



***Academic & Ethical Policies Handbook  
2023 – 2024***

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

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

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

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

*I voluntarily make this pledge of professionalism.*

Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy

*Xavier University of Louisiana  
College of Pharmacy*

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# Xavier University of Louisiana

## History

There are 100 historically Black colleges and 253 Catholic colleges in the United States, yet only one is both Black and Catholic. That distinction belongs to Xavier University of Louisiana, which strives to combine the best attributes of both its faith and its culture.

Located in New Orleans, the small liberal arts college dates back to 1915, when St. Katharine Drexel and the Sisters of the Blessed Sacrament founded the coeducational secondary school from which it evolved. St. Katharine, supported by the interest on a substantial inheritance from her father, banker-financier Francis Drexel, founded and staffed many institutions throughout the U.S. in an effort to help educate Native Americans and Blacks.

Aware of the serious lack of Catholic-oriented education available to young Blacks in the South, St. Katharine came to New Orleans and established a high school on the site previously occupied by Southern University. A Normal School, offering one of the few career fields (teaching) open to Blacks at the time, was added two years later. In 1925, Xavier University became a reality when the College of Liberal Arts and Sciences was established. The first degrees were awarded three years later. In 1927, a college of pharmacy was opened.

Recognizing the University's need for a separate identity and room to expand, St. Katharine bought a tract of undeveloped land for a campus on the corner of Palmetto and Pine Streets in 1929. Construction of the U-shaped, gothic administration building (now a historical New Orleans landmark) was completed in 1933.

Through the years, as needs dictated, the campus gradually expanded, with the 1937 addition of a library (which now houses the Music Department), the gymnasium (1937), St. Michael's men's dormitory (1955), the Student Center (1962), St. Joseph's (1965) and Katharine Drexel (1969) women's dormitories, the House of Studies (1967), the College of Pharmacy (COP) (1970), the Norman C. Francis Academic Science Complex (1988), the new Library Resource Center and COP addition (1993), and St. Peter Claver women's dormitory (1994). Xavier South, a multi-story office building, was purchased in 1990. The Living Learning Center, a co-ed residence hall for upperclassmen, and the Norman C. Francis Science Complex addition were completed in 1998. A new University Center, along with an additional dormitory for upperclassmen (St. Martin de Porres Hall) were opened in 2003. An addition to the Pharmacy building, the Qatar Pavilion, was completed in the fall 2010. The old Student Center was demolished to make way for the new St. Katharine Drexel Chapel completed in 2012. With funding available to replace the "Barn" – the center of athletic competitions for many years - a new 4,000 seat Convocation Center and Annex were also completed in 2012.

In October 2000, Pope John Paul II approved Blessed Katharine Drexel's canonization. St. Katharine Drexel is only the second American-born saint and the only one to have founded a university in the history of the Catholic Church. The Sisters of the Blessed Sacrament remain a vital presence on campus today, providing much-needed staffing and some financial assistance; but today a Board of Trustees governs Xavier. President *Emeritus* Dr. Norman C. Francis, himself a Xavier graduate was the first "lay" president and he served for forty-seven years. On July 1, 2015 Dr. C. Reynold Verret took over the reigns as president.

Even with its special mission to serve the Black, Catholic community, Xavier's doors have always been open to qualified students of any race or creed. In fact today, more than 70 percent of Xavier's students are of other religious affiliations, and 31 percent are of other races.

## **COP**

### **A Brief History**

The Xavier University of Louisiana COP was established in 1927, only two years after the University opened its doors under the visionary leadership of Saint Katharine Drexel.

The COP was organized as the result of a carefully considered idea of providing education and training for pharmacy practice to young black men and women for whom this education was difficult to obtain. In addition to building a strong foundation in the sciences, a particular emphasis was placed on character building through community involvement.

Despite modest beginnings with only two part-time teachers plus a permanent dean beginning in 1927, the COP graduated its first class of eight (8) students in the spring of 1930 with the Graduate in Pharmacy (Ph.G.) degree. By 1932 the faculty had grown to three full-time instructors, and the three-year program was superseded by a four-year Bachelor of Science degree in Pharmacy. Graduates received this degree through an additional year of study beyond the Ph.G. degree. In 1960 the B.S. degree in Pharmacy became mandatory. By 1964, the program had evolved into the requirements of two years of pre-pharmacy and three years of professional studies. In the fall of 1991, Xavier initiated its entry-level Pharm.D. degree program requiring two years of pre-pharmacy and four years of professional studies.

Over the past 92 years, the COP has grown under the leadership of eight deans and one interim dean. The strength of the program is supported through a pharmacy faculty that represents a diverse background of disciplines and expertise. Faculty members provide students with the opportunity to explore interests and test ideas in both traditional and non-traditional roles of pharmacy practice and research.

The COP is physically located on the beautiful campus of Xavier University, not far from downtown New Orleans. In 1993, the three-story, 24,000 square foot facility was expanded by the addition of 30,000 square feet that included additional state-of-the-art modular laboratory facilities and office space for the pharmacy faculty.

Prior to the landfall of Hurricane Katrina in 2005, the University had identified as one of its top priorities a new state-of-the-art pharmacy building to meet the College's growing needs and to enhance the experiences and opportunities afforded to our students and faculty. Through a generous gift of \$12.5 million from the country of Qatar this project has come to fruition. The new Pharmacy Complex completed in 2010, encompasses an additional 66,000 square feet including a vivarium, new faculty and staff offices, research, teaching, practice laboratories and additional classroom spaces. Renovations to the original building completed in 2014, include a state-of-the-art Clinical Observation Center and a Team-Based Learning (TBL) classroom. Additionally in 2016, the old Student Affairs office was converted to a spacious Student Lounge and office space for each of the organizations. The computer lab was expanded in 2017 to accommodate 83 students. Future planned renovations to the original building will include a new anatomy lab as well as faculty offices for a new Physician Assistant Program.

Xavier's COP is a leader in the number of pharmacy degrees awarded to African Americans. From its first class of eight graduating pharmacy students in 1930, to the class of 2019 in which students received the Doctor of Pharmacy degree, Xavier's graduates serve with distinction in communities throughout this nation and around the world. Its graduates continue to excel in areas that include traditional community and institutional pharmacy practices, ambulatory care, nuclear pharmacy, home infusion, industry, academia, research and professional organization management.



## Deans of Xavier College of Pharmacy

<b>Gasper R. Bosetta, O.D., Ph.G, LL.B</b> 1927-1928	<b>Warren P. McKenna, B.S.</b> 1979-1982
<b>Lawrence F. Ferring, Ph.C., M.S., LL.D</b> 1928-1964	<b>Marcellus Grace, B.S., M.S., Ph.D</b> 1983-1999
<b>Charles J. Kelly, Ph.C., M.S., LL.D</b> 1964-1973	<b>Robert L. Thomas, Pharm.D. (Interim)</b> 1999-2000
<b>Duane L. Aldous, B.S., Ph.D.</b> 1973-1979	<b>Wayne T. Harris, B.S., M.S., Ph.D</b> 2001 – 2009

**Kathleen B. Kennedy, Pharm.D.**  
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# ACADEMIC POLICIES

## *SECTION 1*

## I. THE GRADING SYSTEM

### A. Quality Points

A=	4 Quality Points (90 – 100%)
B=	3 Quality Points (80 – 89%)
C=	2 Quality Points (70 – 79%)
D=	1 Quality Point (65 – 69%)
F=	0 Quality Points (<65%)
P/PC=	Pass/Pass with Credit
I=	Incomplete
W=	Withdrawal
P/F=	Pass/Fail (no quality points)
W\$=	Administrative withdrawal for financial reasons
NG=	No grade submitted by instructor
AU=	Audit

A, B, C, and P/PC grades are passing grades. A “D” grade is not considered as passing. All grades with quality points are used in the calculation of the GPA. A grade of “I” (incomplete) becomes an “F” unless changed before the end of the sixth week of the semester following the one in which the “I” grade was received. Unless a prior waiver is granted, a student who receives an “I” at the end of the spring semester should complete the work before the end of the first summer session. Students who have not satisfied their financial obligations to the university are prohibited from taking final examinations and will receive a W\$. Students with “W\$” for all courses in a semester must petition for readmission through the Registrar’s Office. Please refer to the University Catalog (2019– 2020) for details.

### B. Grade Point Average

All courses taken in the four-year professional curriculum are included in the calculation of the pharmacy grade point average. Courses taken prior to admission to the COP, as well as those completed during summer school at other colleges, will not be included in the GPA calculation.

### C. Procedure to withdraw from a course or the university

Withdrawal from any course must be executed through a proper change of schedule (add/drop) form. Withdrawal must be completed before the date designated on the official University Academic Calendar. If a student withdraws before the official withdrawal deadline, as indicated in the university academic calendar, the grade assigned will be “W”. After this date, withdrawal from a course (other than withdrawal from the University) is not permitted except in the most extreme circumstances and then only with the written approval of the Dean of the College. A student who withdraws unofficially from a class at any time automatically receives an “F” for that class.

**Students who are on probation are not allowed to withdraw from a course unless he/she plans to withdraw from the university.**

After a student completes an add/drop form indicating the course(s) to be dropped, the following must be done:

1. The instructor(s) must sign and take the appropriate copy.
2. The advisor must sign and take the appropriate copy.
3. The student must take the remaining copies to the cashier and pay the required fee.
4. The student must return the add/drop form and receipt to the Registrar’s Office.

Withdrawal from the University must be initiated in the Registrar's Office. The last day to officially withdraw from the University is posted on the University Academic Calendar. Students who have withdrawn but want to return to the College must submit their application for readmission to the Office of Student Affairs. The form is available on the College's webpage under the "Currents Students" link.

Students who completed the pre-pharmacy program at Xavier University and who withdrew or are dismissed from the COP, may petition for return to the College of Arts and Sciences under a new major.

D. Pass/Fail Grades

Pass/fail grades are applicable to courses in the Professional Experience Program (PEP) and other selected courses as determined by the Academic Council. Under the pass/fail grading system, a student will receive a passing grade if his or her work in the course is determined to meet a professional level of competence. The course(s) passed under the pass/fail system will be counted towards total hours needed for graduation, but will not be computed in the cumulative grade point average.

E. **Remediation Policy for Pharm.D. Program**

The policy below applies to courses in Years 1 through 3 of the Doctor of Pharmacy Program at Xavier University of Louisiana College of Pharmacy.

**POLICY STATEMENT**

The Accreditation Council for Pharmacy Education (ACPE) Standard 17 requires institutions to provide policies and procedures regarding remediation. Remediation is a privilege afforded students who do not demonstrate basic comprehension of the concepts presented in a course. At Xavier University of Louisiana College of Pharmacy, the purpose of remediation is to demonstrate a basic level of competency in required content areas.

**Remediation may occur either by reassessment or repeating the course.** Xavier University of Louisiana College of Pharmacy has decided that the first form of remediation will be reassessment.

The faculty and staff in the College of Pharmacy are committed to student success, and have a strong desire for all students to perform well. Therefore, there is an intentional effort by faculty to ensure that the student undergoes a remediation process before reassessment of the content area occurs. It is important that the student clearly identifies the areas of deficiency for a true remediation to take place.

Academic remediation is meant to allow students to progress in the curriculum with basic knowledge of required course material. It is not meant to provide students a path forward in the curriculum for which they are not adequately prepared.

## PROCEDURES

A student is eligible to remediate if he/she has an overall course average between 65- <70% at the end of the course and has adhered to conditions stipulated by the course coordinator. The student will be given a comprehensive assessment (at a time to be determined). A minimum score of 75% on the comprehensive assessment is required to pass the course with a grade of "C."

1. Each student may remediate a maximum of 2 courses per semester or summer session with a maximum of 8 in the pharmacy program.
2. Each student must complete Section 1 of the Remediation Request Form and submit it to the Course Coordinator.
3. The Course Coordinator completes Section 2 of the form if the student is eligible for remediation. The form is submitted by the Course Coordinator to the Director of Assessment for tracking.
4. Remediation and reassessment may take place at a time to be determined by the Associate Dean of Administration and Academic Support in collaboration with the Division Chairs.
5. To ensure that students' progress in the curriculum with basic knowledge of required course materials, the coordinators will require certain criteria to participate in the remediation process. These criteria may include, but are not limited to, satisfactory class attendance, review of failed exam(s), attending tutorials, and any other stipulations set forth by the course coordinator at the beginning of the course/semester.
6. To further assist students in identifying and understanding knowledge deficiencies, the faculty are strongly encouraged to provide constructive feedback on the remediation assignment prior to the assessment.
7. Students will receive the original grade in the course until the remediation process is complete.
8. Students who score a minimum of 75% on the reassessment will have their original grade changed to a "C." Unsuccessful students will retain the original grade.
9. The Director of Assessment will keep a record of remediation for assessment purposes. The Assessment Committee will review this information on an annual basis.

