

Pharmacists are health professionals who assist individuals in making the

Table of Contents

Mission	6
Vision	6
Values	6
Diversity, Equity, Inclusion, and Accessibility	6
Administration	7
Executive Committee	7
Academic Departments	7
Curriculum Committee	8
Committee on Progression and Professionalism	8
Student Affairs Committee	8
Assessment Committee	9
Strategic Planning Committee	9
Pharmacy Student Senate	9

3
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

Table of Contents

Appeals	28
I. Appeal of Grade Procedure:	29

E 3

1. Hearing

pQ
P

24
35

1

100 X 8

Introductory Pharmacy Practice Experiences (IPPE)	68
Advanced Pharmacy Practice Experiences (APPE)	68
Health Requirement	69
Medical Insurance	69
BCLS and First Aid Training	69
HIPAA	70
Drug Testing	70
Criminal Background Checks	70
Bloodborne Pathogens	70
Malpractice Insurance	70
Deadlines and Fines	70
Transportation	71
Time Off	71
Dismissal from Sites	71

The Nesbitt School of Pharmacy (NSoP) offers an entry-level Doctor of Pharmacy degree. It is a 2 + 4 degree program with admission into the professional program after completion of required pre-pharmacy courses. There are three primary pathways into the Nesbitt School of Pharmacy: pre-pharmacy guaranteed seat students, parallel Wilkes students enrolled in the pre-pharmacy courses, and direct professional applicants (a bachelor's degree is not required). The pre-pharmacy guaranteed seats (PPGS) include a selection process involving academic evaluations and a personal interview of candidates. Students must meet all criteria set forth in the PPGS contract. The first two years of pre-professional study provides a strong foundation in the liberal arts and sciences appropriate in depth and breadth to allow our students to think independently, weigh values, and understand fundamental theories to carry through into professional level courses. This curriculum also serves to develop skills of critical thinking and communication necessary in a baccalaureate education and essential to professional socialization. The Doctor of Pharmacy professional curriculum begins in the first professional year (P-1) and continues through the fourth professional year (P-4).

The Nesbitt School of Pharmacy was most recently accredited to grant the Doctor of Pharmacy Degree (Pharm.D.) by the Accreditation Council on Pharmacy Education in January 2021 for an additional eight years.

The students, staff, and faculty updated the School of Pharmacy Strategic Plan in 2020 to provide continued support to the Mission, Vision, and Values adopted in 2009. The Diversity, Equity, Inclusion, Accessibility, and Anti-racism (DEIA) Task Force implemented a DEIA statement in 2022. We want to be the best institution of pharmacy education that we can possibly be. This will take a tremendous amount of effort

involves alteration in courses, refocusing on early and advanced experiential components of the curriculum, and most importantly, a dedicated approach to curricular and programmatic assessment. A strategic planning process, like assessment, is not static. It must allow for constant reevaluation and revision of the program in order to be successful. Also, it is not a top-down process, but must be a bottom up decision process, where students, staff, and faculty have a voice in the future of our school.

Mission

Our mission is to develop pharmacists who will provide high quality health care and to make meaningful contributions to the science and practice of pharmacy.

Vision

We will be recognized as an exceptional pharmacy program through innovative education, contemporary practice, and valuable scientific contributions.

Values

Team

The Constitution of the Nesbitt School of Pharmacy defines the role of the faculty, administration, and standing committees of the School. A copy is available from the Dean's office upon request.

Administration

The Dean of the School of Pharmacy is the primary administrative officer of the School and is responsible for all faculty, student activities and academic business directed to the successful completion of the Mission, Vision and Values of the School of Pharmacy through the Strategic Plan.

Executive Committee

The School of Pharmacy Executive Committee is composed of the Dean, Assistant/Associate Dean(s), Academic Department Chairpersons, Director of Assessment and the Associate Dean of Experiential Programs. The responsibilities of the School of Pharmacy Executive Committee include appointment of faculty to serve on committees, charges to committees, and executing recommendations and policy made by committees. Minutes of School of Pharmacy Executive Committee meetings are available to faculty in a timely fashion.

Academic Departments

The faculty of the School of Pharmacy are organized into academic departments according to professional or scientific areas and teaching disciplines. The Department of Pharmaceutical Sciences is composed of faculty holding academic appointments in pharmacology, toxicology, pharmaceutical or medicinal chemistry, pharmaceuticals, basic pharmacokinetics or biopharmaceutics, pharmacy administration, or similar and related basic pharmaceutical science disciplines. The Department of Pharmacy Practice is composed of faculty holding academic appointments in clinical pharmacy, hospital pharmacy, community pharmacy, pharmacy practice, or similar and related practice disciplines.

Curriculum Committee

The Curriculum Committee is responsible

members of the Student Affairs Committee do not have access to other student's records; they do not participate in student grievances, disciplinary procedures or scholarship selection.

Assessment Committee

The Assessment Committee is charged with providing leadership and support for assessment activities within the School of Pharmacy. The Assessment Committee works closely with the

student team selects one of its members to represent that group as a Team Representative on Pharmacy Student Senate. Once per year, each class selects two members from their class to serve as the Class President and Vice President, respectively.

Meetings of the student body are convened at least once during each fall and spring semester and at such other times as may be needed. The Pharmacy Student Senate meets every two weeks.

The Executive Board of the Student Senate is present at each full Board meeting but also may meet privately as needed.

The membership of the Pharmacy Student Senate is composed of the Executive Board , a representative of the Pre-Pharmacy Club (non-voting), all pharmacy clubs presidents (non-voting), all the selected representatives from the teams of the School of Pharmacy, and each Class President, Vice President, and Diversity, Equity, Inclusion, and Accessibility chair.

Activities of Pharmacy Student Senate include but are not limited to:

- Coordinating student activities for the School of Pharmacy
- Approval of the establishment or continuation of student professional organizations of the School of Pharmacy
- Approval of any fundraising activities conducted by student professional organizations of the School of Pharmacy.
- Organizing an annual Student Career/Interview Fair
- Serving as a sounding board for student questions and concerns

The membership of the Pharmacy Student Senate Executive Board is composed of the Dean of the School (Ex-Officio, non-voting), the Executive President, Executive Vice President, Executive Secretary, and Executive Treasurer of Pharmacy Student Senate.

