failure(s).

Please refer to the Guidelines and Procedures for Student Progression, Evaluation, Assessment and Recognition (SPEAC Guidelines) for the process by which the College will handle course deficiencies and failures.

Course remediation consists of an opportunity for the student to demonstrate competency of the previously unlearned material that resulted in a course failure. After failure, the opportunity for course remediation is at the discretion of the Course Director.

Please refer to the Guidelines and Procedures for Student Progression, Evaluation, Assessment and Recognition (SPEAC Guidelines) for information regarding the opportunity to remediate and remediation limitations.

**I. TECHNICAL STANDARDS**

All applicants and students are expected to meet certain technical standards for advancement and graduation. The standards, which can be found in the College of Pharmacy’s Academic Catalog, reflect reasonable expectations of qualified pharmacy students performing essential/required functions as part of the academic program. These technical standards are important in ensuring that patient safety is maintained.

**J. MISCONDUCT PROCEDURE**

Students are subject to disciplinary action for violations of academic policies, procedures or regulations, including breaches of academic integrity and proper student conduct. See Student Conduct Policy in the RFUMS Student Handbook for additional information.
Suspected violations of academic, ethical or professional standards may be reported to the College of Pharmacy Offices of Academic or Student Affairs who at their discretion, may forward to the SPEAC for evaluation, or to the RFUMS Division of Student Affairs and Inclusion, for evaluation in accordance with the RFUMS Student Conduct Policy.

Any departures from these standards may result in disciplinary action. Students who exhibit egregious or habitual behavior that is inconsistent with this standard, with the COP competencies, with University policy or with the law will be considered for dismissal or other actions.

K. DISCIPLINARY ACTION

The Student Promotions, Evaluation and Awards Committee’s review of student violations of policies, procedures or regulations, including breaches of academic integrity and proper student conduct may result in any of the following disciplinary actions, which will be noted in the student's file. Disciplinary actions include, but are not limited to:

OFFICIAL WARNING
This level of disciplinary action consists of an official letter of reprimand to the student warning him/her that any further misconduct violations will result in more serious disciplinary action. The official warning is deemed appropriate in cases of misconduct of a minor nature, as determined by the College. Official warning may also be appropriate in cases of academic performance concerns.

DISCIPLINARY or ACADEMIC PROBATION
A student may be placed on probation after demonstrating unethical or unprofessional behavior. This level of disciplinary action involves placing the student on probation for a specified period of time, usually one academic year.

Students who are placed on probation may not hold office in any student organization, serve on College or University Committees, or be employed by the College or University. A student holding office who is placed on probation must be removed from the office while on probation; a student serving on a College or University committee who is placed on probation must be removed from the committee while on probation; a student employed by the College or University must cease employment while on probation.

SUSPENSION
See the disciplinary section of the RFUMS Student Handbook.

DISMISSAL
Dismissal refers to permanent involuntary separation from the College/University. See the disciplinary section of the RFUMS Student Handbook under expulsion.

Dismissal of a student from RFUMS is considered a very serious action. Dismissal of a student will follow the process defined by the College of Pharmacy.

Dismissal will be considered for any of the following:
• Failure of two or more courses, after remediation if offered, in any given academic year.
• Failure of the same course twice.
• Failure to meet requirements for removal of probation within the time period specified.
• Situations which require that a student be placed on a second probation.
• Failure to develop and maintain the standards of ethical integrity, professional judgment, or reliability in appropriate personal and professional relationships essential to the competent, honest, responsible practice of pharmacy.

See the RFUMS Student handbook for a description of additional disciplinary actions.

L. LEAVE OF ABSENCE

The Rosalind Franklin University of Medicine and Science Leave of Absence Policy shall apply. Leaves of Absence may not exceed one calendar year. Students must submit the request for a Leave of Absence in writing to the College of Pharmacy Office for Academic Affairs and specify a beginning and ending date. The Office for Academic Affairs will instruct the student on procedure and may bring the matter to the SPEAC for consideration. Please refer to the “Leave of Absence” section of the Guidelines and Procedures for Student Progress, Evaluation, Assessment and Recognition for details.

M. MATERNITY/PATERNITY LEAVE POLICY

A student wishing to take a maternity/paternity leave must put his/her request in writing to the Office of Academic or Student Affairs, specifying the dates needed for the leave. A pregnant student or a student whose spouse is pregnant and in need of special examination procedures must notify the course instructor in advance of the examination. Appeal for special consideration may be made to the Office of Academic or Student Affairs.

N. WITHDRAWAL

Voluntary Withdrawal
A student who wishes to voluntarily withdraw from the College for any reason must submit a completed Rosalind Franklin University Request for Withdrawal Form obtainable from the Office of Academic Support in the Division of Student Affairs. The effective date of the withdrawal will be the date on which the completed form, together with the student’s ID card and mailbox key (if applicable) are received in the Office of Academic Support. Once a student has taken the final examination in a course the grade for that course will be recorded on the student’s transcript even if the student subsequently voluntarily withdraws from the College.