This procedure applies only to didactic courses. Please refer to course syllabi for remediation procedures for laboratories and experiential courses. These remediations do not count towards the eight total remediations allowed in the program.

### F. COP Grade Appeal Policy

The purpose of the grade appeal process is to protect the rights of both the student in earning a grade and the faculty in assigning a grade. The faculty have the right to use their professional judgment both subjectively and objectively in determining a student's grade based on academic performance. They also have the responsibility to award the grade in a uniform manner based on established expectations and criteria for academic and clinical performance. Students have the right to appeal a grade that they feel has been awarded in an arbitrary and capricious manner. They also have the responsibility to accept the faculty member's professional judgment about their performance.

Examples of reasons students may appeal a grade include the following:

- The grade was awarded based on factors other than academic or clinical performance as outlined in the syllabus.
- The grade awarded was not calculated according to the prior established guidelines set forth by the faculty and distributed to students.
- The standards for determining their grade were more demanding and rigorous than for other students.
- The grade awarded was calculated on false or erroneous information.

The burden of proof rests with the student to demonstrate that the final grade was awarded inappropriately. Falsification or fabrication of information to support an appeal is subject to disciplinary action under the Code of Conduct. The student is encouraged to meet with the instructor to discuss the disputed grade prior to formally initiating a grade appeal.

**PROCEDURE:**

1. The student must submit a written appeal to the instructor/preceptor. The student should copy the Director of the Professional Experience Program (PEP) on all experiential course grade appeals. The appeal should outline why the student feels that the grade is in error.
2. The instructor/preceptor will be given five days to respond to the appeal. The instructor/preceptor shall respond to the student and copy the Division Chair and Director of the Professional Experience Program (for experiential courses) on the decision regarding the appeal.
3. For experiential courses: If no resolution is reached or if the preceptor does not respond, the student may appeal to the Director of PEP. This appeal is for the Director to clarify that the grade was assigned based on the specified criteria as outlined in the syllabus.
4. If no resolution is reached, the student may appeal to the Division Chair. This appeal is for the Chair to clarify that the grade was assigned based on the specified criteria as outlined in the syllabus.
5. If no resolution is reached, the student may appeal to the Grade Appeal Committee through the Dean of the College.

The Grade Appeal Committee is comprised of four faculty members and one student leader. The faculty members may be elected from each division. The Dean will appoint the Chair of the Committee from those elected. The Assistant Dean for Professionalism will select a student member. The Committee will convene to review all documents and interview anyone they feel has knowledge about the circumstances causing the grade appeal. The Committee will make a final recommendation to the Dean.

**II. POLICY ON PROMOTION OF PHARMACY STUDENTS**

In order to be promoted from one classification to the next, students must successfully complete semester hours as specified in the table below:

<b>Classification</b>	<b>Promotion Criteria</b>
<b>P1</b>	Complete 1-30 semester hours with a “C” grade or better
<b>P2</b>	Complete 31–66 semester hours with a “C” grade or better
<b>P3</b>	Complete 67-104 semester hours with a “C” grade or better
<b>P4</b>	Complete all courses in the first through the third professional years with a cumulative Pharmacy GPA of 2.00 or higher. To graduate, students must complete 42 semester hours of experiential training in the P4 year.
<b><i>Total Semester Hrs.: 146(7)</i></b>	



### III. ACADEMIC ADVISING

The College of Pharmacy Faculty and Staff, together with the University Administration, are dedicated to assisting students in program planning, schedule structure, and academic counseling throughout their college attendance. ***However, the student must accept the ultimate responsibility to arrange a schedule of offered courses to meet requirements for the pharmacy degree.*** The academic advisor is available to assist the student in planning his or her schedule each academic semester.

A listing of Academic Advisors can be found on the bulletin board on the first floor across from the Office of Student Affairs.is located in the [folder name] under [MY XULA].

### IV. ACADEMIC STANDING

The COP Academic Standing Committee meets at the end of the Fall and Spring semesters as well as at the end of the second summer session to review student records and make decisions about academic standing and requests for readmission. If a student is not in good standing (2.00 semester and/or cumulative pharmacy GPA), the student is placed either on academic probation or academic dismissal, depending on the circumstances as dictated by the guidelines below.

#### A. Academic Standing Categories & Stipulations

The academic status of COP students is categorized as one of the following:

*Good Academic Standing* - A student is in “good academic standing” unless on academic probation or academically dismissed. A student in “Good Academic Standing” may enroll in all courses as sequenced in the program year (P1-P4) and there is no restriction to the student’s participation in COP organizations. **Note: Students holding leadership positions in COP organizations are required to be in “Good Academic Standing” with a minimum pharmacy GPA of 2.5 and have no professional violations on file.**

*Academic Probation* - Students on academic probation have either of the following:

- cumulative or semester GPA of less than 2.00 in the Fall or Spring semester OR
- two or more “D” grades in any semester OR
- an “F” grade in any semester

*Academic Dismissal* - A student will receive an “academic dismissal” for the following:

- A student earns three or more “F’s” during enrollment in the COP.
- A student qualifies for probation while already on probation.
- A student earns a third academic probation during enrollment in the P1-P3 years.
- A student fails to pass a course on the second attempt.
- A student is found to be ineligible to begin the APPE rotations at the end of eight regular semesters (i.e. summer sessions are not counted as regular semesters).
- A student earns more than one “F” while on APPE rotations.

#### *Academic Warnings*

Academic Warnings are sent out when a failing grade (“D” or “F”) is earned at midterm.

***For students on Probation:*** An “Academic Dismissal Warning” will be given if a “D” or “F” grade is earned at mid-term. If the performance on the final grade report is not improved, and the student meets the criteria for academic dismissal, the student will be reviewed by the Academic Standing Committee for “Academic Dismissal”.

***For students not on Probation:*** An “Academic Warning” will be given if a “D” or “F” grade is earned at mid-term. Academic warnings can be issued any number of times. If the performance on the final grade report is not improved, and the student meets the criteria outlined above, the student will be placed on “Academic Probation”.

Stipulations for “Academic Probation”

- A student who is placed on academic probation must enroll in the Academic Enrichment Program (AEP) and sign the AEP Student Agreement (see appendix).
- A student who is placed on academic probation will meet with AEP counselors to complete a Comprehensive Study Schedule (CSS) and discuss their mandated participation in the program while on probation
- A student who is on probation cannot represent the COP in any official capacity (e.g. class officer or officer in a student organization).
- A student on academic probation **cannot** withdraw from any pharmacy courses.

B. Academic standing during the P4 year

Regardless of the reasons for earning an “F” (e.g. academic versus disciplinary) during enrollment in APPE rotations, the first “F” will result in a written warning of dismissal from the College, while a second “F” will result in automatic dismissal.

C. Removal of probationary status

Once on probation a student will return to “Good Standing” when he or she is determined to have remediated the academic deficiency which formed the basis for probation. The decision to remove probation will be officially communicated to the University Registrar’s Office by the COP Office of Student Affairs.

D. Readmission to the COP

Appeals for readmission to the COP can be submitted by enrolled students with a recent dismissal or students formerly enrolled in the COP.

**Dismissed during the fall semester:**

A COP student meeting one or more of the criteria for academic dismissal will qualify for dismissal after completing the fall semester. The student will be reviewed by the COP Academic Standing Committee in December. The student will send a statement explaining the reason(s) contributing to the dismissal status to the Office of Student Affairs (OSA) after fall semester grades are posted. This statement will be presented to the Academic Standing Committee in addition to information about the student’s participation in or use of Academic Enrichment Program (AEP) services or resources.

- If a student **is not dismissed** during the fall Academic Standing Committee meeting, then the student will be placed on *Probation* and required to participate in the AEP. The student is also required to submit a *Probationary Action Plan* to his/her advisor and to the OSA. A letter notifying the student about his/her academic standing (probation) is sent by the OSA.
- If a student **is dismissed** during the fall Academic Standing Committee meeting, then the student is not eligible to enroll in the following spring semester. Pre-registered spring semester courses will be removed from Banner.
- Appealing a fall dismissal – A student dismissed in the fall semester can submit a readmission appeal form to the COP for reconsideration at the spring Academic

Standing Committee meeting held in May. Note: If the readmission appeal is approved, then the student can enroll in summer courses if applicable.

**Dismissed during the spring semester:**

A COP student meeting one or more of the criteria for academic dismissal will qualify for dismissal after completing the spring semester. The student will be reviewed by the COP Academic Standing Committee in May. The student will send a statement explaining the reason(s) contributing to the dismissal status to the Office of Student Affairs (OSA) after spring semester grades are posted. This statement will be presented to the Academic Standing Committee in addition to information about the student's participation in or use of Academic Enrichment Program (AEP) services or resources.

- If a student **is not dismissed** during the spring Academic Standing Committee meeting, then the student will be placed on *Probation* and required to participate in the AEP. The student is also required to submit a *Probationary Action Plan* to his/her advisor and to the OSA. A letter notifying the student about his/her academic standing (probation) is sent by the OSA.
- If a student **is dismissed** during the spring Academic Standing Committee meeting, then the student is eligible to enroll in Summer Session I courses only. Pre-registered summer session II or III courses will be removed from Banner.
- Appealing a spring dismissal – The COP Academic Standing Committee meets in the summer to consider the academic standing of students completing courses during the summer sessions. A student dismissed during the spring semester who wants to appeal the dismissal in the summer, must submit the COP Readmission Application to the Office of Student Affairs.

Students who are not successful in the July appeal to the University Academic Standing Committee may reapply to the COP as a P1 student. If readmitted, the student will be placed on academic probation, required to take the full course load and perform other requirements listed in the Probationary Action Plan. A student who is readmitted may elect to defer their re-enrollment as a continuing student for up to three (3) regular semesters.

**Previously Dismissed (Not recently enrolled)**

Students once enrolled and dismissed from the COP for more than one academic year can apply for readmission to the COP. The application should be submitted in December if the student is applying for a spring, summer or fall readmission to the COP. Note: A readmission appeal application may also be submitted to the University Academic Standing Committee which meets in July. The appeal must be submitted to the Registrar by July 1<sup>st</sup>.

## V. DEGREE REQUIREMENTS

A. General Requirements

To be eligible for the degree of Doctor of Pharmacy (Pharm.D.), a student must have completed the four-year professional curriculum in the College of Pharmacy. The student must have a 2.00 grade point average for courses attempted in the four-year professional curriculum and pass a comprehensive exam in the P4 year.

## **VI. COP CURRICULUM**

In an effort to assure that graduates are well prepared to assume a progressive pharmacy practice in a dynamic health care environment, the College of Pharmacy has implemented a more discipline-integrated curriculum for student learning. This approach will enhance the full body of knowledge required for students to successfully pass their licensure exams, and ultimately enter practice as competent professionals.

### **A. COP Integrated Curriculum - ENTRY-LEVEL PROFESSIONAL PROGRAM Doctor of Pharmacy**

Pharmacy majors should note that health care is a rapidly changing field. To remain current with changes occurring in the practice of pharmacy, the academic program is subject to periodic revision of curricular content and requirements. Although overall program length will not be affected, students currently enrolled at the time of such revision will be held responsible for any new requirements. Opportunity to meet any new requirements will be provided within the constraints of the standard academic calendar. This policy is necessary to assure that graduates are well prepared to assume a progressive pharmacy practice in a dynamic health care environment. Students should consult with their advisors on a frequent basis to assure that current degree requirements are met

B.