Activities of the Executive Committee include but are not limited to:

- Setting the agenda for Pharmacy Student Senate
- Recommending to the student body students to serve on the School of Pharmacy Committees as previously described. The names will be supplied to the NSoP Associate Dean of Admissions and Student Affairs by the Pharmacy Student Senate Executive President
- Recommending resolutions to conflicts that arise to Pharmacy Student Senate

All students entering the first professional year (P-1) will be assigned to teams of approximately 10-12 students. Each team will select one of its members to represent that group

Pharmacy facilitate personal and professional growth and development to create positive change in the community and profession of pharmacy.

We value: teamwork, leadership, professionalism, community

equivalent through transfer. A description of School of Pharmacy Elective Courses can be found in the current edition of the Wilkes University Graduate Bulletin.

For students enrolled in the MBA program, up to 12 elective credits from the fall and spring semesters will be used. Pharmacy electives will be applied to the elective course requirements prior to MBA courses counting. MBA courses will be taken in the order they were completed during the fall and spring. Summer courses will not be included in the first twelve credits. An exception to the use of summer courses would be for a student who withdraws from the MBA program. In that situation, the electives from the summer would be included. Up to 12 elective credits in the MBA program will have grades added in to their internal pharmacy GPA. This GPA will be used for Rho Chi, a pharmacy honor society, reporting and class rank reports. Students will be informed that the official GPA is what will be stated on their Wilkes professional transcript. The reason for this policy is that the MBA courses must remain on the graduate transcript for accreditation purposes and cannot be transferred to the professional pharmacy transcript.

The Spanish Concentration for Pharmacy Students at Wilkes University is a collaborative effort between the School of Pharmacy and the College of Arts and Science. This specialty concentration is consistent with the university's mission of educating our students in a "multicultural world" and embracing the values of diversity and community. The concentration is designed to benefit existing students completing experiential and community service initiatives in Spanish-speaking communities and improve the marketability of our students for post graduate training and employment opportunities.

Since pharmacy students have 8-12 credits of electives, completion of the 18 credits required of a Spanish minor is challenging. The Spanish Concentration would include both didactic and experiential components (offered as a 2 week, 3 credit course or a 4 week, 6 credit course). All didactic courses involved in the concentration are within the Department of Global History and Languages. Required didactic courses to complete the Specialty concentration include: SP 203 or 204 (*Intermediate Spanish*, 3 credits), SP 205 (*Conversation*, 3 credits) and SP 211 (*Conversational Spanish for Health and Social Studies*, 3 credits) and study abroad in Spain or

other designated experience upon approval by the Program Co-Directors. A total of four Self-Directed Introductory Pharmacy Practice Experience (SD-IPPE) hours must be completed while working with the Spanish community. Pre-requisites identified in the bulletin will apply.

Further information available

cannabis-derived compounds. You'll have access to cutting-edge facilities including growth chambers and greenhouses, as well as sophisticated equipment used for extractions and chemical analysis. Over two years, you'll gain vital hands-on experience, which culminates in capstone research, demonstrating your knowledge of cannabis quality and safety. As legislation changes and medical and recreational use of cannabis increases, your certificate completion will enhance your employment opportunities and give you a competitive advantage in this soon-to-be billion-dollar industry. To learn more go to: <https://www.wilkes.edu/cbdcert> or contact Dr. Marie Roke-Thomas at marie.roke@wilkes.edu

The joint Doctor of Pharmacy/Master of Business Administration (PharmD/MBA) program at Wilkes University with access to you

Assessment is recognized as an essential tool in advancing student learning and experiences. To this end, the

Review, and discuss, Continuing

some cases, the non-US student may be accepted into the program, but may have several General Education courses to fulfill. Students will be notified in writing of deficiencies in these courses.

All non-degree students entering the Professional Program are encouraged to complete the General Education curriculum requirements prior to beginning the Professional Program curriculum and especially before the completion of the second professional year (P-2). Students may be denied admission, or they must petition the Student Affairs Committee, if they are lacking more than 2 General Education/Skill requirements prior to admission into the P-1 year.

awards.

- o Students that do not successfully pass the course may still be eligible for remediation if available and if approved by the course coordinator(s) and CoPP.

The course syllabus identifies if remediation, or repeating a course, outside of the traditional semester schedule is available for that individual course. If approved by the course instructor(s) and the CoPP, the student may take the course outside of the traditional semester schedule. If not approved, or not available, the student will be required to repeat the course during the next offering at Wilkes University.

The student must repeat the remediated course at Wilkes University or an approved course at a non-Wilkes institution. To obtain approval of a non-Wilkes course, the student must:

Present a current syllabus at least two weeks prior to the start of the outside course class for approval by the applicable Wilkes course coordinator(s) and the ADAA. At a minimum, the course must have the same number of credits or greater than the Wilkes course.

Following approval by the course coordinator, the CoPP will vote to allow the student to take the course; the action decision will be provided in an academic status letter notification.

Following successful completion of the approved course, a grade of 2.0 will be noted on the academic transcript. The original course grade of "0" will still appear on the Wilkes transcript, for remediated courses, but will not be included in GPA calculations.

Academic Probation is usually the initial action taken against a student failing to make satisfactory academic progress. Depending on the nature of the academic deficiencies and the overall academic record, a student placed on academic probation may not be permitted to continue in the regular sequence of the professional curriculum.

A student will be placed on academic probation for:

- a) Failure to earn a minimum 2.00 GPA in any semester in the professional curriculum.
- b) Failure to maintain a minimum 2.00 GPA cumulative in the professional curriculum.
- c) Earning a grade less than 2.00 in 3 required and/or elective courses.
- d) Failing (grade of "0") required or elective courses.
- e) Violation of the Pharmacotherapeutics Progression policy (see below).

A student placed on academic probation for violations of semester and/or overall GPA requirements will be given a specified time limit by the CoPP and Professionalism to correct deficiencies. The CoPP will review the student's record at the end of the term of probation.

- a) If the semester and/or cumulative GPA for that semester improve to 2.00 or above, the student will be released from academic probation.
- b) If the semester and/or cumulative GPA do not improve to 2.00 or above, the student will remain on academic probation.
- c) A student remaining on academic probation for two or more consecutive semesters will be subject to academic suspension or academic dismissal.