Involuntary Withdrawal
When a student has stopped attending a class/clinic that requires mandatory attendance for a prolonged period of time (e.g., ten consecutive class days, including experiential education courses) he/she will be sent a letter via certified mail to the student’s last known address in an attempt to determine the situation. A student who stops attending said
classes/clinic for a prolonged period of time without notifying the appropriate administrative offices of his/her situation will be involuntarily withdrawn from the College.

O. TRANSFER OF SCHOOLS WITHIN THE UNIVERSITY

It is the University’s Policy that students may not internally transfer from one school to another school until the student has completed their current program of study.

P. PROCEDURES FOR QUESTIONS AND CONCERNS

A member of the student body should first direct questions concerning any class activity to the instructor involved. In the classroom or experiential education site any problem should be brought to the attention of the instructor in charge of the course at a personal meeting. He/she will then have the opportunity to correct the problems. If no satisfactory solution is reached, the student may then bring this matter to the attention of the Department Chair. Continued disagreement should be referred to SPEAC via the COP Offices for Academic and/or for Student Affairs. See the Guidelines for Student Progression, Evaluation, Assessment and Recognition for additional information.

This policy is in line with the University’s Concerns about Grades or Other Academic Assessments guidelines. Please see the College of Pharmacy Academic Catalog for further detail.

Q. PROFESSIONAL RELATIONS BETWEEN FACULTY/STAFF AND STUDENTS

Professional relations between faculty/staff and students are a valuable and important part of the learning process and contribute greatly to the desired collegial atmosphere at the College. Interpersonal relationships in a professional environment, however, always create the potential for an appearance of favoritism or other impropriety. While good judgment and discretion will often determine what is appropriate under any particular circumstance, the College disfavors activities between faculty/staff and students that can be construed as other than a professional relationship.

R. TECHNOLOGY USE, INCLUDING SOCIAL MEDIA

It is College policy that students not communicate with faculty (including preceptors) via social networking sites (i.e. Friending on Facebook). Student and faculty electronic communication should occur via the RFUMS email system; see section “T” for additional details. Students and faculty are expected to report inappropriate behaviors of students, faculty and College staff on social media sites to the Office for Student Affairs. It is the discretion of the Assistant Dean for Student Affairs whether the violation of this policy warrants referral to the Associate Vice President for Student Affairs (see Student Conduct Policy in the RFUMS Student Handbook).

It is understandable that students will maintain and update their social network sites during their tenure at the College of Pharmacy.
Use of technology not related to course content should not occur during class. (i.e. social media, games, texting, “browsing the web,” etc.)

As representatives of University and future of the pharmacy profession, students are expected to use discretion when posting comments and/or pictures of themselves or others. Any inappropriate behavior on social networking sites should be reported to the Office for Student Affairs who may consult with the Associate Vice President for Student Affairs (see Student Conduct Policy in the RFUMS Student Handbook).

S. DISCUSSION BOARD ETIQUETTE

Online discussion boards may be used by a course director. Refer to the course syllabus for information regarding if, or how, the discussion board is used. When posting on the discussion board, students should:
- Refrain from inappropriate language and personal attacks
- Refrain from using uppercase words as this may come off as yelling
- Avoid redundancy of questions unless a new perspective is introduced
- Consider re-reading your own posts before submitting, to make sure you aren’t coming across the wrong way
- Make an appointment with the course director or lecturer to discuss your question or issue if you feel your post may not be perceived as you had meant it to

Please refer to the Student Handbook Chapter III Section G regarding Statements of Professional Conduct.

T. POLICY ON EMAIL COMMUNICATION BETWEEN STUDENTS AND FACULTY & STAFF

Each student is provided with a Rosalind Franklin University email account. This will be the primary medium of communication between the faculty/administration and the students. It is the student’s responsibility to regularly check at least once per day his/her account for important messages. This applies to those students away from campus on during IPPE and APPE experiences as well as to on-campus students.

It is the University’s policy that the email signature block for business-related correspondence should only contain identifying and contact information of the sender. The signature block should not include items of a personal nature, such as, but not limited to, personal beliefs or opinions, statements of philosophy, religious or inspirational sayings or quotes, clip art or graphics, etc. However, please note that this policy relating to signature block does not interfere with the content of the email message itself, which often contains or reflects statements of personal beliefs, opinions, philosophy, etc. of the author or others.
U. POLICY ON RECORDING OF COURSE LECTURES

Many lectures are recorded and put in D2L for student use. Students should keep in mind that their voice may be recorded in these situations. If a lecture is not recorded and placed in D2L it is the College of Pharmacy’s policy that didactic courses may not be recorded (eg. audio, video, slide capture with a smart phone, iPad etc.) unless written or verbal approval to record utilizing a given medium has been granted from the lecturer. A course may have multiple lecturers and approval should be sought directly from the individual lecturer via email prior to presentation delivery. Lecturers may also provide verbal approval at the beginning of a lecture. Approval to record one presentation by a given lecturer does not imply approval for the lecturer’s subsequent lectures; approval should be sought on a presentation by presentation basis. Requests should not be directed to the course director though students should refer to the course syllabi as some course directors may communicate individual lecturer’s recording policies in this document.