## College of Pharmacy Integrated Curriculum

**Xavier University of Louisiana College of Pharmacy Pharm.D. Program Curriculum 23-24**

<b>Fall P1</b>			<b>Spring P1</b>		
PCLN 3601	IPPE I Wellness (Fall or Spring)	1	PCLN 3601	IPPE I Wellness (Fall or Spring)	1
PCLN 3630	Professional Practice	2	PCLN 3700	Introduction to Therapeutics	3
PCLN 3630L	Professional Abilities Lab I	1	PHCL 3630	Human Anatomy/Physiology II	3
PHSC 3900	Foundations of Drug Action	2	PHCT 3050	Pharmaceutics I	3
PHCL 3620	Human Anatomy/Physiology I	3	PHCT 3050L	Pharmaceutics Lab	1
PHCL 3620L	Human Anatomy/Physiology Lab	1	PHSC 3650	Biotech & Pharmacogenomics	3
PHCY 3610	Drug Info & Lit Evaluation I	1	PHSC 3910	Med Chem/Pharmacology I	3
PHCY 3620	Pharmacy Calculations	2	PHCY 3102	The Xavier Pharmacist II	1
PHSC 3810	Pharm Biochemistry/Mol Bio	4			
PHCY 3101	The Xavier Pharmacist I	1			
	<b>Total Credit Hours</b>	<b>17-18</b>		<b>Total Credit Hours</b>	<b>17-18</b>
<b>Fall P2</b>			<b>Spring P2</b>		
PCLN 4630	Professional Abilities Lab II	1	PCLN 4640	Professional Abilities Lab III	1
PCLN 4771	Therapeutics: Derm & Resp	2	PCLN 4773	Therapeutics: Endocrine	2
PCLN 4775	Therapeutics: Renal/Fluid/Elec	2	PCLN 4774	Therapeutics: Gastroenterology	2
PCLN 4772	Therapeutics: Cardiology I	1	PCLN 4777	Therapeutics: Neurology	2
PCLN 4776	Therapeutics: Cardiology II	2	PCLN 4778	Therapeutics: Psychiatry	2
PHCT 4550	Pharmaceutics II	3	PHCY 4610	Drug Info & Lit Evaluation II	1
PHAD 4220	Public Health/Epidemiology	1	PHCT 4800	Biopharmaceutics & Basic Kinetics	3
PHSC 4910	Med Chem/Pharmacology II	4	PHSC 4920	Med Chem/Pharmacology III	4
PCLN 4601/02	IPPE-II Community/Hospital	1	PCLN 4601/02	IPPE-II Community/Hospital	1
PHCY 4101	The Xavier Pharmacist III	1			
	<b>Total Credit Hours</b>	<b>18</b>		<b>Total Credit Hours</b>	<b>18</b>
<b>Fall P3</b>			<b>Spring P3</b>		
PCLN 5310	Therapeutics: Infectious Dis I	3		Pharmacy Elective	2-3
PCLN 5320	Therapeutics: Infectious Dis II	1	PCLN 5430	Oncology/Immun-Rheum	3
PCLN 5370	Nutrition	2	PCLN 5450	Therapeutics: Men/Women's Hth	1
PCLN 5601/02	IPPE-III Clinical/Med Counseling	1	PCLN 5460	Therapeutics: Peds /Geriatrics	2
PHAD 5120 or PHCY 5601	Pharmacy Ethics or Healthcare Interprofessional Ed	1	PHAD 5120 or PHCY 5601	Pharmacy Ethics or Healthcare Interprofessional Ed	1
PHAD 5220	Pharmacoeconomics	3	PCLN 5620	PAL: APPE Readiness	1
PHCY 5610	Drug Info & Lit Evaluation III	1	PCLN 5601/02	IPPE- III Clinical/Med Counseling	1
PHCY 5620	Clinical Calculations	2	PHAD 5320	Pharmacy Management	2
PHSC 5910	Med Chem/Pharmacology IV	3	PHAD 5420	Pharmacy Law	3
	<b>Total Credit Hours</b>	<b>17</b>		<b>Total Credit Hours</b>	<b>16-17</b>
<b>P4 CORE ROTATIONS (may occur fall or spring)</b>			<b>P4 ELECTIVE ROTATIONS (may occur fall or spring)</b>		
PCLN 6312	Ambulatory Care	6	PCLN 6XXX	APPE Elective	6
PCLN 6322	Acute Care	6	PCLN 6XXX	APPE Elective	6
PCLN 6301	Community	6	PCLN 6XXX	APPE Elective	6
PCLN 6305	Hospital	6	PCLN 6502	PEP Meeting II	0
PCLN 6501	PEP Meeting I	0			
	<b>Total Credit Hours</b>	<b>24</b>		<b>Total Credit Hours</b>	<b>18</b>

Total Number of Hours Within Pharmacy Curriculum: 146 (147) if 3hr elective

C. Pharmacy Electives

All students enrolled in the COP must complete a minimum of 2 semester hours (s.h.) in pharmacy elective credits to fulfill their degree requirements. Any elective course approved by the COP will meet the degree requirements. Courses TAKEN PRIOR TO ADMISSION TO THE COP **WILL NOT BE ACCEPTED FOR ELECTIVE CREDITS**.

While there are a number of elective courses offered in the College of Pharmacy, the following courses have been approved as acceptable elective courses taken in the College of Arts and Sciences. Please note that some of the courses may not be offered every semester. Therefore, please be sure to check the class offerings:

Xavier University of Louisiana College of Pharmacy (COP)  
List of Approved Electives

Approved COP Electives		Approved College of Arts and Sciences Electives	
PHAD 3710	Contemporary Topics in Pub Health: A Pandemic Response	ACCT 1010	Principles of Accounting
PHAD 4560	Pharmaceutical Marketing	BIOL 3110	Genetics
PHAD 5500	China Health Systems	BSAD 1010	Introduction to Business
PHAD 5503	Essentials in Ambulatory Care Practice	CHEM 4153	Special Topics
PHAD 4753	Research in Pharmacy Administration	CHEM 4250	Drug Design and Synthesis
PHCH 4753	Research in Medicinal Chemistry	CMST 1080	Health Communication
PHCL 5001	Research in Pharmacology	CMST 1500	Intercultural Communications
PHCY 3010	Exploring Global Health Disparities	CPSC 2900	Intro to Bioinformatics Programming
PHCY 5005	Women's Health Elective	ECON 1030	Introduction to Economics
PHCY 4001	Cancer: Causes, Treatment, and Disparities	ECON 2010	Principles of Micro Economics
PHCY 4100	Advanced Pediatric Pharmacotherapy	ECON 2020	Principles of Macro Economics
PHCY 4350	Herbals & Other Comp & Alt Medicines	ECON 3091	Economics of Black America
PHCY 4510	Interprofessional Practice I	ENTR 1020	Introduction to Entrepreneurship
PHCY 4830	Drug-Induced Diseases Online/Hybrid	ENTR 3021	Financial Mgmt. for Entrepreneurs
PCLN 4710	Advanced Topics in Critical Care	ENTR 3780	Organization and Operation of a Small Business
PCLN 4685	Advanced Topics in HIV/AIDS	FINC 1070	Personal Finance
PCLN 4730	Advanced Topics in Cardiology	MGMT 2060	Principles of Management
PCLN 4310	Self Care Therapeutics	MGMT 3090	Customer Relationship Management
PCLN 4753	Research Clinical Pharmacy	MGMT 3120	Human Resource Management
PCLN 5001	Medication Therapy Management	MGMT 3140	Organizational Behavior
PCLN 5003	HIV/AIDS in At Risk Communities	PSYC 2050	Health Psychology
PHCY 5010	Sterile Compounding & Aseptic Technique	PSYC 3110	Psychotherapies
PHCL 5010	Chemical and Drug Toxicology	SMKT 2050	Principles of Marketing
PHCY 5602	Interprofessional Hotspotting NOLA	SMKT 3090	Customer Relationship Management (same as MGMT 3090)
PHSC 5646	Introduction to Cannabis Science	SMKT 3550	Consumer Behavior
<b>Electives accepted from Other Institutions</b>		SOCI 2060	Race and Ethnic Relations
University of Florida- PHA 6935- Veterinary Pharmacy(PHCY 4***)		SOCI 3070	Medical Sociology
		SOCI 4025	Health Disparities
		SPAN 2051	Spanish for Medical Personnel
		THEO 2070	Introduction to Bioethics
		WMST 3400	Dimensions in Women's Health

Updated October 26, 2022  
October 25, 2021

D. COP Co-Curricular Activities

Co-curricular activities are experiences that are available for students to promote skills that will lead to personal and professional development as a practitioner and document activities that link foundational student knowledge to real world practice. These experiences complement and advance the learning that occurs within the formal didactic and experiential curriculum.

Each year, students are required to complete **3** co-curricular activities and document them via the Co-curricular Activity Assignment in CORE. Students must complete an activity in each of the following areas:

- Professional Health Service
- Community and College Engagement
- Professionalism and Leadership

The information below describes each area, gives an example of activities that may fulfill the requirement, and provides skills that are likely to be utilized. Certain activities are required for particular classes. Students will be informed of required activities.

DESCRIPTION	EXAMPLES include, but are not limited to...	SKILLS likely used during activity
<b>Professional Health Service</b>		
<i>Objective: Use knowledge and skills learned in the pharmacy curriculum during a <u>pharmacy-related patient care activity</u>.</i>		
A <u>pharmacy-related</u> , patient care activity.	IPPE / APPE activity Brown bag session Community health service Health fair Health screening Pharmacy-related employment	Patient-centered care Problem solving Education Patient advocacy Cultural sensitivity Communication Professionalism
<b>Community and College Engagement</b>		
<i>Objective: Use knowledge and skills learned in the pharmacy curriculum during a <u>community or college-related activity</u> that is not directly related to pharmacy practice.</i>		
An activity not directly related to pharmacy practice.	Awareness walk College/university committee Community organization Community volunteerism Cultural awareness event Donation drive Patient/community advocacy Student organization	Patient advocacy Interprofessional collaboration Cultural sensitivity Communication Self-awareness Leadership Professionalism
<b>Leadership and Professionalism</b>		
<i>Objective: Use knowledge and skills learned in the pharmacy curriculum during an <u>activity promoting any of the following: self-awareness, leadership, innovation, entrepreneurship, or professionalism</u>.</i>		
A meeting, seminar, presentation or other activity promoting career development	Career preparedness seminar/meeting College/university leadership Community leadership Educational seminar/session Legislative event (local, state, etc.) Louisiana Board of Pharmacy Meeting Organization leadership Pharmacy Legislative Day Pharmacy-related management/supervision Professional meeting/conference attendance Professional pharmacy organization Research presentation Student government Student leader/mentor Virtual seminars	Patient-centered care Problem solving Education Interprofessional collaboration Communication Self-awareness Leadership Innovation Professionalism

## Co-curricular Activity Skills

Students must select and reflect on skills observed or utilized during co-curricular activities. The list below provides skills that students may select in the required assignment.

- PATIENT-CENTERED CARE - Provide patient-centered care based on evidence-based best practices.
- PROBLEM SOLVING - Design, implement, and evaluate viable solutions to patient care problems.

- EDUCATION - Use effective strategies to educate patients, healthcare professionals, and caregivers to improve patient care.
- PATIENT ADVOCACY - Advocate for the patient's best interest.
- INTERPROFESSIONAL COLLABORATION - Engage as a member of an interprofessional healthcare team.
- CULTURAL SENSITIVITY - Recognize and address cultural disparities in access to and delivery of health care.
- COMMUNICATION - Effectively communicate (verbal, non-verbal, written) when interacting with individuals, groups, and organizations.
- SELF-AWARENESS - Examine and reflect on how my behavior and choices affect my personal and professional growth.
- LEADERSHIP - Accept responsibility for creating and achieving shared goals.
- INNOVATION & ENTREPRENEURSHIP - Develop new ideas and approaches to practice.
- PROFESSIONALISM - Act in a manner consistent with the trust given to pharmacists by patients, or other healthcare providers, and society.

### Tutorial Video

<https://youtu.be/P12uglpNmwU>

## E. Interprofessional Education (IPE)

Interprofessional education and practice is a foundational constituent of the pharmacy profession and strongly emphasized as a key element of the curriculum. Within the curriculum, pharmacy students are required to participate in interprofessional discussions and interactions in didactic and experiential courses, while actively engaging in interprofessional activities and co-curriculars involving students and prescribers from diverse healthcare disciplines.

The goal of interprofessional education in the curriculum is to prepare students to demonstrate achievement of the following core competencies for Interprofessional Collaborative Practice:

- **Values and ethics** that underpin interprofessional collaborative practice
- **Roles and responsibilities** of healthcare professionals
- **Interprofessional communication** between healthcare professionals
- **Teams and Teamwork** across healthcare professions



Specifically, the Xavier University of Louisiana College of Pharmacy Interprofessional Education Program will:

- **Goal 1: Introduce and reinforce the core competencies of Interprofessional Collaborative Practice in the didactic and introductory pharmacy practice experience (IPPE) components of the curriculum.**
- **Goal 2: Provide students with opportunities to practice/perform Interprofessional Collaborative Practice in the introductory pharmacy practice experience (IPPE) components of the curriculum.**
- **Goal 3: Providing students with opportunities to practice and demonstrate competency in Interprofessional Collaborative Practice during the advanced pharmacy practice experience (APPE) practice settings.**

Interprofessional education will be highlighted in the following courses:

- PHCY 3602 The Xavier Pharmacist II
- PLCN 3630 Professional Practice
- PCLN 4601 IPPE-II Community
- PCLN 4602 IPPE-II Hospital
- PCLN 4630 Professional Abilities Lab II
- PHCY 56-1 Healthcare Interprofessional Education
- PCLN 5601 IPPE-III Clinical
- PCLN 5602 IPPE-III Medication Counseling
- PCLN 6301 Community Practice (APPE)
- PCLN 6305 Hospital Practice (APPE)
- PCLN 6312 Ambulatory Care Practice (APPE)
- PCLN 6322 Acute Care Practice (APPE)

## **VII. PROFESSIONAL EXPERIENCE PROGRAM (PEP)**

The purpose of the COP's professional experience program (PEP) is to expose students to the various pharmacy practice experiences within the profession of pharmacy. This is accomplished through both the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) in structured experiential courses. Students are exposed to the concept of professionalism, developing practice skills and training exposure to a variety of career opportunities. Ultimately, the PEP coordinates opportunities for active participation and comprehensive experiences such that students gain the required skills and judgment necessary to be successful in the pharmacy profession.