Students who earn <2.0 in one or two courses may be required to meet with the CoPP. A student placed on academic probation for earning a grade less than 2.00 in 3 required or professional elective courses will be given a maximum of two consecutive semesters to correct deficiencies or in a time frame approved by the CoPP.

- a) Under guidance from advisors, students must formulate an academic plan to progress to the next academic year and retake courses in the professional program during subsequent semesters. The course must be repeated with the minimum passing grade needed for the applicable Wilkes course.

- b) If repeating one course will reduce the number of courses below 3, the student and advisor may present the academic plan to the CoPP for approval.
- c) Class time and course conflicts must be avoided when planning to retake courses.
- d) The CoPP or academic advisors may restrict the number of credits or place additional restrictions such as participation in extracurricular activities. These sanctions may lengthen the time required to complete the program.
- e) If the CoPP does not approve the academic plan, the student will not progress in the curriculum, and the student will be placed on academic suspension from the professional program.

A student placed on academic probation for failing courses in the professional curriculum:

- a) A student placed on academic probation for failing (grade of "0") a required or elective professional course will be given the next two consecutive semesters, or the timeframe approved by the CoPP, to repeat the failed course with at least a 2.0 elsewhere. . If the student fails an elective course, the student may choose the same or another approved elective to repeat.
- b) Successfully repeating the failed course within the prescribed time with the minimum passing grade for the course will result in replacement of the failed grade with a 2 and removal from academic probation.
- c) Failure to repeat the course within the prescribed time and earn a minimum grade of a 2.0 will result in academic suspension from the School of Pharmacy, with conditions

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Dismissal

Students are dismissed from the Nesbitt School of Pharmacy by a majority vote of the CoPP. Students dismissed from the School of Pharmacy may seek re-entry into the program by applying to the Student Affairs ComB

Dean, if appealed, will be forwarded to the Provost or the Dean of Student Affairs of the

the dispute. If a resolution to the situation is reached, the instructor(s) has the authority to remedy the situation as needed.

3. If the grievance is still not resolved, the student may appeal to the Dean. If satisfaction cannot be obtained, the student has the right to appeal to the Dean of the respective college or school. The appeal must be made by the end of the fourth week of the ensuing fall or spring semester. The Dean will consult with the Department Chairperson/Director and will establish an Appeal Committee of three faculty members - at least two of whom shall be from the department of the faculty member concerned, if possible. A Committee Chairperson will be appointed by the Dean. The Committee Chairperson will notify the faculty member of the appeal and the composition of the Committee.
4. The Appeal Committee will review the student's complaint, interview the faculty member, and study the evidence presented by both parties. If necessary, the Committee may interview the student, other students or faculty in its efforts to determine the facts.
5. The Committee will make a report to the Dean in which it reviews the issues and recommends a solution. In most cases this will be a recommendation to uphold the grade awarded by the instructor or to alter the grade that the student received. In some cases, the recommendation may be to present the student with other alternatives such as the completion of additional work before a final grade is determined.
6. The Dean, after consultation with the Provost, will inform the faculty member and the student of the recommendations of the Appeal Committee and will take the steps that are necessary to implement the recommendations.

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A student may be placed on probation, suspension, or dismissed for non-academic behaviors. Probation, suspension or dismissal from the Nesbitt School of Pharmacy may be recommended by a majority vote of COPP. Examples of non-academic behaviors include, but are

Professionalism is demonstrated by a student who:

communicates effectively – uses appropriate verbal & non-verbal communication including but not limited to emails, body language, and tone of voice communication while accurately and appropriately engaging in dialogue and discussion.

is responsible – consistently meets deadlines and attends scheduled classes at designated times in appropriate attire. If a task is left incomplete or a problem is not resolved, the student seeks aid.

is ethical – in behavior within and outside of class including presence on social media (see School of Pharmacy Handbook for specific statements).

is committed to professional growth – able to give and receive fair, reasonable and constructive criticism void of malicious intent. Included in these attributes, the student is reliable, dependable, and accountable for one's actions

is respectful and diplomatic – demonstrates regard for self, standardized patients, peers, faculty, staff and university property. The student is fair and tactful in all dealings with patients, peers, faculty and staff.

is empathetic and non-judgemental – demonstrates appreciation of others' positions; attempts to identify with others' perspectives; demonstrates consideration towards others and cooperates with others with an open mind.

is versatile – remains calm, level headed, and composed in critical, stressful or difficult situations. The student is open to all experiences.

is an active learner – seeks knowledge; asks questions, searches for information, takes responsibility for own learning. The student is self-directed in undertaking tasks, self-motivated.

leads by example – acts & communicates in a self-assured and confident manner, yet with modesty and humility.

Lack of respect for other students, professors or staff as demonstrated by comments, tone of voice, or disruptive behavior or absenteeism will not be tolerated. Everyone has a right to be heard and should be able to express their constructive comments without ridicule. When expressing opinions etc. "I"

writes an essay on professionalism and civility; the essay must be deemed acceptable by the instructor(s).

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Instances requiring intervention:

Behavior: Any non-academic behavior not conforming to the guidelines set forth in the School of Pharmacy Student Handbook should be reported as described above. Examples of such behavior include, but are not limited to:

- o Classroom tardiness,
- o Breaches of social media civility,
- o Failure to meet prescribed deadlines requested by faculty/instructors, the Department of Pharmacy Practice, the Office of Experiential Education, or the Dean's Office,
- o Disruptive behavior,
- o Behavior that is deemed to pose a danger or threat to another student or themselves to the class must be reported to Public Safety immediately (x4999) or 911.

Absences: All faculty/instructors must have an attendance policy stated in their course syllabus. All students should follow the excused absence policy for events they are aware of in advance (i.e. conferences, weddings, other personal or professional events).

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Every student must sign the Honor Code Agreement prior to beginning classes in the School of Pharmacy at Wilkes University and all students must sign the Honor Code Agreement every year in the School of Pharmacy. In addition, faculty may require signing a statement on exams or assignments to abide by the rules set forth in the Honor Code agreement. Each student is responsible to uphold the Honor Code and enforce it amongst his or her peers.