V. POLICY ON EXTRAMURAL COURSES

Extramural courses are taken outside the University after matriculation at RFUMS, and will only be accepted for credit under one of the following circumstances:

- The extramural course is an approved elective
- The extramural course has been approved for remediation of a course failure
## W. CURRICULUM-AT-A-GLANCE
As of 8/1/16

### Curriculum-at-a-Glance

**[Interprofessional courses in blue]**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>54 Credits</th>
<th>Year 2</th>
<th>45 Credits</th>
<th>Year 3</th>
<th>41.5 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td>16 Quarter Hours</td>
<td><strong>FALL</strong></td>
<td>15 Quarter Hours</td>
<td><strong>FALL</strong></td>
<td>11 Quarter Hours + Electives</td>
</tr>
<tr>
<td>YPHP 501</td>
<td>Introduction to Pharmacy Practice</td>
<td>YPHP 620</td>
<td>Pharmacotherapy I</td>
<td>YPHP 750</td>
<td>Pharmacotherapy IV</td>
</tr>
<tr>
<td>YPHS 301</td>
<td>Pharmacology I</td>
<td>YPHS 610A</td>
<td>Pharmacology</td>
<td>YPHP 756</td>
<td>Interprofessional Case Collaborations</td>
</tr>
<tr>
<td>YPHS 50TA</td>
<td>Microbiology &amp; Immunology</td>
<td>YPHS 610A</td>
<td>Advanced Medical Chemistry</td>
<td>YPHP 709</td>
<td>Health Care and Pharmacy Law</td>
</tr>
<tr>
<td>YPHS 50AA</td>
<td>Biomedical Principles for Pharmacy</td>
<td>YPHS 620A</td>
<td>Life-Long Learning Seminar</td>
<td>YPHS 714</td>
<td>Pharmacoeconomics</td>
</tr>
<tr>
<td>YPHS 510E</td>
<td>Fundamentals in Physiology I</td>
<td>YPHS 620E</td>
<td>Basic Pharmaceutics and Pharmacodynamics</td>
<td>YPHS 704</td>
<td>Life-Long Learning Seminar</td>
</tr>
<tr>
<td>YPHS 515A</td>
<td>Applications of Drug Information</td>
<td>YPHS 630</td>
<td>Life-Long Learning Seminar</td>
<td>YPHP 719</td>
<td>Spring credit</td>
</tr>
<tr>
<td><strong>WINTER</strong></td>
<td>20 Quarter Hours</td>
<td><strong>WINTER</strong></td>
<td>17 Quarter Hours</td>
<td><strong>WINTER</strong></td>
<td>11 Quarter Hours + Electives</td>
</tr>
<tr>
<td>YPHS 502</td>
<td>Pharmacology II</td>
<td>YPHS 621</td>
<td>Pharmacology II</td>
<td>YPHP 751</td>
<td>Pharmacotherapy V</td>
</tr>
<tr>
<td>YPHS 507</td>
<td>Microbiology &amp; Immunology</td>
<td>YPHS 630A</td>
<td>Pharmacology</td>
<td>YPHS 717</td>
<td>Interprofessional Case Collaborations</td>
</tr>
<tr>
<td>YPHS 508</td>
<td>Biomedical Principles for Pharmacy</td>
<td>YPHS 630B</td>
<td>Advanced Medical Chemistry</td>
<td>YPHS 713</td>
<td>Pharmacogenomics</td>
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<tr>
<td>YPHS 511</td>
<td>Fundamentals in Physiology II</td>
<td>YPHS 630C</td>
<td>Basic Pharmaceutics and Pharmacodynamics</td>
<td>YPHS 709</td>
<td>Pharmacy Management</td>
</tr>
<tr>
<td>YPHS 504</td>
<td>Health Care Systems</td>
<td>YPHS 640</td>
<td>Life-Long Learning Seminar</td>
<td>YPHP 704</td>
<td>Pharmacological Biotechnology</td>
</tr>
<tr>
<td>HMDT 515A</td>
<td>Electives</td>
<td>YPHS 650</td>
<td>Life-Long Learning Seminar</td>
<td>YPHS 700</td>
<td>Spring credit</td>
</tr>
<tr>
<td>YPHS 507</td>
<td>Pharmacy Skills Lab II</td>
<td>YPHS 650A</td>
<td>Pharmacy Skills Lab V</td>
<td>YPHS 707</td>
<td>Pharmacy Skills Lab VIII</td>
</tr>
<tr>
<td>YPHS 515A</td>
<td>IPPE VI</td>
<td>YPHS 650B</td>
<td>IPPE VI</td>
<td>YPHP 715</td>
<td>Electives (see below)</td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td>18 Quarter Hours</td>
<td><strong>SPRING</strong></td>
<td>13 Quarter Hours</td>
<td><strong>SPRING</strong></td>
<td>13 Quarter Hours + Electives</td>
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<tr>
<td>YPHS 507</td>
<td>Microbiology &amp; Immunology</td>
<td>YPHS 651</td>
<td>Pharmacotherapy III</td>
<td>YPHP 712</td>
<td>Pharmacotherapy VI</td>
</tr>
<tr>
<td>YPHS 503</td>
<td>Pharmacology II</td>
<td>YPHS 654</td>
<td>Clinical Pharmaceutics and Pharmacodynamics</td>
<td>YPHS 718</td>
<td>Interprofessional Case Collaborations</td>
</tr>
<tr>
<td>YPHS 505</td>
<td>Medicinal Chemistry</td>
<td>YPHS 655</td>
<td>Introduction to Pharmacogenomics and Molecular Biology</td>
<td>YPHS 709</td>
<td>Epidemiology</td>
</tr>
<tr>
<td>YPHS 510</td>
<td>Self-Care and Non-Prescription Medications</td>
<td>YPHS 656C</td>
<td>Life-Long Learning Seminar</td>
<td>YPHS 700</td>
<td>Current Topics in Pharmacy</td>
</tr>
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<td>HMDT 515A</td>
<td>Life-Long Learning Seminar</td>
<td>YPHS 656D</td>
<td>Life-Long Learning Seminar</td>
<td>HMDT 551</td>
<td>Leadership in the Healthcare Environment</td>
</tr>
<tr>
<td>YPHS 505</td>
<td>IPPE VII</td>
<td>YPHS 656</td>
<td>Life-Long Learning Seminar</td>
<td>YPHP 708</td>
<td>Pharmacy Skills Lab IX</td>
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<tr>
<td>YPHS 517</td>
<td>IPPE VIII</td>
<td>YPHS 656A</td>
<td>Life-Long Learning Seminar</td>
<td>YPHS 715</td>
<td>Electives (see below)</td>
</tr>
<tr>
<td><strong>SUMMER</strong></td>
<td>0.5 Quarter Hours (given in P3 Spring)</td>
<td><strong>P3 ELECTIVES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YPHP 715A</td>
<td>IPPE VIII</td>
<td>YELP 700</td>
<td>Pharmacy Practice</td>
<td>YELP 700</td>
<td>Pharmaceutical Sciences</td>
</tr>
</tbody>
</table>