A. IPPE: Introductory Pharmacy Practice Experience (P1 – P3 Students)

The *Introductory Pharmacy Practice Experience (IPPE)* courses provide early experiential learning opportunities for pharmacy students throughout the curriculum. During the first three professional years, students will gain a total of 300 hours of experience exploring the concept of professionalism, developing practice skills, gaining exposure to a variety of career opportunities, and obtaining hands-on experience within the pharmacy profession. Multiple opportunities for reflection and group discussion are provided throughout the sequence. The *Introductory Pharmacy Practice Experience* courses are essential for students in the professional curriculum to acquire a broad overview of pharmacy and the pharmacist's role in health care and preparation for APPE.

B. APPE: Advanced Pharmacy Practice Experience (P4 Students Only)

The Advanced Pharmacy Practice Experiences (APPE) are structured experiential courses in the fourth professional year designed to educate students to think and act independently as pharmacy practitioners.

The program consists of 42 weeks of APPE rotations. Each of the seven rotations is 6-weeks in duration beginning in late June and continuing through April of the following year. Each student is required to complete the following:

- 1- Community Pharmacy Practice Rotation
- 1-Institutional Pharmacy Practice Rotation
- 1-Ambulatory Care Pharmacy Practice Rotation
- 1-Acute Care (Internal Medicine) Pharmacy Practice Rotation
- 3-Elective Pharmacy Practice Rotations

The COP currently has over 200 preceptors in clinical pharmacy, community pharmacy, institutional pharmacy and specialty pharmacy practice sites to facilitate the APPE experiences.

C. Criminal Background Check

Criminal background checks are required of every student prior to participating in the Professional Experience Program courses. The student must complete the background check prior to the deadline set by the College, or the student will not be able to participate in Introductory Pharmacy Practice Experiences (IPPEs). CastleBranch is the company that conducts the background check for the College of Pharmacy. CastleBranch will notify the College of Pharmacy that the student has participated in the check.

The criminal background check will review a person's criminal history seven (7) years prior to the date of application. The following criteria will be included:

- Social Security Number Verification;
- Criminal Search
- Employment Verification
- Sex Offender and Predator Registry Search;
- HHS/OIG Exclusions Database;
- GSA List of Parties Excluded from Federal Programs;
- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- Applicable State Exclusion List, if available.

The PEP Office will conduct an initial review of the background checks. If the background check reveals questionable findings, the Director of PEP will be notified and the student will be contacted for additional information. Background check results may be transmitted to the experiential sites. This background check is only used for our rotation sites. Please note that the Louisiana Board of Pharmacy (LABP) has a separate background check/fingerprinting rule when applying for the pharmacy intern license (see Section 5 of LABP Rules and Regulations).

**Special Note:** *If you believe that there is anything in your past that may be discovered in a criminal history check, you should consider the possible consequences as they relate to*

*completing the pharmacy curriculum, and ultimately becoming licensed to practice pharmacy. Students with any “hits” on their records may be prohibited from participating in practicum (experiential learning) by the practice sites. This is beyond the College of Pharmacy’s control. If students cannot complete the curriculum, they cannot graduate, and thus cannot become pharmacists. Criminal behavior that OCCURS DURING PHARMACY SCHOOL will be dealt with as appropriate for the situation. Possible consequences could include delayed graduation or possible dismissal from the pharmacy program.*

## VIII. TRANSFER CREDIT

### A. Incoming Students

The College of Pharmacy does not accept credits from incoming students for courses taken prior to beginning the program to fulfill pharmacy degree requirements.

### B. Current Students

Requests for pursuing courses off campus must be made and permission secured from the University prior to registration. Follow the steps below to request taking a course(s) at another institution: Students must have earned at least 29 credit hours and a 2.0 GPA at Xavier University to be eligible to pursue courses at other institutions.

Students must complete a “Request to Pursue Courses at Another Institution” form obtained from the University Registrar’s Office (Xavier South) or the Office of Student Affairs.

Students must attach a course description and a **syllabus** so that course equivalence can be determined. The Associate Dean for Administration and Academic Support of the COP must approve any courses taken at another institution.

Course(s) may be transferred to the College only if the student earns a grade of “C” or better. The university will record a grade of “TR” after transfer. The course will carry no equality points and consequently will not be calculated in the pharmacy GPA.

### C. Maximum Transfer Credits

A maximum of 9 credits may be transferred to the College for credit toward the Doctor of Pharmacy degree.

## IX. REGISTRATION

The COP, together with the University Administration, is dedicated to assisting students in program planning, course scheduling, and academic counseling throughout their tenure in the College. Therefore, each COP student is assigned a pharmacy faculty member as an academic advisor. **However, each student must accept the ultimate responsibility to arrange a schedule of offered courses to meet requirements for the pharmacy degree. This responsibility includes insuring completion of course pre-requisites.** Students should constantly evaluate and seek assistance from their faculty advisors regarding course sequencing and progress.

The Office of Student Affairs will enter a first semester block schedule for all entering P1 students during the summer prior to P1 fall enrollment. Students will be responsible for checking the schedule for accuracy and consult with an assigned advisor for any changes. Thereafter, it will be the student’s responsibility, with the help of the advisor, to arrange schedules for the duration of matriculation in the College of Pharmacy (P1 through P3). The Professional Experience Program (PEP) office makes rotation assignments for the P4 schedule based on students’ identified preferences when possible.

## X. CLASS ATTENDANCE

**Students are expected to be punctual in all classes in which they are enrolled.**

If you are absent from class for any reason, examples (car accident, car problems, illness, emergency, death in the family etc.) please follow the instructions listed below to **request an excused absence from class**:

- 1) **Call the Office of Student Affairs (504) 520-5397 or email the Assistant Dean of Student Affairs, Ms. Alana Sarrazin ([asarrazi@xula.edu](mailto:asarrazi@xula.edu)).**
- 2) **Provide documentation supporting the absence. Please email the documentation to the Assistant Dean of Student Affairs, Ms. Alana Sarrazin ([asarrazi@xula.edu](mailto:asarrazi@xula.edu)). Documentation supporting the absence is required.**
- 3) **Please email the instructor stating that you were absent from class and that you have contacted the Office of Student Affairs.**
- 4) **If you are granted an excused absence from class, then an email message will be sent to you and your instructors from the Office of Student Affairs.**

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

The card reader is the current official attendance tracker for the University. The instructor will activate the reader prior to class for attendance tracking. Failure to swipe your card to record attendance may impact your financial aid. Students who are unable to swipe must inform the faculty member teaching in that class period for manual attendance tracking. Student attendance may be taken into consideration in the determination of a student's final course grade as specified in the course syllabus. **Swiping another student's card is prohibited and considered a violation of the Professional Behavior Standards (See Section II of the Ethical and Honor Policies).**

### Class Attendance and Lecture Capture System

COP Auditoriums and classrooms are equipped with a lecture capture system designed to record lectures daily. This system was implemented to assist students in the detailed review of lecture material outside of the classroom. COP students are expected to attend lectures for all COP courses.

## XI. CURRENT STUDENT INFORMATION

Students must keep a current address and telephone number on file in the Office of Student Affairs and the Registrar's Office – the information should be updated in the student's BANNER account. **Records of name changes prior to registration or during the course of one's attendance at Xavier University must also be on file in the Office of Student Affairs and the Registrar's Office.**

## XII. APPEALS

Any request for exceptions to the rules as outlined in this Handbook must be submitted in writing to the Office of the Dean.

# **ETHICAL & HONOR POLICIES**

## ***SECTION 2***

## I. HONOR CODE

Professionals, as described in the *Oath of a Pharmacist*, devote their lives to a significant social value. Pharmacy is a learned profession requiring individuals to dedicate themselves voluntarily to acquiring and maintaining exceptional knowledge and skills in order to provide pharmaceutical care in an ethical context. Pharmacists must exhibit moral and ethical conduct in their daily interactions with patients and other healthcare providers. Pharmacists dedicate themselves to excellence in their knowledge, skill, and caring because they adhere to high moral and ethical standards. This enables them to maintain a covenantal relationship with society.

Professionalism requires constant attention. The seeds of professionalism are sown when students begin their preparation for pharmacy school, are cultivated and nurtured in pharmacy school, and are brought to fruition and maintained during their careers as pharmacists. Becoming a professional means more than just mastering the science of pharmacy.

## II. CODE OF CONDUCT

The Code of Conduct is intended to provide guidelines and expectations for behavior during the didactic and experiential components of the curriculum. For that reason, the Code of Conduct is an educational tool to guide all members of the COP in their professional development. It is applicable to all members of the College in all activities associated with the COP. The Code of Conduct has several intentions:

- To promote and protect an environment of learning for all members of the COP both inside and outside the classroom,
- To assist in improving and maintaining the image of the COP as a premier institution of learning, and
- To foster character development by establishing a standard of principled behavior and professional decision-making.

### General Responsibilities of the Members of the COP

- A. Its members determine the culture of the COP. Therefore, all members of the COP have responsibilities to uphold and protect the learning environment, professional education, and integrity of a degree awarded from the Xavier University of Louisiana COP. To that end, all members of the COP should be familiar with the expectations listed in the Code of Conduct, actively promote and maintain professional conduct, and abide by all academic and behavior standards at Xavier University of Louisiana and the COP.

In addition, all activities associated with the COP should have clear and reasonable expectations regarding the conduct of participants. When appropriate, written expectations should be provided with advanced notice. Examples of situations that could have further written expectations for conduct include, but are not limited to, course syllabi, local, state and national meeting information, student organization meetings and functions, college events (dinners, programs, events, etc.), and any other activity where patient or professional contact is possible.

## III. ACADEMIC STANDARDS

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the University and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation. Presentation of others' work as one's own is not only intellectual dishonesty, but also undermines the educational process.

## Student Expectations Related to Academic Standards

### **COP Students should observe and comply with the following exam policies:**

A faculty member may deny admission to the examination to any student who arrives late and under no circumstances will he/she permit a student to take the examination if he/she arrives after another student has already left the examination site. Students are expected to comply with the directions given by the instructor as to seating arrangements, etc.

Final examinations are not returned to students. Thus possession of such constitutes having stolen materials. Possession of copies of old final examinations is cheating. Any student caught with these exam(s) shall be referred to the Dean of the COP for disciplinary actions and probable dismissal.

No study material and/or resources (i.e. calculators, cell phone or electronic data watches) are to be brought into the examination room without the permission of the instructor. If the student is found to have done so, it will be assumed that he/she intended to use the materials unlawfully and will be penalized accordingly with an "F" for the course.

A student who communicates with anyone during the course of the test or an examination, without the permission of the instructor, will be immediately dismissed from the examination site and given the grade of "F" for the course. Such communication includes attempts to read from another student's paper.

If a student's examination paper, laboratory report, term paper or other written assignment gives evidence of not being completely his/her own work (plagiarism), he/she will be given an "F" for the course.

If an online exam is given, the student must report to the assigned site to take the exam. If the student takes the exam at an unassigned site this will be considered cheating and the student will receive a grade of "F" for the course.

### **Do not engage in activities that result in unethical behavior. Violations of the Honor Code include, but are not limited to, the following acts that violate academic integrity:**

**Cheating** - cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to: the use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation; fabrication, falsification, or misrepresentation of data, results, sources for papers or reports, or in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data; falsification of papers, official records, or reports; actions that destroy or alter the work of another student; unauthorized cooperation in completing assignments or during an examination;

the use of purchased or otherwise acquired essays or term papers, or of purchased preparatory research for such papers; submission of the same written work in more than one course without prior written approval from the instructors involved; dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, and in any other matter related to a course or experiential rotations/training; copying another student's answers during a test, quiz, or assignment; using another student's data or results in a lab or experiment; use of any device, electronic, or otherwise, to transmit, receive, share, or store information during an exam, quiz, or assignment; communication of any kind, verbal, written, or otherwise to any person besides the instructor or

proctor during an exam or quiz; possession of a final exam given at Xavier at any time; allowing another student to represent your work as his/her own, including copying your answers during an exam, quiz, or assignment; failing to report, under guarantee of anonymity, cheating, observed in any of the categories listed above.