The statement reads:

I, the undersigned, understand that during my tenure as a student at the School of Pharmacy at Wilkes University I am obligated to behave and act in a professional manner complying to, but not limited to, the rules and regulations outlined in the School of Pharmacy at Wilkes University Student Honor Code:

“On my honor, I pledge that I will not violate the provisions of the School of Pharmacy at Wilkes University Student Honor Code.”

I understand all of my responsibilities as outlined in the School of Pharmacy at Wilkes University Student Honor Code, and I will, to the best of my ability, comply with those responsibilities.

The following are among the forms of academic dishonesty to which the Honor Code will apply and disciplinary sanctions that may be invoked.

Cheating

Cheating is defined as, but not limited to, the act of using or attempting to use, in examinations or other academic work, material, information, study aids, or material supplied, which are not permitted by the instructor. Examples of cheating include, but are not limited to:

Use of books, notes, or other materials during an examination or quiz, unless permission is expressly stated by the instructor in the syllabus or at the beginning of the test.

Copying other work or unauthorized cooperation during assignments or during an examination; this includes collusion. (Collusion is defined as entering into a secret agreement or cooperation for an illegal or deceitful purpose.)

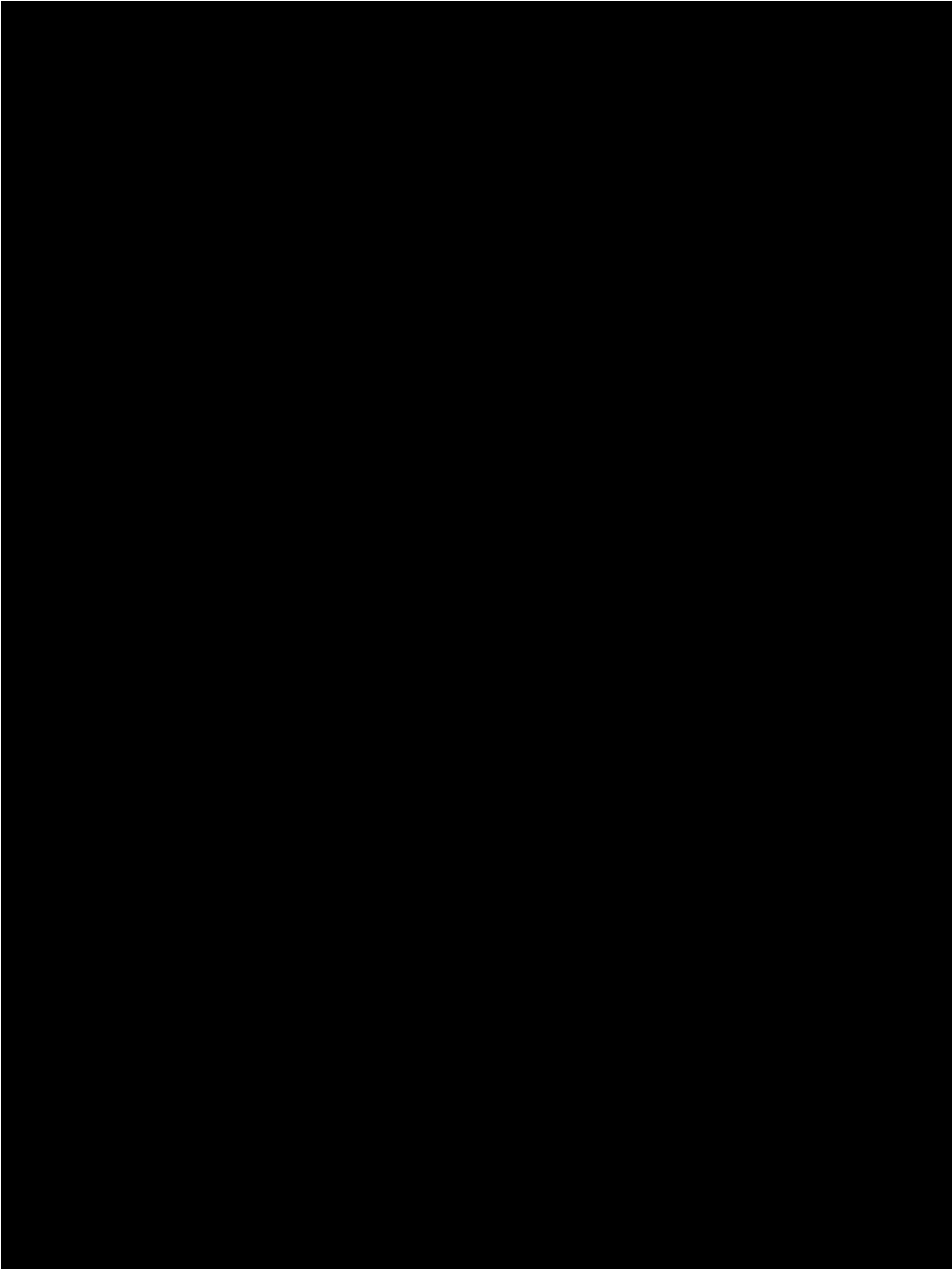
Acquiring, having possession of, or providing to others, examinations or other course materials unauthorized by or prohibited by the instructor.

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For all matters in which disciplinary action are taken, the student shall be informed of the recommendation of the Committee on Progression and Professionalism and the student will be allowed to present an appeal to the Dean of the School of Pharmacy before final disposition.

The appeal of an incident involving academic dishonesty will follow the grade appeal policy outlined above or the appeal of a NSoP Committee decision as outlined under Appeals Policies in this NSoP Handbook.

Development of Professional Identity

School of Pharmacy students are entering the profession of pharmacy. According to the definition of the term, those belonging to a “profession” acknowledge criteria and characteristics that distinguish them from other occupations. In general, a profession:

- Practices a defined calling.
- Subscribes to an organized body of knowledge and principles.
- Meets recognized standards of training and competency.
- Insists that workers must meet standards of quality and conduct.
- Deems satisfaction of work as equal to monetary value.
- May require a specialized license to practice.
- Claims and produces a recognized image and product.