### Year 4

**54 Quarter Hours**

| YPHP 802-806 | APPE I – VI | 9 h each |

Schedule Revised 08/05/2015
X. RFUMS 2016–2017 ACADEMIC CALENDAR

SUMMER May 31, 2016 – August 5, 2015*
Registration Deadline: April 29, 2016
Memorial Day Holiday: May 30, 2016
Independence Day Holiday: July 4, 2016
Summer/Fall Intersession Break: August 8, 2016 – August 12, 2016

FALL August 15, 2016 – November 4, 2016*
Registration Deadline: July 15, 2016
Labor Day Holiday: September 5, 2016
Columbus Day Holiday: October 10, 2016
Fall/Winter Intersession Break: November 7, 2016 – November 11, 2016

WINTER November 14, 2016 – February 17, 2017*
Registration Deadline: October 14, 2016
Thanksgiving Holiday: November 24, 2016 and November 25, 2016
Martin Luther King, Jr., Day Holiday: January 16, 2017
President’s Day Holiday: February 20, 2017
Winter/Spring Intersession Break: February 20, 2017 – February 24, 2017

SPRING February 27, 2017 – May 19, 2017*
Registration Deadline: January 27, 2017
All School Research Consortium: March 15, 2017
Commencement: Friday June 2, 2017 (tentative)

*Students should consult with the course syllabus for start and end dates for a specific course.
*Students in the clinical phase of their academic program should consult with their department to verify schedules.
*Please note that online courses are typically 10 weeks.

CHAPTER III: STUDENT REGULATIONS

In addition to those rights insured by the Constitution of the United States and those limitations imposed by federal, state, and local laws, there are special rights and responsibilities acquired by students as members of the Rosalind Franklin University community. The exercise of these rights and responsibilities is an important part of the development of the full potential of the student as an individual and as a member of the pharmacy profession.

The College maintains and encourages freedom within the bounds of the law and professional ethics in the realm of teaching, research, and publication.
In order for a student to assume his/her rightful place in the College and University community the student must be aware of his/her responsibilities and privileges. To implement these objectives, the following policies are maintained:

A. STATEMENT OF RIGHTS AND RESPONSIBILITIES

1. Freedom of Access to Higher Education
   a. Admission to the College and disbursement of financial aid are free from any unlawful consideration related to sex, race, color, creed, age, disability, veteran status, national origin, or any basis forbidden by law in accordance with the University’s Equal Educational Opportunity policy.

2. The facilities and services of the College are open to all enrolled students in accordance with adopted and approved rules and regulations.