**Plagiarism** - Plagiarism is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

**Other breaches of academic integrity include:**

- the misrepresentation of one's own or another's identity for academic purposes;
- the misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluation activities;
- the sale or provision of papers, essays, or research for fraudulent use;
- the alteration or falsification of official University records;
- the unauthorized use of University academic facilities or equipment, including computer accounts and files;
- the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
- the expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review work submitted to journals, or in proposals for funding by agency panels or by internal University committees;
- the expropriation and/or inappropriate dissemination of personally- identifying human subject data; and/or
- the unauthorized removal, mutilation, or deliberate concealment of materials (course or other) posted online, in University libraries, media, or academic resource centers.

**Collusion** - collusion is defined as assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

**Maintain academic integrity in the COP by observing the following:**

Students who become aware of a violation of academic integrity by a fellow student should respond in one of the following ways:

- Students may discuss their concerns with the student whom they suspect of a violation. Direct contact by another student may be the best means of resolving the problem. Repeated demonstration of student concern for academic integrity will in the long run build a peer-regulated community.
- The student may also discuss the matter with the instructor.
- If the incident is a major violation or part of a repeated pattern of violations, students should bring their concerns to the attention of the instructor, or to the appropriate division chairperson or associate dean. Suspected violations by students reported to members of the faculty or to an associate dean will be handled according to the grievance procedures set forth by the College.
- Students who have serious concern that a faculty member is not living up to his or her responsibility to safeguard and promote academic integrity should speak with the faculty member directly, or should bring their concern to the attention of the division chairperson or associate dean.



### Promoting Academic Integrity: Roles of Faculty and Administrators

- Faculty members should provide students with a positive environment for learning and intellectual growth and, by their words and actions, promote conditions that foster academic integrity.
- Faculty should be concerned about the impact of their behavior on students. Students are sensitive to messages communicated in informal discussions and in casual faculty remarks about personal decisions and value judgments. Students are perhaps most sensitive to how responsibly faculty members fulfill their obligations to them in careful preparation of classes, in the serious evaluation of student achievement, and in their genuine interest in and availability to students.
- **Faculty should promote academic integrity in the following specific ways:**
  - At the beginning of each course, instructors should discuss academic integrity in order to promote an ongoing dialogue about academic integrity and to set the tone and establish guidelines for academic integrity within the context of the course, e.g., the extent to which collaborative work is appropriate. Where relevant, instructors should discuss why, when, and how students must cite sources in their written work.
  - Instructors should provide students with a written syllabus that states course requirements and, when available, examination dates and times.
  - Instructors are encouraged to prepare new examinations and assignments where appropriate each semester in order to ensure that no student obtains an unfair advantage over his or her classmates by reviewing exams or assignments from prior semesters. If previous examinations are available to some students, faculty members should insure that all students in the course have similar access. Course examinations should be designed to minimize the possibility of cheating, and course paper assignments should be designed to minimize the possibility of plagiarism.
  - A minimum of 2 proctors per 100 students should be present at all examinations, including the final examination, and should provide students with an environment that encourages honesty and prevents dishonesty.
  - If make-up exams are given, they should be different from the original exam and should be given at the same time for those students needing a make-up exam.
  - If a student is found cheating the faculty member must take the appropriate action immediately.
  - Faculty should be careful to respect students' intellectual property and the confidentiality of student academic information.
  - Assignment of grades, which is the sole responsibility of the instructor, should be awarded in a manner fair to all students.
- **Academic Deans Role in Fostering Academic Integrity**

Academic deans have overall responsibility for academic integrity within the College. In particular, deans' responsibilities include the following:

  - promoting an environment where academic integrity is a priority for both students and faculty,
  - ensuring that students who are honest are not placed at an unfair disadvantage, and establishing procedures to adjudicate charges of academic dishonesty and to protect the rights of all parties.

#### IV. PROFESSIONAL BEHAVIOR STANDARDS

The Honor Code is also concerned with social responsibility and assumes that all students are responsible for themselves, other students, and their guests on Xavier's campus. This code may also apply to student behavior off-campus (see University Handbook). Students are expected to comply with:

- Existing University and College policies
- Directions of University and College authorities while performing their duties
- All published University and College policies, rules and regulations while on University property or at University or College-sponsored or supervised activities
- The University Student Handbook
- All local, state, and federal laws

Violations of the professional behavior standards include, but are not limited to:

- **Disorderly Conduct** - disorderly conduct is defined as any student behavior, actions, and/or activities that interfere with teaching, studying, research, administration, or other University activities. Common examples include, but are not limited to: Disruptive and Disorderly or Unlawful Behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, engaging in fights, assaults, riots, unlawful assemblies, damage/destruction of property, menacing, stalking, abusive, harassing or intimidating behavior; inappropriate behavior such as profanity or harassment on social media networks, e-mail, and other electronic communications; lewd or obscene conduct; inappropriate communication with a faculty member, preceptor, or staff; disrespecting a faculty member, preceptor, or staff; misrepresenting a faculty member, preceptor, or staff; causing physical harm or reasonable apprehension of harm; misuse of university resources (i.e., unauthorized access or use of computer equipment, networks, software, data, or copiers, etc.); bribery; or the violation of any civil, municipal, state, or federal law on or off campus or failure to produce identification upon request or comply with directives of University Police or any University official while performing their duties.
- **Falsification of Records** - the falsification of records (academic, health, etc.) through alteration, counterfeit, forgery or the misrepresentation of person or identity: the misuse of identification, including transferring, lending, borrowing, altering, or otherwise misusing a student ID or meal card; registering in courses for other students (i.e. holding seats) during the official registration period; and furnishing false information to the University is prohibited.
- **Firearms and Weapons** - use, possession, or storage of any weapon, including firearms, knives, firecrackers, explosives, or any other lethal weapon, and/or use of an item in such a manner that poses a potential hazard to the safety and health of others is prohibited.
- **Gambling** - the playing of cards or any other games of skill or chance for money or other items of value is prohibited.
- **Hazing** - excessive physical effort, financial demands, or mental abuse of students during rites and ceremonies of induction, initiation, or orientation into the life of any college group is prohibited. See Student Organization Guidelines for more information.
- **Theft** - theft and/or unauthorized use of University property or services, or property or services belonging to another member of the community, or the knowing possession or sale of stolen property are strictly prohibited.

- **Sexual Misconduct and Abuse** - sexual misconduct and abuse includes, but is not limited to, nonconsensual touching, exhibitionism/voyeurism, or other nonconsensual physical contact, under conditions of force, threat of force, fear or when a person is unable to give consent because of substance abuse (including intoxication), captivity, sleep or disability. Victim support resources are available through the University Counseling Center.
- **Misuse of Social Media** - Students posting information about the College, rotation sites, preceptors, patients, classmates, faculty, or administrators considered to be illegal, abusive, unethical, or defamatory in nature will be considered unprofessional and in violation of the student code of conduct and may be grounds for disciplinary action by the BPEC up to and including dismissal from the program. Additionally, students posting personal content exhibiting attitudes and/or behaviors that are not consistent with the professionalism expectations in the field of pharmacy (sexually explicit, substance use/abuse, unethical, dishonest, etc.) are also at risk of disciplinary action by the BPEC for unprofessional behavior and are at risk for dismissal from the doctor of pharmacy degree program. Please refer to the **COP Social Media Policy and Guidelines for Students (See Appendix 6 – pg. 55-56)**.
- **Creating a Safety Hazard** - any behavior that threatens the health, safety, and welfare of our community, or behavior that runs counterproductive to creating an environment that is conducive to learning. Common examples of violations include the following:
  - arson, starting a fire or providing the conditions where a fire is likely to occur or continue;
  - open burning, including bonfires or ceremonial fires (without appropriate permits);
  - pulling a fire alarm, phoning a false report to 911, tampering with fire safety equipment
  - or intentional activation of any safety alarm, intentionally initiating or causing to be initiated any false report, warning or threat of fire or other emergency;
  - failing to cooperate with staff during a fire alarm, drill, including emergency (weather or other) or scheduled evacuation from a residence hall or other University building;
  - possession or use of dangerous chemicals or any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others;
  - action(s) that endanger one's own health or safety, or the safety of others;
  - creating a safety hazard, including throwing objects in, at, or out of university buildings;
  - illegal and unauthorized access to building roofs or ledges on residence halls and other university buildings;
  - posting or hanging signs, notices, banners, etc., on trees, light fixtures, fire safety equipment, fire doors or door windows.
  - accessing rooftops, balconies, window ledges, or any other elevated areas.
- **Alcoholic Beverages, Illegal Use/Abuse of Drugs** – the College expects all students to abide by Louisiana state laws and university policies regarding alcoholic beverages and illegal use/abuse of drugs. The College does not permit or condone the illegal possession, use, distribution, or sale of drugs, abuse of prescription drugs, or abuse of alcohol, or aiding and abetting underage drinking.

- V. **SANCTIONS** (*adapted from the University Student Handbook, “Code of Conduct” section*)  
Depending on the circumstances of the violation, the university may assume jurisdiction in lieu of the Board of Professional and Ethical Conduct (BPEC) of the COP – see University Handbook. The following sanctions or other sanctions appropriate to the circumstances of a given case may be imposed, independently, or in combination, for violations of standards of conduct. The present demeanor and disciplinary record of the offender, the nature of the offense, and the extent of harm bear on the severity of the sanction.

#### Academic Misconduct

Any student who engages in cheating, plagiarism, collusion, or other breaches of academic integrity will automatically receive a grade of “F” for the course. Depending on the circumstances, other academic or disciplinary actions may be taken.

#### Professional Behavior Violation

##### **1. Disciplinary Censure**

Disciplinary censure will occur if the student is involved in an incident that is considered to be minor and/or spontaneous in nature (no planning or premeditation). The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A censure remains in effect for one calendar year. If there are no additional violations during that time, the censure is not considered in subsequent violations.

##### **2. Disciplinary Probation**

Disciplinary probation is a probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. The student must make every effort to modify his/her behavior in order to remain in good standing at Xavier University. In addition, if the student does not meet all of the special stipulations associated with the sanction, further judicial action will be taken, which may include suspension or expulsion from the University. Examples of violations leading to a Disciplinary Probation include:

- **Violating the COP’s Honor Code or Code of Conduct**
- **Receive a Professional Violations**
- **Failure to adhere to required Academic Enrichment Program (AEP) requirements**
- **Violation of the COP dress code policy**
- **Unprofessional behavior exhibited on campus**

##### **3. Disciplinary Suspension**

Disciplinary suspension is defined as the removal of a student from the university, which permits the student to apply for readmission at the end of the sanction imposed. Suspension may be for a term, not to exceed one year or conditional, indicating that readmission is contingent on the fulfillment of certain conditions by the student. While a student is suspended, s/he is not to return to the campus, programs, facilities and activities of the university without written permission from the Dean of the COP. If the student returns to the campus without written permission during the time period for which s/he has been suspended, his/her eligibility to return to Xavier in the future may be jeopardized. While a student is suspended for Academic Honor Code violations, s/he may not enroll in classes either on or off campus. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future.

**4. Educational/Developmental Sanctions**

The Board of Professional and Ethical Conduct may choose to assign an educational project or task to be completed. The assigned task or project may be imposed to educate or raise the student's level of awareness regarding a specific issue. Some examples of these sanctions include papers, presentations, book reports, and program development and implementation.

**5. Emergency or Interim Suspension**

This suspension shall be invoked when university officials are faced with an immediate situation where the facts of which indicate that a student's continued presence on campus constitutes a clear and convincing danger to the normal functions of the university, to property, to others, or to the student.

**6. Fines**

Students may be required to pay a reasonable sum of money as a sanction for behavior that results in damage, destruction, or loss of property belonging to the University and others or in increased maintenance or repair costs for the University or others. Proof of payment shall be required to clear the student's disciplinary record.

**7. Loss of University Housing**

The BPEC, the Administrative hearing officers or Judicial Hearing Boards of the university may mandate that a student be removed from residing in university-owned or leased housing as part of an imposed sanction. Rent for the remainder of the student's housing contract period will **not** be refunded.

**8. Loss of Financial Aid**

The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law

**9. Official Warning**

An official warning will be given if an incident is considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. The incident could have been a spontaneous action or a planned event. The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action is taken

**10. Preliminary Suspension**

Preliminary suspension is a unique probationary status, in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law; s/he may be sanctioned with disciplinary suspension from the university. If the student does not complete any stipulation of the preliminary suspension by the assigned date, his/her grades may not be released until the sanctions are complete.