As future members of the profession of pharmacy, students should acquire, build and maintain a professional conduct and identity based on high levels of integrity, ethical behavior, honesty and fairness. Students will be viewed as professionals and, therefore, should adopt appropriate dress and personal hygiene standards, exhibit appropriate demeanor and practice punctuality and civility. Adherence to these principles will strengthen the profession and its members are the backbone of the profession. Under the definition

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rude, disruptive, uncivilized or detrimental to the rights of other students or faculty to receive or conduct a positive learning experience. Students represent Wilkes University, as well as the School of Pharmacy. Inappropriate behavior outside of the class and off campus

Social Media

Platforms such as *FACEBOOK, TWITTER, SNAPCHAT, INSTAGRAM* and blogging are popular methods of communication currently being utilized by our students. The School of Pharmacy recognizes that these social media websites and applications are an important and timely means of communication. By identifying their affiliation with the Nesbitt School of Pharmacy and Wilkes University, student pharmacists create perceptions about the School, University and the profession of Pharmacy. Therefore, they must assure that all public content is consistent with the values and professional standards of the School and the profession. In order to set a standard of quality for these social media platforms, we ask that you adhere to the following guidelines:

1. Respect copyright and disclosure law.
 - a. Copyright laws are set in place for a reason. Not only does breaking copyright reflect poorly on yourself, it will also create a negative feeling towards the association with the School and University. Be original and creative and make sure you cite any material that you do not have ownership over.
2. Think before you speak
 - a. Step away from your phone when a situation upsets you, going straight to social media can lead to impulsive posts that are permanently on the internet, consider leaving your phone in a safe space.
 - b. Only publicly share content that adds value and positivity to your life and community. If you plan to post something that does not meet those criteria, make sure it is protected or private.
 - c. It is vital to be conscious of your audience, even those people who you never intend to be the audience. Virtually anybody has access to what is posted online, and nothing is ever “deleted” completely. Don’t post anything you would not feel comfortable sharing with future employers or patients.
3. Be respectful
 - a. Act with respect. Respect for your friends, your co-workers, bosses, teachers, peers and especially yourself. Sometimes what you may think is funny or is meant

to be purely satirical, is inappropriate and/or hurtful. Not everyone thinks the same as you do. Not everyone thinks what you say is funny. Be aware that others may not interpret something the way you had originally intended, and this can lead to a problematic situation. Right or wrong, another person's opinions of you might come just from what you post on social media.

- b. Always remember that what you say affects other people. Your opinions may be acceptable to you, but they should not be used to deface or demean anything or anyone who may have access to them. If you post something online that involves another person, be sure to obtain their permission first.
 - c. Use of electronic devices in class should be restricted to classroom activities as deemed appropriate by the individual professor. Inappropriate use of devices during class is not only interfering with your learning, but also everyone around you.
4. Be aware of your association with Wilkes University
 - a. Understand that as a student you are associated with Wilkes University, even on social media. If you wish to post an opinion, identify it as your own and not that of the University.
 5. These social networks must not promote activities that are illegal or that violate the rights of others.

Attendance

Class attendance is expected and may be mandatory in individual classes and laboratories. Repeated absences are a sufficient cause for failure. The NSoP will follow any temporary COVID pandemic-related protocols for attendance and documentation policies put in place by Wilkes University regarding on campus or virtual class attendance. Please refer to the University information and announcements for the most up-to-date information. After five consecutive instructional hours of unexcused absences from a class, students may be readmitted to the class only by action of the Office of Student Life and Success and the department chairperson concerned. Any absence beyond that permitted in the course is a matter between the student and the instructor. Absences due to illness, religious holidays, or participation in athletic or other University sponsored activities are usually considered to be acceptable reasons for absences, but notification of such absences and arrangements to make up missed work should be made with the instructor by the student. Students should notify their instructors prior to class if ill, when possible, or as soon as feasible. Students should be courteous in entering the room, and in the case of tardiness, refrain from disrupting class. The consequence for tardiness in

class is up to the discretion of the faculty. Eating and drinking in the classroom will be left up to the discretion of the faculty. Smoking and all tobacco products are prohibited in all classrooms and labs. Faculty may take appropriate disciplinary action when such acts of inappropriate behavior are presented.

Missed Course Work

Information on the course policy for an excused or unexcused absence can be found in the course syllabus. The grade implications and decision to allow a student to make up missed coursework from an unexcused absence is at the discretion of the instructor. Students who are aware of a special event should follow the policy to request an excused absence, as described below, and utilize the NSoP Excused Absence Request Form. The NSoP will follow any temporary COVID pandemic related protocols regarding attendance, missed work, and documentation policies put in place by Wilkes University regarding on campus or virtual class attendance. Students with an excused absence will not be penalized but will still be required to complete course work in a timeframe specified by the instructor. Students should work with their instructors to reschedule exams, labs, and other critical academic activities as soon as possible. Absences and missed course work for experiential courses are handled by the Office of Experiential Education. Additional information can be found in the APPE and IPPE Experiential Manuals.

Policy for Requested Excused Absences

Permission to Miss Class for Personal and Professional Reasons: Students requesting to miss class for personal and professional related

After appropriate permissions are granted by individual instructors, a student must gain final approval from their academic advisor.

Documentation of the approval process from all involved parties (instructor(s), course coordinator(s), advisor) is required (written or electronic) and should use the “NSoP Absence Request Form.” The use of this form is required and must be presented to the advisor as the final step in the process. The advisor will keep this form as a record of your absence.

Documentation of the personal and/or professional activity may be required (e.g. conference registration form, wedding invitation).

Please consider prioritizing events as multiple requests for absences may not be granted. If considering multiple events throughout the year, a meeting with your advisor at the beginning of the semester/year is recommended in order to prioritize appropriately.

In these unexpected instances, a student can reach out individually to instructors or centralize the process by reaching out to the Associate Dean of Admissions and Student Affairs (Dr. Olenak).

Instructions on How to Complete the NSoP Excused Absence Request Form

This form will be available to students as a google document housed on the senate drive. Students requesting an absence will use the following steps to complete the form:

1. Make a copy of the “NSoP Excused Absence Request form” in GDocs (located on Senate Drive) or copy and paste the content into a new google document.
2. Student will fill out the required elements of the form and rename the document
Example: *LastName NSoP Excused Absence Request Form April 2023*
3. Student will share the form with all course instructors, all course coordinators and academic advisor
4. Course faculty and advisors can electronically sign/initial the form (see guidance document located on the Senate Website: *How to use Google Docs to fill out the NSoP Excused Absence Request Form.*

If there are stipulations to absence, make comments in the notes section (e.g. quiz will be administered the day before absence).