3. Academic Freedom
   a. Freedom is accorded the student in research, presentation of ideas and the right to question subject matter under discussion.

   b. Students are free to take reasoned exception to the data or to the views offered in any course of study and to reserve judgment about matters of opinion.

   c. The basis for evaluation of the student in granting academic credit will be the attainment of knowledge and skills and demonstration of professional standards of conduct in the student’s performance in the classroom and clinics.

   d. Students have protection against prejudicial or unfair academic evaluation through a process of appeal.

4. Student Educational Records
   Student educational records will be released to individuals outside the College subject to the provisions of the Family Educational Rights and Privacy Act and Rosalind Franklin University policy.
5. Freedom of Inquiry and Expression  
   a. Students are free of censorship in publication or statements to the public, providing these actions are within the bounds of the law and professional ethics. Students are free from censorship in the publication and dissemination of their views and opinions so long as these are represented as the view of the specific students and not the views of the College or its representatives.  
   b. Students are free to, and are encouraged to express their views through established channels on issues of institutional policy and on matters of general interest to the student body.  
   c. Students are free to assemble and to demonstrate and protest in an orderly fashion without interfering with the normal and orderly operations of the College and recognizing the rights and privileges of other students, faculty, and administrators to pursue their legitimate goals.  
   d. Students have the responsibility to recognize and support the policy statements of the College.

B. BACKGROUND CHECKS

Acceptance to the College of Pharmacy is conditional pending results of a criminal background check. (See the RFUMS Student Handbook for the University policy on background checks).

In addition to the pre matriculation check (facilitated by PharmCAS), students are required to complete a background check prior to the start of their P2, P3 and P4 year. These checks must be completed as per College policy and agreements with experiential education rotation practice sites. (See Experiential Education Manual for details and the RFUMS Student Handbook for the University policy). Students should keep a copy of their background checks on file as they may be required to provide this documentation to a rotation site.

C. DRUG TESTING

In addition to the pre matriculation drug test (facilitated by PharmCAS), students are required to complete a drug test prior to the start of their P2, P3 and P4 year. These must be completed as per College policy and agreements with experiential education rotation practice sites. (See Experiential Education Manual for details). Students should keep a copy of their most recent drug screen on file as they may be required to provide this documentation to a rotation site. Experiential sites may request a random drug screen during a student’s rotation. (See Experiential Education Manual for details). 
D. ALCOHOL AND/OR DRUG USE POLICY

Rosalind Franklin University of Medicine and Science recognizes the serious problems that alcohol and other drug abuse, impairment, and dependency cause in our society and specifically within the healthcare environment. The University supports the efforts of students with alcohol or drug problems to receive assistance and, where necessary, treatment for these problems.

The general goals of this policy are to:

a. Reduce and prevent the occurrence of alcohol and other drug problems among students by providing structure and assistance to students with alcohol or other drug problems.
b. Provide assistance in a way that protects the rights of the impaired students to receive treatment in strictest confidence.
c. Afford students who successfully manage their alcohol or drug problems the opportunity to continue their education without stigma or penalty.
d. Protect society from harm that impaired students may cause.

Cancellation
Not applicable

Scope and Applicability
This policy shall apply to all students in any academic program at Rosalind Franklin University of Medicine and Science.

Policy Statements

Statement on Controlled Substances
Rosalind Franklin University of Medicine and Science strictly prohibit the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity. Likewise, the University restricts the legal consumption of alcohol to authorized events and approved student housing only. (See Housing Contract and University Alcohol Policy) The University may in its discretion take appropriate disciplinary action up to and including expulsion against students found in violation of the above rules.

Statement on Mandatory Drug Testing
Any student suspected of being under the influence of any unauthorized alcoholic beverage or drugs may be required to complete a drug test at a predetermined interval determined by the University.

In addition, students may be required at the time of clinical rotation assignment, to submit to a drug test as a result of the affiliation training agreement.

Any student who refuses to be medically evaluated or to release the results of such evaluation to the University will be relieved from duty, suspended and will be subject to disciplinary action up to and including expulsion.

Any student tested for drugs or alcohol and the results indicate a violation of the above stated policy may be subject to appropriate disciplinary action up to and including expulsion in accordance with the Student Code of Conduct and the policies of the appropriate School. One possible outcome from disciplinary review is referral for chemical dependency evaluation. In which case a student will be placed on leave until he/she has successfully completed the evaluation and any treatment or rehabilitation recommendations in the evaluation.
All costs associated with drug testing are the responsibility of the enrolled student. The notification, type of test, company, locations, and required date and time to complete the drug test will be provided to the student.

**Statement on Student Impairment and Rehabilitation**

Students seeking treatment for substance abuse or addiction may do so confidentially through the Student Counseling center by calling 847.578.8723 or may seek support from the Division of Student Affairs and Inclusion at 847.578.8354. Treatment at the Student Counseling Center is free of charge. Students will be referred directly to community providers for evaluation and long term treatment/rehabilitation for substance abuse or impairment. The cost for external evaluation and care will be the responsibility of the student.