**11. Permanent Separation (Expulsion)**

The student is permanently separated from the university. A permanent notation will be made on the official transcript. The student is also barred from University activities,

services, facilities and grounds. The Dean of the COP reviews all recommendations for expulsion. Expulsion may be approved, altered, deferred, or withheld at the discretion of the Dean of the COP.

**12. Referral for Counseling**

If, in the opinion of the Board of Professional and Ethical Conduct, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a member of the Xavier University Counseling Staff or another professional off campus. The student will be responsible for all fees incurred by contracting the services of an independent professional.

**13. Residence Hall Probation**

An individual student, or group of students, may be issued a written notice that further violations would constitute grounds for loss of the privilege of residing in University housing. Appropriate residence life officials will be notified.

**14. Residence Hall Relocation**

This is a recommendation to the Dean of Students for Residence Life that the student or group of students be required to move to another room, residence hall, or residence area because of his/her lack of willingness to live within the rules of his/her present residence hall, or uphold university policies. For individuals, this sanction will be recommended in situations where the Board of Professional and Ethical Conduct feels the student would benefit from a change of environment in order to conform to acceptable group living standards. It will also be recommended if deemed necessary for the safety of the resident or others.

**15. Restitution**

Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

**16. Suspension of Social Privileges**

An individual student, residence hall floor or suite, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis. The Board of Professional and Ethical Conduct may impose other sanctions deemed appropriate.

The Dean may issue a *Statement of Concern* to a student or organization for a minor violation occurring in class or otherwise observed and referred by a member of the campus community. Such statement shall be placed in the student/organization's official file and may be a basis for further disciplinary action.

**VI**

**PROCEDURE TO REPORT VIOLATIONS OF ACADEMIC INTEGRITY AND PROFESSIONAL BEHAVIOR**

The COP Board of Professional and Ethical Conduct (BPEC) reviews violations of academic integrity and professional behavior. The Board consists of eight people to include two students, three faculty members, and two administrators and one ex officio member.

- Faculty or students observing a violation of academic integrity or professional behavior should complete the Professional Violations Form (see appendix) and submit it to the Office of Student Affairs.
- Depending on the circumstances of the violation, the university may assume jurisdiction in lieu of the Board of Professional and Ethical Conduct (BPEC) of the COP.

A student who wishes to appeal the actions of the Board of Professional and Ethical Conduct must submit the appeal in writing to the Office of the Dean. A student who wishes to appeal the actions of the University Hearing Committee must do so in writing to the Vice President of Student Services. All appeals must be submitted within 48 hours of official notification of the BPEC or University Hearing Committee's decision.

# TECHNICAL STANDARDS

## *SECTION 3*

## I.

### TECHNICAL STANDARDS

The Xavier University of Louisiana COP (XUCOP) is committed to equal access for all qualified applicants and students. Minimal Technical Standards for Admission, Promotion, and Graduation state the expectations of all COP students. The Standards provide information to allow a candidate to make an informed decision regarding application and are a guide to accommodation of students with disabilities. Academic adjustments can be made for disabilities in some instances, but a student must be able to perform in an independent manner with reasonable accommodations.

The XUCOP is committed to enabling students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree. Individuals with questions or concerns about their abilities to meet these standards are encouraged to contact the Office of Student Affairs. The process for applying for accommodations is located at the end of this policy statement.

1. **Observation and Hearing:** Students must have the ability to observe demonstrations and experiments in the basic sciences, including but not limited to pharmacological and physiological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. Students must be able to observe a patient accurately at a distance and close at hand. Students must possess the auditory ability sufficient to monitor and assess health needs.
2. **Communication:** Students must be able to communicate effectively and sensitively with patients in the English language. Students must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team, staff, faculty members, and patients. Communication includes speech, reading, writing, and computer literacy.
3. **Sensory/Motor:** Students must possess sufficient motor function to perform experiments in the basic sciences and execute movements to provide patient-centered care. This includes the fine and gross motor skills necessary to participate in laboratory exercises and to engage in the physical assessment of patients. In the laboratory setting, examples of these motor skills include the ability to operate lab equipment including microscopes, the use of sterile technique when handling microorganisms and operation of laboratory safety equipment. In the clinical setting, examples of required motor skills include palpation, auscultation, perform cardiopulmonary resuscitation, administer immunizations, and the ability to prepare all routine types of medications including sterile and non-sterile compounding.
4. **Behavioral and Social Attributes:** Students must possess the emotional health required for full utilization of intellectual abilities. They must be able to tolerate physically, mentally, and emotionally taxing workloads, adapt to changing environments, and function effectively under stress. Students must possess compassion, honesty, integrity, maturity, interpersonal skills, concern for others, the ethical standards of the profession, and motivation to excel in the practice of pharmacy. Illicit drug use and alcohol impairment are not tolerated, and all students must submit to a criminal history check and periodic drug screens.
5. **Intellectual, Conceptual, Integrative and Quantitative Abilities:** Students must be able to measure, calculate, reason, analyze, and interpret data. They must be able to synthesize and apply complex information. Students must possess the ability to integrate and process information promptly and accurately and to engage in problem solving.



# **DISABILITY ACCOMODATIONS**

## ***SECTION 4***

## I. **DISABILITY ACCOMODATIONS**

Xavier University of Louisiana is committed to providing for the needs of enrolled or admitted students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. According to these laws, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity. "Qualified", with respect to post-secondary educational services, means "a person who meets the academic and technical standards requisite to admission or participation in the education program of activity, with or without, reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services."

### A. Procedures for Requesting Disability Services Accommodations **(Academic, Housing, and Dining)**

1. Go to "My XULA " portal
2. Click "Menu"
3. Go to "Administrative Offices"
4. Click "Disability Services"

#### **If this is your first time requesting accommodations complete A and B**

- A. Select the "*Office of Disability Services Accommodation Request Form/Release of Information Consent Form*"
- B. Then go to "Important Documents", click on Document Type Forms, then click the "*Certificate of Disability Documentation Request Form*"- This form should be completed by the Health Care Practitioner and submitted to the Office of Disability Services

#### **If you are requesting classroom accommodations, complete C and/or D**

- C. Select the "*Accommodation Agreement Form* " complete this form
- D. Complete the "*Test Proctoring Forms*", only if you are testing in the Counseling Center.

### B. Office of Disability Services Location

Office of Disability Services (ODS) is located in St. Joseph Building, (Building 13), 1<sup>st</sup> floor, Room 107. Contact number is 504 520-7606, Fax number is 504 520-7917.

**NOTE:** When accommodations are requested after an exam, paper or assignment or if a student does not discover he/she has a disability until after an exam, paper, or assignment, the professor is under no obligation to try to retroactively change any grades. Accommodations apply to present and future events, not past events. Students must complete an **Accommodation Agreement Form** EACH semester. Preferably, this should be done by the end of the first week of the semester.

# **STANDARDS OF STUDENT ATTIRE**

## ***SECTION 5***

## I STANDARDS OF STUDENT ATTIRE IN THE COLLEGE OF PHARMACY

### ***Professional Dress Code Policy for Xavier University College of Pharmacy Students*** ***Policy Brief and Purpose***

*Xavier University College of Pharmacy (XUCOP) requires that students dress neatly and appropriately at all times and that they maintain adequate personal hygiene. The success of a professional student is reliant on one's impressionable appearance to both preceptors and client patients. For this reason, it is important that XUCOP students maintain a professional image. As representatives of the COP, students must adhere to the dress code policy.*

#### Policy Target Audience

This policy applies to all students enrolled at Xavier University College of Pharmacy.

#### General Guidelines

The COP urges students to use common sense and sound judgment when it comes to selecting their professional and classroom attire. When in doubt, refer to the conservative and formal side. To assist you, here are a few broad guidelines to follow:

- All clothing should be clean, ironed and in good shape. Desist from opting for clothes that display discernible tears, rips or holes, even if it is the current fashion.
- All students should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and clients remain positive and pleasant.
- Professional wear should be professional, which means that it should not be too revealing or casual.
- Clothes with stamps are allowed for class casual, but should be inoffensive and appropriate for the class setting. These items are not appropriate for rotation wear.
- Moderate jewelry is allowed, but students are requested to please remove visible body piercings especially during rotations hours.
- Tattoos that are visible should be covered as much as possible when professional dress is required.

A.

#### Professional Dress Code

In general, the dress code for professional students is business casual. However, when students have direct contact with preceptors and patients at rotation sites, they should follow a dress code of business professional during those rotations.

- **Professional Attire for Men\***  
Men should wear business suits if possible; however, blazers can be worn with dress slacks or nice khaki pants. Wearing a tie is a requirement for men in a professional setting.
- **Professional Attire for Women\***  
Women should wear business suits or skirt-and-blouse combinations. Women adhering to the business professional dress code can wear slacks, shirts and other formal combinations. Women dressing for a business professional dress code should try to be conservative. Revealing clothing should be avoided, and tattoos or body art should be covered. Jewelry should be conservative and tasteful.

*\*The PEP Office will provide a more detailed dress requirement for students reporting for IPPE and APPE rotations.*

B. Guidelines on What not to Wear during Professional Dress

The following clothing/apparel/accessories are not acceptable for professional dress:

- **Men:**  
Shorts; Jeans; athletic apparel; athletic footwear; offensive T-shirts; distracting jewelry; rips in clothing; caps; over-sized clothing; flip flops; tank tops; sweatpants; Head wear is not permitted for professional dress unless it is for religious significance.  
Hair color should be a natural tone color. Please contact the Office of Student Affairs if you have questions about hair color
- **Women:**  
Shorts; Jeans; athletic apparel; athletic footwear; offensive T-shirts; distracting jewelry; rips in clothing; caps; sweatpants; leggings; tight or revealing clothing; over-sized clothing; flip flops; halter tops; tank tops; shirts that expose cleavage and back areas; Head wear is not permitted for professional dress unless it is for religious significance.  
Hair color should be a natural tone color. Please contact the Office of Student Affairs if you have questions about hair color.

Hygiene

- C. Always practice good hygiene. For men adhering to a business professional dress code, this means good grooming habits. Facial hair should be either shaved off or well groomed. Clothing should be neat and always pressed. Women should avoid makeup that stands out in a distracting manner. Hair should be well-maintained.

Gender-neutral attire for professional students

First impressions matter, whether it's a job interview, a networking event or the first day at a new job. It is certainly possible to look professional and still feel comfortable and confident that your clothes express your unique personality.

Here are a few tips for selecting clothes for a professional setting:

- Clothes should be clean, in good condition and free of wrinkles, holes, lint, pilling and excessive fading.
- Clothes should fit properly and not be too tight or too baggy.
- Make sure that any piercings or visible tattoos you have align with company guidelines.
- Add some color and personality to your outfit with accessories, shoes and layered items, such as cardigans and jackets.

***Accommodation***

If the dress code policy contravenes the prescriptions of your faith or that it is offensive to you in any way, please contact the COP Office of student Affairs.

D. Expectations and Enforcement of Dress Standards

COP students are expected to abide by the rules, guidelines and standards related to appropriate dress in the college. Below are some expectations regarding appropriate dress in the COP.

- After Hours and Weekend Attire: Students should dress neatly at all times while in the Pharmacy building. Care should be taken not to wear clothing that might be deemed inappropriate for a professional.
- Activities in specific laboratories and patient areas in which the instructors or institutional policy require certain dress supersedes this policy.
- Any medical condition that inhibits adherence to this policy should be discussed with the Office of Student Affairs.

E.

Enforcement of Dress Standards:

- Standards of Attire are intended to be self-regulated. Please use your professional judgment in adhering to this dress code. Remember you are enrolled in a professional program and are considered a “Student Pharmacist.”
- These Standards fall under the Code of Conduct for the COP.
- Violations of the dress code should be reported to the Office of Student Affairs and may be subjected to Board hearings.
- Students inappropriately dressed or groomed may be dismissed from classes or asked to leave the building and requested to comply with the Standards set forth in this document.
- The College may dismiss students who violate the Student Standards of Attire on four (4) occasions during their professional years (P1-P4).

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## ***SECTION 6***

**I. STUDENT RIGHTS AND RESPONSIBILITIES** (*adapted from the University Student Handbook*)

As a Catholic institution, Xavier University seeks to foster an environment where student rights are valued and recognized and balanced with student responsibility in accordance with the policies, procedures and guidelines of the university. The act of voluntary registration at Xavier University by each student, for courses and/or housing, indicates his/her acceptance of the high traditions and principles of the institution and its requirements for conduct in harmony with Christian, moral and ethical standards. Students are expected and required to abide by local, state and federal laws. Xavier expects all students to conduct themselves as mature and responsible members of the academic community, as well as the local community, presenting their individual work, respecting themselves, the rights of others, and refraining from any conduct which obstructs the work of the university or is injurious to the welfare of the University or any of its members. Students have the right to a free will to learn, to exercise inquiry, to privacy and confidentiality of records under FERPA, HIPPA and ADA, and to voice protest or grievance. While this expression is viewed as essential to student development, it is required that students display responsible actions and maintain an orderly educational environment demonstrating respect for self and others.