Advisors should verify form is “signed” by all faculty listed

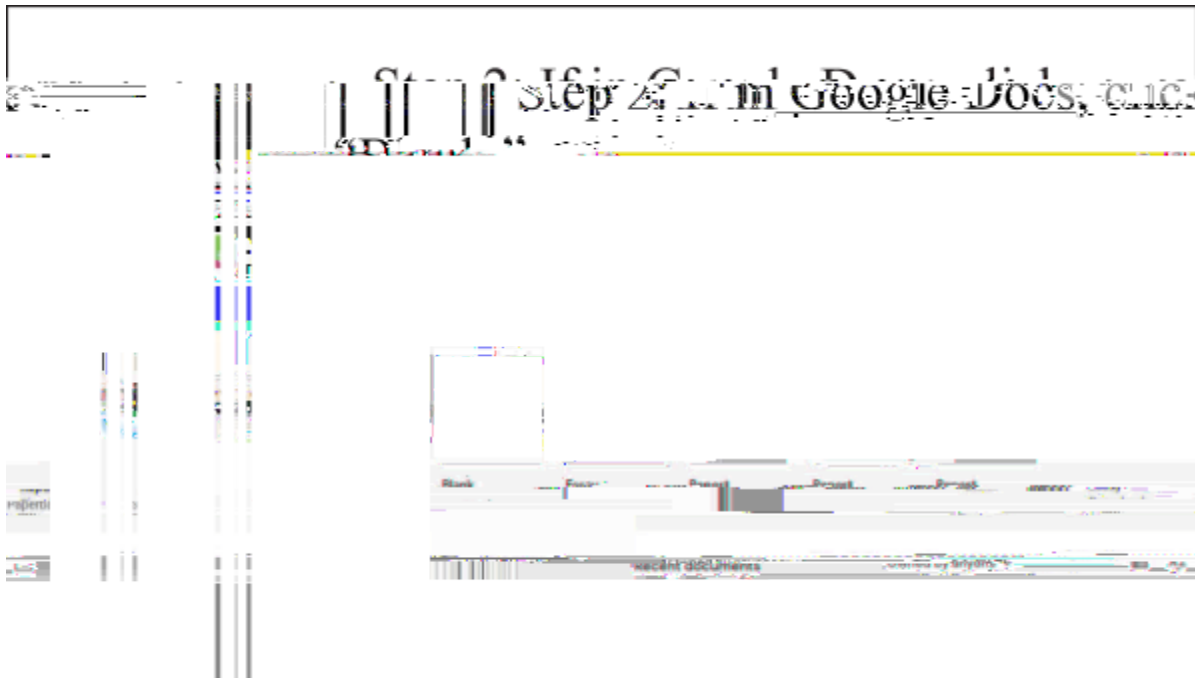
If the request is denied by any party, an in-person meeting to discuss rationale is recommended.

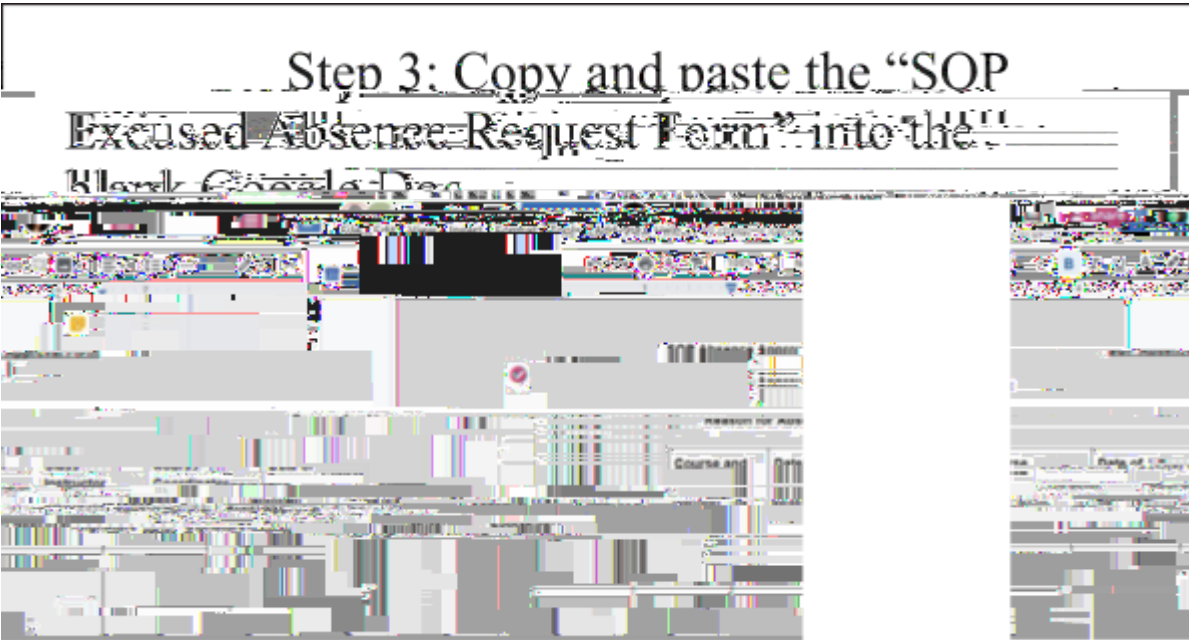
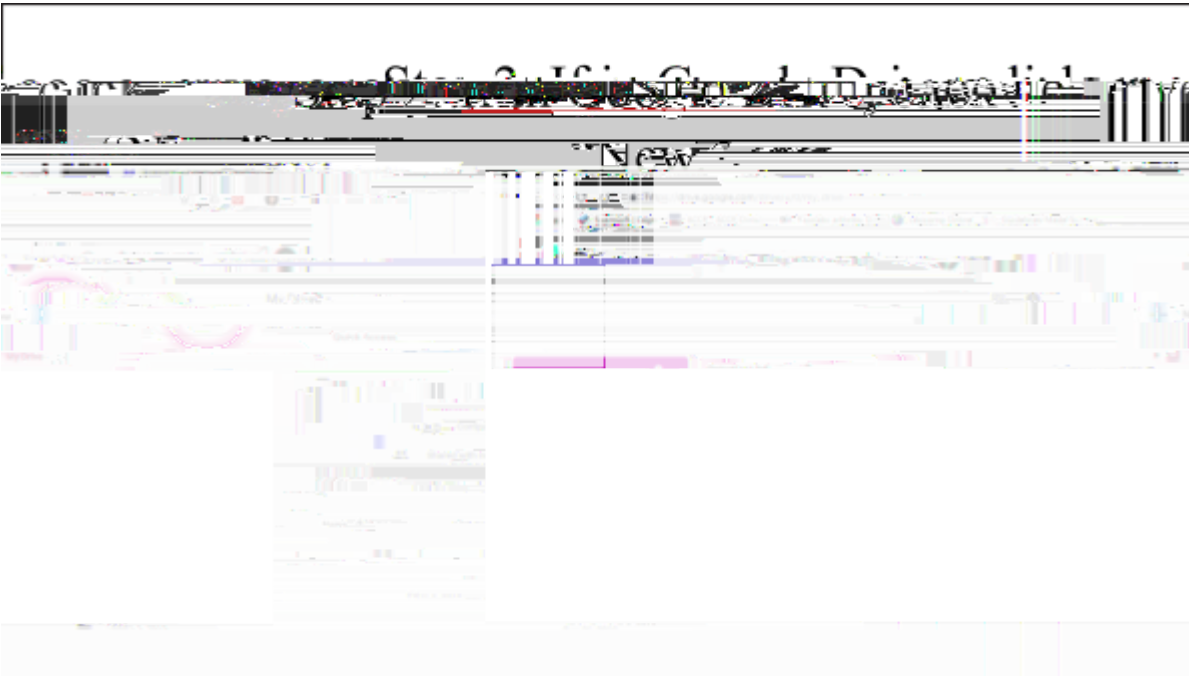
Additionally, if a denied request is for an activity related to a pharmacy organization, the academic advisor will inform the club advisor about the denial of the absence.