Any student seeking treatment for substance abuse may be afforded a Medical Leave of Absence as appropriate from their school and may seek support for that process from the AVPSA in Student Affairs and Inclusion.

Student academic standing at the end of the most recently completed quarter before entering treatment will be preserved while the student is on a leave-of-absence for approved drug/alcohol rehabilitation therapy. If the student is academically ineligible to continue in the curriculum, participation in treatment/LOA will not preclude administrative action for dismissal.

Students opting to remain active and not take a Leave of Absence will be accountable for any and all of the above behavior and academic standards.

**Points of Contact**

Vice President for Student Affairs and Inclusion
Associate Vice President for Student Affairs

**References and Related Policies**

Alcohol Policy at University Events
Alcohol for Student Sponsored Events, Student Leadership Handbook
Student Code of Conduct
Student Housing Contract Book, Resident Conduct
www.ilga.gov for Illinois Law

**E. IMMUNIZATIONS**

Please refer to the RFUMS Student Handbook for information about University immunization requirements. An increasing number of the external hospital and clinical training sites where students are assigned require that the student submit proof of having a variety of immunizations. Students should check with the Office of Experiential Education to determine which sites require such proof and/or additional immunizations. Students must keep a copy of their immunization history on file as they may be asked to produce it at an experiential rotation site.

**F. HONOR COUNCIL**

Among the goals of the Rosalind Franklin University is the promotion of a sense of ethics among its future graduates. The Rosalind Franklin University of Medicine and Science
Honor Council supports and abides by an Honor Constitution in the belief that it will provide guidance for the development of responsible, self-regulation of present and future behavior. Please visit the Honor Council’ Website for further information about their constitution and role within the student population.

G. STATEMENT OF PROFESSIONAL CONDUCT

Professional behavior and attitudes are expected of all students enrolled in the Doctor of Pharmacy program in their academic, professional and personal lives. Students are expected to participate in all course activities with purpose and a positive attitude. When representing the College of Pharmacy, students will demonstrate respect for everyone with whom they come into contact, specifically the course directors, other faculty and staff, preceptors, their peers, patients, and themselves. In order to uphold professional standards of practice, there will be consequences for students who fail to comply with professionalism expectations. Students are expected to be honest and trustworthy, to respect the property of others, and to follow the code of professional ethics appropriate to the practice of pharmacy.

This statement is made in accordance with the Standards of Professional Behavior in the Guidelines and Procedures for Student Progress, Evaluation, Assessment and Recognition. Please also refer to these Guidelines for information on violations of ethical and professional standards.

*The Pledge of Professionalism*

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

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

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

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

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

**INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.
MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

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


H. DRESS CODE

Appropriate attire, cleanliness and neatness are expected at all times. Public expectation of a pharmacist as a representative of the profession of pharmacy is significant. Although students are not yet pharmacists, they will nonetheless be expected to present themselves in a manner expected of a pharmacist.

This extends to personal grooming and the clothing students wear. It is important to dress in a manner that is respectful to professors and preceptors, classmates, faculty, staff and the patients with whom students come in contact. The dress code is intended to contribute to a student’s overall professional development, and to make students aware that there is a standard of professional dress that should be adhered to in order to have a more effective transition into the professional workplace.

It is expected that students display an appropriate level of judgment with regard to personal hygiene, grooming and dress.

The dress code will be in place on a daily basis. Students are expected to dress professionally and to wear their white coats and University name tags when interacting with real and standardized patients, or during clinical simulations in the pharmacy skills lab. Students are given their own white coat at the annual White Coat ceremony. Students are responsible for maintaining the appearance of the white coat.

The following will be considered inappropriate attire, appearance or conduct:

- Wrinkled, dirty, stained, clothing; clothing with holes or cuts; any unsafe attire. Clothes must fit properly, be clean and pressed.
- Headwear (hats, caps, sweatbands, bandannas, etc.) are inappropriate worn inside. Wearing headgear for medical or religious reasons is acceptable, but may require documentation.
• Cropped or bare midriff tops, spaghetti strap blouses, and halter tops; skirts more than 4” above the knee; shorts of any style. Revealing clothes of any style are inappropriate.
• Clothing with inappropriate pictures or slogans.
• Thong style shoes, flip-flops, or any shoe without an enclosed toe may be prohibited in certain courses; this is a safety issue.
• Spending any time on the Internet or phone for non-professional related activities while in class or in a clinical setting. These activities include but are not limited to Internet browsing/shopping, social network activity, and texting.

Name Badges:
Rosalind Franklin University ID badges must be worn at all times with the name and photo clearly visible at lapel level. A lab coat with a name on it will not replace the ID badge.

Hair:
Hair, beards, and mustaches must be clean and neatly kept. Students and staff involved in direct patient care that wear long hair, including loose multiple braids should be styled off the shoulders, pulled back and secured. Extreme hair colors, styles and ornaments should not be worn in a professional health care setting.

Cosmetics:
Cosmetics should be used in moderation.