**A. Student Complaint Policies and Procedures**

**PURPOSE**

The University's mission is to provide a mutually respectful environment conducive to student learning and development. In doing so, the University acknowledges that students can offer valuable information about the performance of the university in meeting goals and providing services as part of our mission. Consistent with this aim, the University invites feedback and is committed to addressing student complaints. When a problem or issue arises, students are advised to seek information and assistance through the various processes and procedures, including student governance organizations, instituted to receive and respond to student complaints regarding faculty/staff, programs or services.

When registering concerns or complaints, students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office Student Affairs at (504) 520-7359 or [studentservices@xula.edu](mailto:studentservices@xula.edu). Discussions may remain confidential until a student decides to take more formal action.

**APPLICATION**

This policy applies to all students currently enrolled at Xavier University who choose to make a formal written complaint in accordance with the Policy.

**EXEMPTIONS**

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

A. Academic Integrity Policy (College of Arts and Sciences / College of Pharmacy).

Any student who wants to dispute a grade given in any course or decision made regarding academic misconduct or academic dishonesty

B. Student Code of Conduct (Non-Academic). Any student misconduct that violates University Policy, Procedures or Standards (Student Code of Conduct)



C. Policy Against Discrimination and Harassment. Any student who has experienced treatment or consideration based upon ethnicity, gender, age, religion, sexual orientation or disability or any form of sexual misconduct, including sexual harassment and sexual assault. (contact Title IX Coordinator, Human Resources or Chief Inclusion Officer)

D. Scope and Authority Complaints about individuals who are not full or part-time members of staff or enrolled at the University or that are outside the scope of University operations

## POLICY PROVISIONS

### Procedures for Filing a Written Complaint

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a University faculty/staff member that does not fall within any of the categories listed above, the complaint will be handled as follows:

#### 1) Informal Resolution

Students are encouraged to speak directly with the individual (faculty/staff member) or office (financial aid, housing, etc.) involved with or responsible for the situation that is the cause of the complaint.

#### Options for Informal Resolution:

- a. Take no further action
- b. Make comments or suggestions regarding the issue, or
- c. If this communication does not lead to a satisfactory resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

#### 2) Informal Complaint

A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily.

- Complaints involving academic matters should be made to the Associate Dean of the relevant College.
- Non-academic complaints should be made to the head of the appropriate University office or to the Office of Student Affairs.

Informal complaints may be made in writing by email or statement delivered to the University office. Appropriate University staff will review the matter presented by the student and determine whether any action is required. The Senior Conduct Officer, or designee, may serve as an advocate and/or third party mediator if agreed by all parties and the situation warrants. The student will be notified of the University's response within 30 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

- 3) Filing a Formal Written Complaint/Grievance
- After an attempt for informal resolution of the matter is unresolved and there are irreconcilable differences, a formal complaint may be filed
  - Complete the Student Complaint form,  
<https://www.xula.edu/reportingstudentconcern> and mail, email, or campus delivery to:

Vice President of Student Affairs  
Attn: Senior Conduct Officer  
4801 Dixon Street  
305 University Center (campus delivery) New Orleans, LA 70125

Email: [studentservices@xula.edu](mailto:studentservices@xula.edu)  
Phone: 504.520.7359

You will need the following information:

- Name and contact information
- A clear description of the concern or complaint
- Appropriate supporting documentation that is directly related to the complaint
- A description of any subsequent action taken by the student or the university
- A description of the desired outcome

The form will be forwarded to the dean of the relevant College or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

NOTE: All formal Student Complaints must be submitted in writing on the Student Complaint form. A complaint reported by telephone will not be considered as submitted for review.

#### Complaint Review and Resolution Process

Receipt of the complaint will be acknowledged within fifteen (14) days. The appropriate University administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within sixty (60) days of the receipt of the complaint or other reasonable period depending on the complexity of the complaint and those involved.

If there is new evidence/statements that could have impacted the original decision, the complainant may appeal the decision to the next highest administrative level within seven (7) days. If that officer does not find substantial basis for appeal, the case is closed. If the appeal is granted, the Administrative officer or College Dean will provide a final resolution to uphold or overturn the decision. The office of the appropriate Vice President is the highest level to which appeals may be made. If a complaint is against a Vice President, the Director of Human Resources will have oversight.

#### Complaint Tracking

Record Retention: A complete record of formal complaints will be retained by the relevant University office up to five (5) years after final disposition:

- Date of complaint
- Student identified with the complaint
- Nature of the complaint
- University official who addressed the complaint and steps taken to resolve

- Final resolution or disposition
- Any external actions taken by the complainant

Records of the final outcome of all formal complaints will also be stored in a centralized database and the student's electronic file (effective spring 2017).

#### Complaints to External Entities

If there is evidence that appears to support significant non-compliance with a university requirement or standard, the student may file a complaint with the appropriate accrediting or compliance agency: The Southern Association of College and Schools, Commission on Colleges (for unresolved complaints concerning university compliance with accrediting standards; The Accreditation Council for Pharmacy Education for unresolved complaints regarding College of Pharmacy requirements or standards (<https://www.acpe-accredit.org/students/programs.asp>); The Office of Civil Rights of the U.S. Department of Education for complaints concerning federal laws prohibiting discrimination and harassment.

#### Definitions

**Student:** A currently enrolled individual, or enrolled within the two previous semesters (one academic year) when the circumstances of the complaint first occurred, and who has not been suspended or dismissed, or otherwise separated from the university.

**Complaint:** An expression of a problem or concern written and signed by a student and submitted to any staff, office or department. Student Complaints can be made in four areas: Academic, Non-Academic (Student Conduct), Discrimination/Harassment or Appeal of any of the previously stated areas. Complaints

may be expressed and discussed with the most immediate supervisor before any grievance is filed. If the complaint cannot be resolved, a grievance may be filed.

**Grievance:** A formal statement of complaint that specifies a misinterpretation, misapplication, or unreasonable application of an official University policy, procedure, rule, or regulation or behavior regarding the student.

**Complainant:** The person expressing the concern or complaint

**Respondent:** The individual responding to, or involved in addressing, the concern or complaint

#### Amendments or Termination of Policy

The University reserves the right to modify, amend or terminate this policy at any time.

#### Complaints to the Accreditation Council for Pharmacy Education

The Accreditation Council for Pharmacy Education (ACPE) has an obligation to assure itself that any institution, which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint. Details for submission of a complaint to ACPE with regard to accreditation standards can be obtained at the URL <http://www.acpe-accredit.org/deans/complaints.asp>.

## B. Sexual Misconduct Policy

In compliance with Title IX of the Education Amendments of 1972 (“Title IX”), Xavier University of Louisiana does not discriminate on the basis of sex in any of its educational programs, activities or employment. The university is committed to providing a safe environment for all of its members and therefore prohibits sexual misconduct. When sexual misconduct does occur, all members of the university community are encouraged to report it promptly. To read the university’s Sexual Misconduct Policy in full, visit <http://www2.xula.edu/human-resources/documents/TitleIXPolicy.pdf>.

### Prohibited Conduct

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual abuse, physical abuse and threats of sexual or physical abuse.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim by a person with whom the alleged victim shares a child or by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner.

**Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person’s consent. This includes, but is not limited to touching or penetrating a person’s intimate parts (such as breasts, groin, buttocks or genitalia), touching or penetrating a person with one’s own intimate parts, or forcing a person to touch his or her own or another person’s intimate parts.

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another person for one’s own advantage or benefit or for the benefit or advantage of anyone other than the person being exploited. Examples of sexual exploitation include, but are not limited to: Sexual-based bullying, knowingly transmitting an STD or HIV to another person through sexual activity, invasion of sexual privacy, prostituting an individual, non-consensual photo/video/audio of sexual activity, non-consensual distribution of photo/video/audio of sexual activity (even if the sexual activity was consensual), intentionally exposing one’s buttocks/breasts/groin or genitals in non-consensual circumstances, and/or intentional observation of nonconsenting individuals who are partially undressed/naked/or engaged in sexual acts.

**Sexual Harassment:** Unwelcome verbal, nonverbal or physical conduct based on sex or gender stereotypes that is implicitly or explicitly a term or condition of employment or status in a course, program or activity/a basis for employment or educational decisions/or is sufficiently severe, persistent or pervasive to interfere with one’s work or educational performance creating an intimidating, hostile or offensive work or learning environment/or interferes with or limits one’s ability to participate in or benefit from a university program or activity.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including but not limited to acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person’s property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.

### How to Report Sexual Misconduct

The options for disclosure and reporting sexual misconduct are listed below and confidential assistance is available upon request through Violence Prevention Education and Advocacy to help students review these disclosure and reporting options. University support services are available to students regardless of whether they choose to formally report the violation to the university or law enforcement.

### Institutional Reports

Sexual misconduct by members of the university community should be immediately reported to one of Xavier University of Louisiana's Title IX coordinators as described below in order to begin the university's investigation process. If you are unsure what happened to you or uncertain if your complaint falls under sexual misconduct, contact one of the Title IX Coordinators for assistance.

- Sexual misconduct by students should be reported to the Chief Inclusion Officer and Deputy Title IX Coordinator, Dr. Ashley Baker, University Center, Suite 208, [abaker12@xula.edu](mailto:abaker12@xula.edu), 504-520-7229.
- Sexual misconduct by faculty or staff should be reported to the Assistant Vice President for Human Resources, Kevin Wolf, Xavier South Suite 410, [kwolf@xula.edu](mailto:kwolf@xula.edu), 504-520-5281.

### Law Enforcement Reports

If the crime occurred on campus, contact Campus Police to file a police report. If the crime occurred off campus, contact the police department in the parish in which the crime occurred. If you have an off-campus emergency, dial 911.

- Campus Police
  - (504) 520-7490
  - 3801 South Carrollton Ave.
  - [www.xula.edu/campussafetyandsecurity](http://www.xula.edu/campussafetyandsecurity)

### Anonymous Reports

Xavier University of Louisiana provides a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand that it will be more difficult for the university to investigate and take action upon anonymous reports. Anonymous reports can be submitted by accessing [www.xula.ethicspoint.com](http://www.xula.ethicspoint.com).

### Confidential Disclosure

Disclosures made to Violence Prevention Education and Advocacy, Counseling and Wellness Center, Student Health Clinic and Campus Ministry staff listed below will be held in strict confidence and will not serve as notice to the university requiring initiation of a review of the disclosed conduct.

- Violence Prevention Education and Advocacy - (504) 520-7503
  - 209 Administration Building
  - <https://www.xula.edu/violence-prevention>
- Counseling and Wellness Center
  - (504) 504-520-7315
  - 202 St. Joseph Academic and Health Resource Center
  - Open Monday-Thursday 9am-8pm and Friday 9am-5pm (Fall and Spring)
  - Open Monday-Friday 9am-5pm (summer)
  - [www.xula.edu/counselingservices](http://www.xula.edu/counselingservices)

- Student Health Services
  - (504) 520-7396
  - 217 St. Joseph Academic and Health Resource Center
  - Clinic Hours: Open 8:30am-4:30pm Monday-Friday
  - [www.xula.edu/studenthealthcenter](http://www.xula.edu/studenthealthcenter)
  
- Office of Campus Ministry
  - 101A Administration Building
  - (504) 520-7593
  - <http://www.xula.edu/faithandleadership>

Cyber-Harassment, Threats and Bullying

Recent events have placed the issue of cyber bullying, cyber stalking and cyber harassment at the forefront of campus conduct concerns. Xavier University of Louisiana is committed to each student’s success and establishes a caring, responsive, and safe learning environment that is free of discrimination, violence, and bullying. The Office of Student Services establishes student’s rights and responsibilities and responds to such behaviors through our Code of Conduct.

Harassment, Threats, and Bullying:

Persistent, severe, or pervasive verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct which threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm. This includes conduct whether physical, verbal or electronic, written or video—

- (1) which is beyond the bounds of protected free speech, directed at a specific individual(s), and likely to cause an immediate breach of the peace, and
- (2) including, but not limited to hazing, drug or alcohol abuse, bullying and other forms of destructive behavior.

Cyber Bullying:

Cyber bullying is the willful and repeated bullying that takes place with the use of different kinds of technology and social media. It can be used on various sorts of devices such as computers, cell phones, tablets and other electronic communication devices. It often occurs through the use of social media sites such as Facebook or Twitter. However, it also happens through texting, online chatting, instant messaging, emails and other various forms of communication. Messages and images inflict emotional pain and degrade another person or persons and can quickly spread to a vast audience.