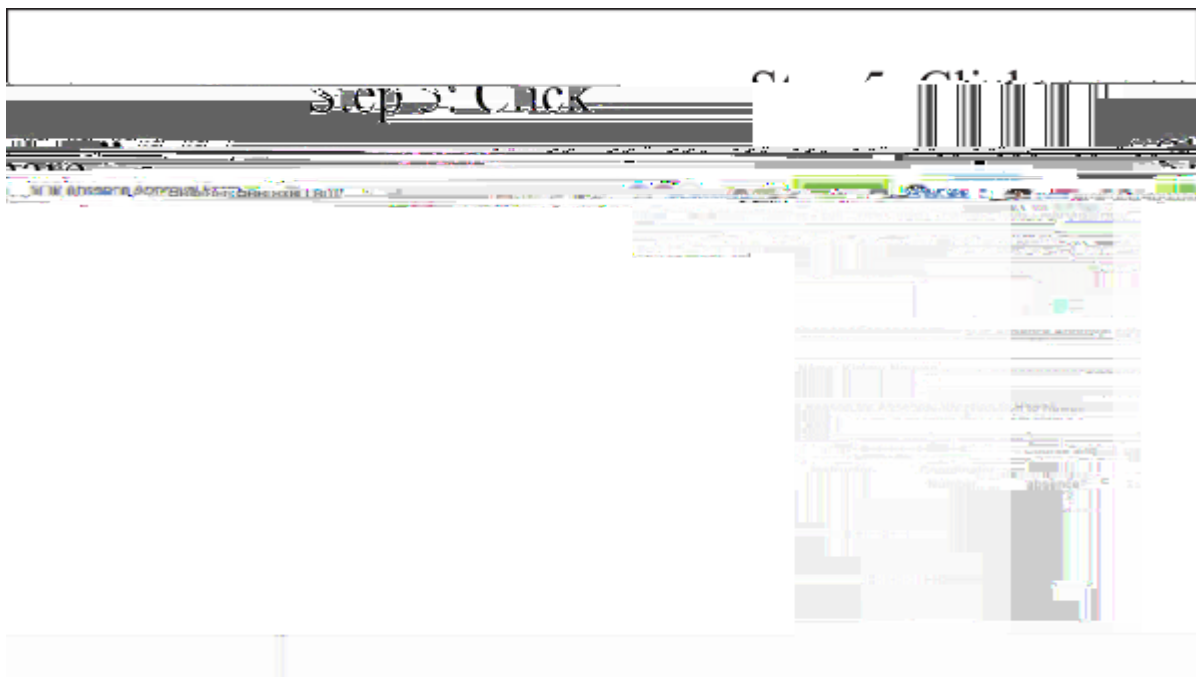
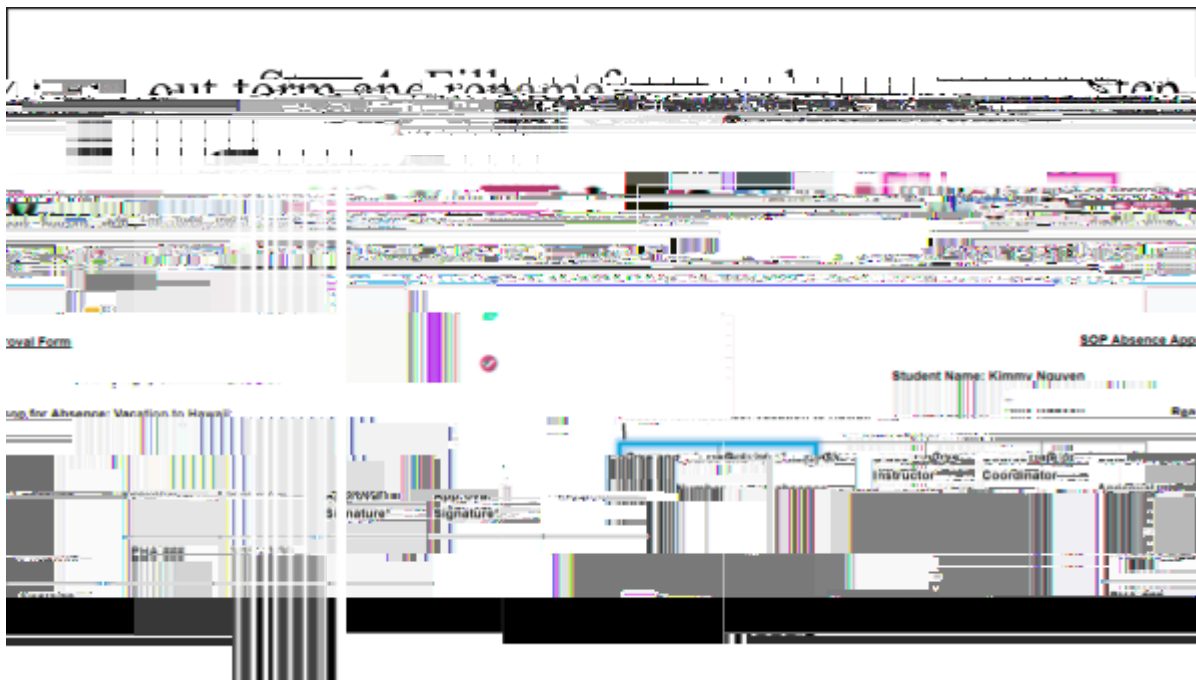
5. Once the process is complete, the advisor should inform the student of the decision about absence and print a copy to be placed in the advisee’s advising file.
6. Alternatively, students may choose to print the form and fill it out by hand. The advisor should keep a copy for their file.