Fragrances/Perfumes:
Perfumes, aftershave, heavy fragrances should not be worn as many people are sensitive to these and may become nauseated, or experience respiratory distress when exposed to chemical scents or odors.

Jewelry:
Jewelry should be conservative in style and kept to a minimum to prevent loss or injury. Dangling earrings, dangling bracelets/bangles should not be worn by students or staff involved in direct patient care. Wristwatches may be worn.

Fingernails:
Fingernails must be clean, short and neatly trimmed. Clear or light colored nail polish is best.

Lab Coats/Short White Coats:
Lab and student short white coats are to be clean and neatly pressed, with no holes, stains or missing buttons.

Please refer to the Experiential Education Handbook for details about IPPE and APPE dress code expectations.
CHAPTER IV: STUDENT SERVICES AND ORGANIZATIONS

A. UNIVERSITY SERVICES

The Rosalind Franklin University of Medicine and Science Student Handbook provides an in-depth overview of the Student Services offered by the University, including but not limited to, academic support services, study skills assistance and student counseling services. The University Student Handbook can be accessed online.

B. RFUMS STUDENT COUNCIL

Student Council is the student governing body at Rosalind Franklin University of Medicine and Science. The Executive Student Council consists of a President, Vice President, Treasurer, Secretary, and Technology Officer who represent all students. Student Council’s mission is to advocate the needs of students, promote unity between all student and faculty of the five colleges, and to serve as a means to organize and run student events. Student Council works cooperatively with the Office of Student Development to allocate student activities fees to student organizations, classes, and special interests each year. Monthly Student Council meetings are held to update all students on new issues and activities on campus, gather input from student council representatives, and recognize student leaders for their accomplishments. There are over 80 student organizations and classes that are governed by Student Council.

Within the Student Council lies the Student Dean Cabinet that helps to discuss interprofessional issues and funding on campus. The College of Pharmacy, like the other schools and colleges on campus, will elect a Student Dean to serve on the Student Dean Cabinet. For questions regarding current student organizations or leadership opportunities, contact the Office of Student Life.
C. STUDENT ORGANIZATIONS

The College encourages participation in student activities as an excellent way to experience personal growth, meet new friends, share common interests with other students, faculty and staff, as well as have some fun outside the classroom. There are over 90 student organizations at RFUMS and a complete listing can be obtained from the Office of Student Life. Below is a list of College specific organizations and a brief description of each. A student running for office in a College organization must have a minimum 2.5 GPA to be eligible to run for office and maintain that minimum while in office. In addition, students on academic probation are not able to run or hold a College organization office. Academic probation may prevent a student from receiving financial support from the College of Pharmacy for meeting attendance. See the College of Pharmacy Office for Student Affairs for additional information.

- **American College of Clinical Pharmacy (ACCP)**
  Mission: to advance human health by extending the frontiers of clinical pharmacy through strategic initiatives, partnerships, collaborations, and alliances.

- **American Pharmacist Association/Academy of Student Pharmacists (APhA/ASP)**
  APhA–ASP is the nation’s largest Student Pharmacist organization. It provides opportunities for professional growth and networking; improving patient care via various community based patient care projects; and advancing the future of pharmacy by constructing innovative practices and supporting pharmacy advocacy.

  o Illinois Pharmacists Association, IPhA, is the voice for pharmacy in Illinois, dedicated to enhancing the professional competency of pharmacists, advancing the standards of pharmacy practice, improving pharmacists’ effectiveness in assuring rational drug use in society, and leading in the resolution of public policy issues affecting pharmacists.
  [http://www.ipha.org](http://www.ipha.org)

  o International Pharmaceutical Students’ Federation (IPSF) is the leading worldwide federation of student pharmacists. IPSF's goal is to advocate for student pharmacists and improve public health. This is accomplished through provision of information and opportunities to promote networking and cooperation between professionals globally.

- **American Society of Health-Systems Pharmacists (ASHP)**
  The mission of ASHP is to advance and support the professional practice of pharmacists in hospitals and health systems and serve as their collective voice on issues related to medication use and public health. [http://www.ashp.org/](http://www.ashp.org/)

  o Illinois Council of Health-System Pharmacists, ICHP, is a state affiliation of ASHP. This association is comprised of progressive pharmacy
practitioners, support personnel, faculty, students and industry representatives. ICHIP strives every day for the advance of pharmacy practice and improvement of patient care in the state of Illinois and across the nation.