Examples of specific behavior that constitutes bullying include:

- Wearing gang paraphernalia and other clothing meant to intimidate or exclude another;
- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status;
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status; and
- Physical acts of bullying, such as punching, slapping, or tripping someone.

Examples of Cyber Bullying:

- Sending mean or inappropriate text messages and emails

- Posting embarrassing pictures of someone else online for others to see
- Starting or perpetuating degrading rumors about another person
- Creating a fake profile of someone that contains inaccurate information
- Impersonating the victim online by sending derogatory, degrading, or controversial messages which causes others to respond negatively to the victim
- Harassing the victim during a live chat.
- Encouraging others to send the victim threatening e-mails or to overwhelm the victim with offensive e-mail messages
- Sending anonymous messages to inflict the above

## II. RELEASE OF INFORMATION/PRIVACY OF EDUCATION RECORDS

### A. Release of Information/Privacy of Education Records

The Family Educational Rights and Privacy Act (**FERPA**) also known as the Buckley Amendment, is a set of federal regulations established in 1974 that makes four specific guarantees to college students regarding the privacy of their education records. They are:

1. A student has the right to inspect and review education records
2. A student has the right to seek to amend education records
3. A student has the right to have some control over the disclosure of information from those education records
4. A student has the right to file a complaint against any institution for the alleged violation of these FERPA rights

These guarantees are made directly to currently and formerly enrolled students, regardless of their age or status in regard to parental dependency, acknowledging that young people who are already 18 years of age are considered responsible adults. Parents, guardians and others do not have a right to access student records of adult children without their signed, written consent to do so.

### B. Student and Parental Rights Relating to Educational Records

Students have a right to know about the purposes, content and location of information kept as part of their educational records. Students have a right to gain access to and challenge the content of their educational records. Students have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

Students and parents can locate the notification of the policy regarding privacy and protection of student records and parent information in the policy section of the University Student Handbook in its entirety or online at <http://www.xula.edu/student-handbook/stuhand.php>.

FERPA is administered by the Family Policy Compliance Office (FPCO), part of the US Department of Education in Washington, DC. It is the FPCO which interprets and resolves complaints regarding FERPA and the FERPA rights of students. The Department of Education provides more information for students, institutions, and parents on its website – [www.ed.gov](http://www.ed.gov).

## III. STUDENT GOVERNANCE

All full-time and part-time students are automatically members of the Pharmacy Student Association (PSA). The PSA, under the umbrella of the Xavier University Student Government Association (SGA), provides students experience in the democratic process as well as promoting and assisting in the planning and implementation of student programs and

activities. These programs and activities enhance the academic experience and professional development of all students. Students are encouraged to participate in all facets of the institution. PSA serves as a liaison between the students, faculty and College/University administration providing an opportunity for students to serve on College committees and task forces that may establish or influence a wide range of policies, procedures and the general direction of academic and nonacademic programs and services of the College. PSA, as a member of the Student Government Association, also functions as an avenue through which student concerns/complaints/grievances may be channeled to the administration of the university. The PSA office is located on the first floor of the COP adjacent to the Student Lounge. You may call the PSA office at 504-520-5655 or email at [psa@xula.edu](mailto:psa@xula.edu). The SGA office is located on the second floor of the University Center, suite 210, you may also call at 504-520-7367 or email at [sga@xula.edu](mailto:sga@xula.edu).

**It is imperative that students become thoroughly familiar with the Academic and Ethical Policies Handbook and the University Student Handbook in order to avoid jeopardizing their relationship with the College, University, and local community and to fully understand their rights and responsibilities as citizens and members of the University community. A student who violates these general standards of conduct shall be subject to administrative action and disciplinary sanctions in accordance with the Honor Code.**



# APPENDIX

## *SECTION 7*

**REMEDIATION REQUEST FORM**

Students,

Complete this form to initiate the remediation request process. Please refer to the “Remediation Policy for Pharm.D. Program” document before initiating this process. In order to gain final approval by the Course Coordinator for remediation assessments you must:

- Have a course score of 65-<70% after the final exam
- Meet the specific course criteria for remediation assessment

\* Please note, each student may remediate a maximum of 2 courses per semester including summer sessions with a maximum of 8 in the pharmacy program.

SECTION 1: COMPLETED BY STUDENT	
Student Name and 900#	
Number and Name of course to be remediated	
Course Score after Final Exam <i>*score must be 65 – 70% to be eligible for remediation assessment</i>	

Save this form with your name and course included.

Go to “File,” then “Save as”

Replace STUDENT NAME with your name.

Replace COURSE NAME with the course name.

Example: Remediation Request Form - Fall 2021 - James Smith- Biochemistry

Take note of the file location

Click Save

EMAIL this form to the COURSE COORDINATOR. Your instructor will submit this form to the Director of Assessment for tracking purposes.

Your instructor will follow-up with you to confirm the date and time for your remediation assessment after your remediation requirement is met.

SECTION 2: COMPLETED BY COURSE COORDINATOR	
Course Coordinator Name	
Is the Course Score above Correct? <i>*Yes or no; If no, please indicate correct score</i>	
Course Score after Final Exam <i>*score must be 65 – 70% to be eligible for remediation assessment</i>	
Has the student been informed of course criteria for the remediation assessment? <i>*yes or no</i>	

Course Coordinator, please EMAIL this form to the Director of Assessment for tracking purposes.

Date Approved: 8/8/2019  
Date Last Updated: 8/18/2021

**Xavier University of Louisiana  
COP  
Academic Enrichment Program  
Student Agreement**

The COP's Academic Enrichment Program (AEP) is designed to help ensure your successful matriculation through the program. While you are enrolled in the AEP you may be required to do one, several or all of the following:

- Participate in the Pharmacy Pre-Matriculation Summer Program (mandatory for all first-year student enrollees)
- Meet regularly with AEP staff
- Meet regularly with your professors
- Develop a student remediation plan (SRP)
- Create a comprehensive study schedule
- Make use of supplemental resources/study aids provided by the AEP
- Attend learning skills development seminars (e.g. time management, organizational and note taking skills, etc.)
- Participate in peer tutoring
- Meet with the Xavier Counseling Center

Upon your first meeting with AEP personnel, a SRP will be created and the required components of your participation in the AEP will be determined and placed in your SRP. Please note that failure to improve your academic performance and to fully participate in the AEP may result in dismissal from the COP.

**By signing below, you acknowledge that you have read and understand this letter of agreement.**

I, \_\_\_\_\_ ( print name) have read and understand the information in the letter above and agree to adhere to/meet the requirements of the Academic Enrichment Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## Xavier University of Louisiana – College of Pharmacy Request for Readmission Form

**Instructions:** Complete sections 1, 2 and 3 below. Save the file as [your name – readmit request-date.docx].  
**Ex. Lisa Jackson-readmit request-1-1-2023.**

Please complete, sign and submit the form to [cop-readmit@xula.edu](mailto:cop-readmit@xula.edu). Or, deliver the form to the COP Office of Student Affairs - (Rm. 100). Attn: Director of Admissions. Note: Please type form responses.

<b>Section 1:</b>		<b>Student Information</b>							
Last Name:		First Name		Student ID:					
Address			City			State	AL	Phone #:	
Xavier email:				Alternate email:					
Last Semester/year attended				Requested Readmission Semester/year:					
Last Academic Standing (Select "X" one)		Dismissal		Withdrawal-Academic		Other (specify)			
				Withdrawal-Personal					
<b>Section 2:</b>		<b>Readmission Impact Statement</b>							
Paragraph 1	<b>Explanation of extenuating circumstances.</b> Please provide below a concise explanation of the extenuating circumstances (those personal events beyond your control) which have directly affected your academic performance. In your explanation, please discuss when the particular event(s) occurred, how long you were affected, and what course(s) were affected								

Last name, First name		Request for Readmission Form (pg 2)
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**Section 2: Readmission Impact Statement (continued)**

Paragraph 2 **Steps taken to resolve extenuating circumstances.** Please outline what steps you took to deal with the extenuating circumstances during or after the occurrence (e.g., consultation with a health care professional or personal counselor, participation in the Academic Enrichment Program, meeting with course coordinator or course instructor).

Paragraph 3 **Plan for achieving/maintaining academic success.** Your plan should include a discussion of the personal adjustments you will make in order for you to succeed in your future studies (e.g., time management, regular meetings with a medical professional or counselor, etc.). Also, please specify how your future plans will support your academic goals

**Section 3: Signature**

I attest that this information is true, accurate and complete to the best of my knowledge and falsification of facts will result in a denial of readmission

		<i>OSA Only</i>
Print Name	Date	<b>Rcvd by:</b>
Student Signature	Date	

Revised: 1/3/23

# Code of Ethics for Pharmacists

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- A pharmacist respects the covenantal relationship between the patient and pharmacist.
- A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
- A pharmacist respects the autonomy and dignity of each patient.
- A pharmacist acts with honesty and integrity in professional relationships.
- A pharmacist maintains professional competence.
- A pharmacist respects the values and abilities of colleagues and other health professionals.
- A pharmacist serves individual, community, and societal needs.
- A pharmacist seeks justice in the distribution of health resources.

Adopted by the membership of the  
American Pharmaceutical Association  
October 27, 1994



**Xavier University of Louisiana  
College of Pharmacy**

**SOCIAL MEDIA POLICY AND GUIDELINES FOR STUDENTS**

Entrance into the Xavier University of Louisiana College of Pharmacy is a privilege. Students at Xavier are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray the College, your University and yourselves in a positive manner at all times.

Facebook, Twitter, Instagram, Snapchat, and other social media sites have increased in popularity globally, and are used by the majority of students here at Xavier in one form or another.

Students should be aware that third parties - - including the media, faculty, and future employers, could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the program, and the University. This can also be detrimental to a student's future employment options.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or other posts showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or other posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is derogatory, demeaning or threatening toward any other individual or entity (*examples: derogatory comments regarding Xavier University, College of Pharmacy, another institution; taunting comments aimed at a students, professors, preceptors, or programs at another institution, and derogatory comments against race and/or gender*). No posts should depict or encourage unacceptable, violent or illegal activities (*examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use*).
- Students should not put posts or photos on social networks about rotation experiences (including location, clients, diagnosis, treatment, preceptors and staff etc.), names of supervisors, and comments or criticism about sites or information about what is happening at sites are not appropriate and prohibited.

- Information that is sensitive or personal in nature or is proprietary College of Pharmacy or the university, which is not public information (such as test questions, patient information, etc.)

Failure to follow the above stated guidelines may be considered a breach of appropriate professional behavior and be subject to discipline, up to and including dismissal from the program. For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posts).
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, identity theft, etc.
- Not everything posted on Snapchat disappears. It's very easy to take a screenshot.
- You are responsible for all (past and present) content posted via social media.
- Consider how the above behaviors can be perceived by future employers.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the Code of Conduct for the College of Pharmacy and Xavier University. Remember, always present a positive image and refrain from doing anything to embarrass yourself, your family, the College of Pharmacy or the University.

**By signing below you affirm that you have read and understand the Xavier University College of Pharmacy *Social Media Policy and Guidelines for Students* and the requirements that you must adhere to as a College of Pharmacy student.**

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Printed Name

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Student ID

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Signature

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Date

**By signing below you affirm that failure to adhere to the policy and guidelines presented may result in disciplinary actions taken by the College of Pharmacy's Board of Professional and Ethical Conduct (BPEC) which includes dismissal from the College and the University.**

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Signature

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Date



APPENDIX 6

**PROBATIONARY ACTION PLAN**

**Xavier University of Louisiana - College of Pharmacy  
Probationary Action Plan**

**Instructions:** Complete this document with your advisor before the semester begins. Submit form to the Office of Student Affairs (Room 100) or email to [mkittles@xula.edu](mailto:mkittles@xula.edu)

**Note:** If you are filing a SAP Appeal, please email this form to [sapapp@xula.edu](mailto:sapapp@xula.edu)

Date completed:		Effective Term (semester/year)	
Student Name:			
Email address:			
Advisor			
Reason for Probation			
Correction Action(s) agreed to by the student			
Current Semester Schedule			
Course(s) with failing grade(s)	<b>Course Prefix – number -Title</b>	<b>Grade Earned (D/F/W)</b>	<b>Plan to retake Courses with D/F/W Grades</b>
			<b>Semester      Year</b>
Activities to improve performance	Are you working? (Y/N): No. hour per week:		Do you plan to reduce your work hrs.(Y/N):

Student Signature	_____	Date
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Advisor Signature	_____	Date
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Revised: 6/1/2020

<b>Additional Comments</b>
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