- **Industry Pharmacist Organization (IPhO)**
  IPhO is exclusively dedicated to advancing the careers of industry pharmacists by providing timely and relevant information to its members. The organization raises awareness among employers and industry executives about the role that industry pharmacists can play in drug development and appropriate medication use. It provides targeted resources and coaching to enhance members’ continuing education and professional development. [http://www.industrypharmacist.org](http://www.industrypharmacist.org)

- **Kappa Psi (ΚΨ)**
  Kappa Psi is the largest professional pharmaceutical fraternity in the world. It is the second largest of the professional pharmaceutical fraternities in the profession of pharmacy only second to APhA. There are over 155 chapters, more than 6000 collegiate members and over 87,000 graduate members across the United States, Canada and the Bahamas. [http://www.kappapsi.org](http://www.kappapsi.org)

- **Phi Delta Chi (ΦΔΧ)**
  Phi Delta Chis is a professional pharmacy fraternity that develops collegiate and alumni leaders to advance the profession of pharmacy. Phi Delta Chi was founded in 1883 and has a history rich in tradition, providing a lifelong experience of scholastic, professional, and social growth in its Brothers nationwide. [http://phideltachi.org](http://phideltachi.org)

- **Phi Lambda Sigma (ΦΛΣ)**
  Phi Lambda Sigma promotes the development of leadership qualities, especially among pharmacy students to ensure continuing availability of student and practitioner leaders for the profession of pharmacy. [http://www.philambdasigma.org](http://www.philambdasigma.org)

- **Rho Chi (ΡΧ)**
  The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members. As a community of scholars, Rho Chi bestows universal recognition on its members as lifelong intellectual leaders in pharmacy; members are expected to pursue intellectual excellence and critical inquiry in order to advance the profession. [http://rhochi.org/](http://rhochi.org/)

- **Student National Pharmaceutical Association (SNPhA)**
  This pharmacy organization is not only concerned about pharmacy and healthcare related issues, but also improving the diversity and minority representation in pharmacy and other health professions. This organization plans, organizes, coordinates and executes programs that are geared towards the improvement of health and education in the community [http://www.snpha.org/](http://www.snpha.org/)
• **Pharmacy Society of Wisconsin (PSW)**
PSW strives to advance practice of Pharmacy in Wisconsin, serves as an essential pharmacy resource, and helps pharmacists deliver the best care for their patients. PSW also assists pharmacists, technicians, and students further their careers by providing networking and professional development opportunities. [http://www.pswi.org](http://www.pswi.org)
  - Wisconsin Student Pharmacist Association (WSPA)
    WSPA was established to promote the profession of pharmacy and address the pharmacy needs of patients in the state of Wisconsin. WSPA supports the mission of the Pharmacy Society of Wisconsin, PSW. The WSPA chapter is an organization for student pharmacists with an interest in pharmacy practice and advocacy in the state of Wisconsin.

D. COLLEGE OF PHARMACY CLASS PRESIDENTS AND STUDENT DEAN
(As of 7/22/16)
- Class Presidents
  - Class of 2017 – Brian Bergquist
  - Class of 2018 – Alex Vainiko
  - Class of 2019 – Brock Pavlik
  - Class of 2020 - TBD
- Student Dean – Jasmine Woods

E. STUDENT ADVISING PROGRAM

The College’s Student Advising Program is designed to connect students with a Faculty Advisor who will provide guidance and support to throughout their tenure at the College. It is the goal of the program to initiate relationships between faculty and students as well as within the student body that will support students’ academic success and provide a mechanism to identify the need for referrals to support services should it arise. Part of students’ growth is recognizing their challenges and opportunities and learning to seek and accept help when it is needed.

The Advising Program is structured as follows:

Students will be introduced to their Faculty Advisor at Orientation, during which a group meeting with all incoming student advisees will take place. The roles and expectations of the program will be discussed with students at Orientation. Students are encouraged to establish a strong rapport with their Advisor.

The Faculty Advisor will host 2 meetings per academic year with his or her group of advisees. The time, location, and structure of these meetings will be scheduled at the discretion of the Advisor and allows for interactions between students in the same academic year as well as with upper and lower classmen. The student to Faculty Advisor ratio will be approximately 10:1.

Students will meet with their Faculty Advisor individually at least once each academic year.
The SPEAC may require additional meetings between advisor and advisee. It is the student’s responsibility to initiate the request for such meeting(s).

Students are encouraged to meet with their Faculty Advisor as often as they feel necessary to discuss academic stress or other personal issues. Likewise, faculty may suggest that students schedule regular meetings to address a specific area of concern.

While the advising program is student driven, it is a partnership between the advisor and student. This process assists the students in successful navigation of the PharmD program, and supports the identification and clarification of career goals consistent with the students’ abilities, interests, skills, and values.
# CHAPTER V: FACULTY & STAFF DIRECTORY

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
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<tr>
<td><strong>Office of the Dean</strong></td>
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<td>Abel, Marc, PhD</td>
<td>Dean; Professor</td>
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<td>Rosenkranz, Jolee, MPH</td>
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</table>
Dr. Renukadevi Patil, PhD  
Dr. Shivaputra Patil, PhD  
Dr. Ateequr Rahman, PhD  
Dr. Anna Rogojina, PhD  
Ms. Jolee Rosenkranz, MPH  
Ms. Dawn Schoen  
Ms. Kristy Shanahan, MS  
Dr. Michael Shuman, PharmD  
Ms. Joanna Stenson
Dr. Eric Walters, PhD
Professor Janeen Winnike, BS