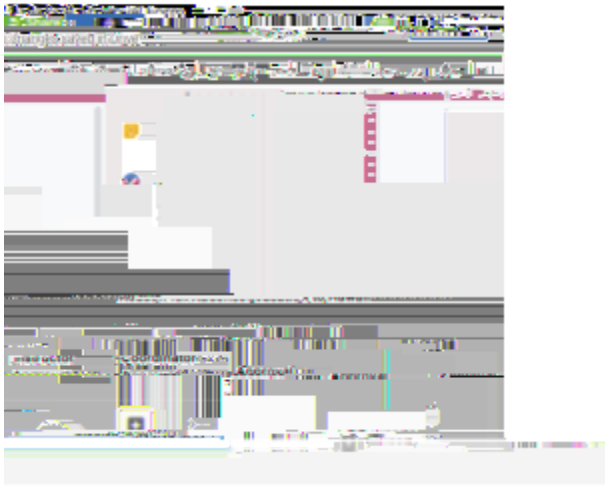
How to use Google Docs to fill out the NSoP Excused Absence Request Form



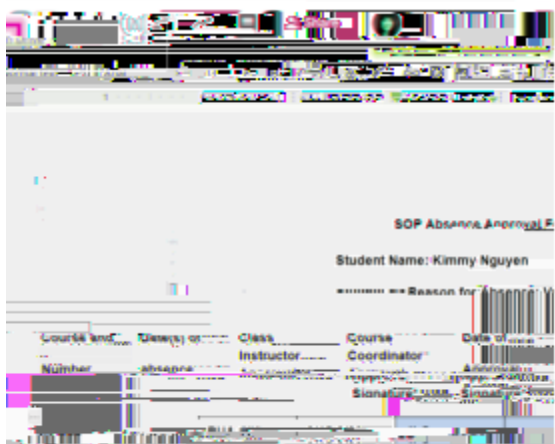


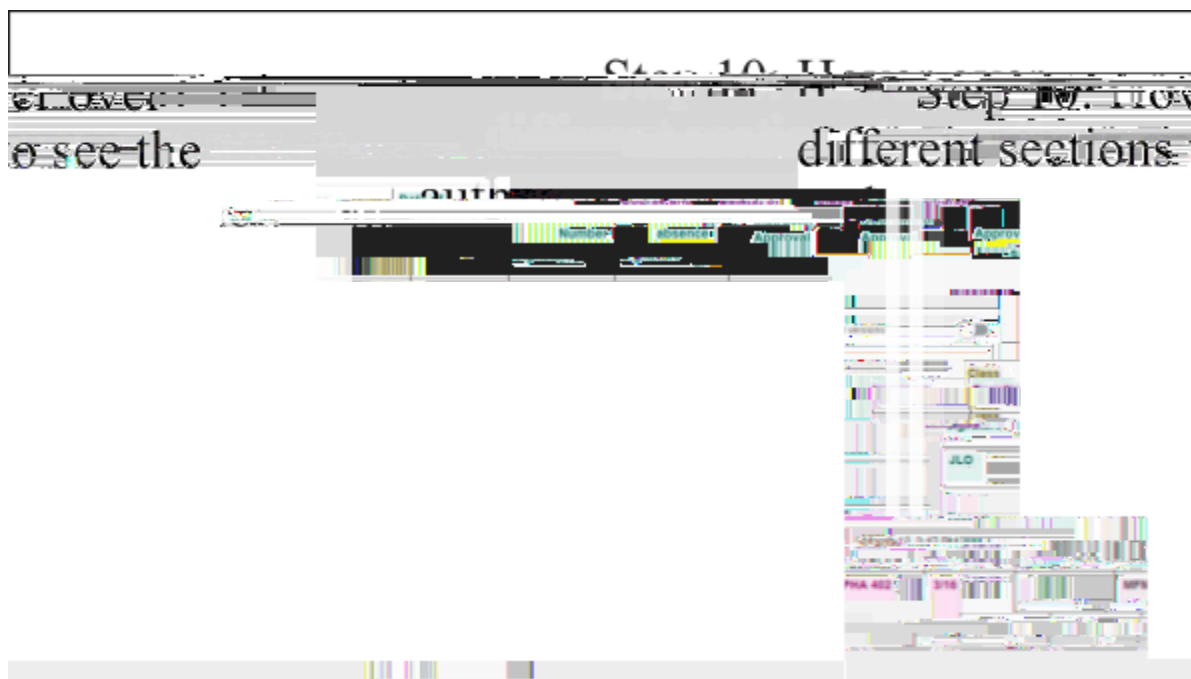


Step 8: Instructors, coordinators, and their modifier name to the student advisors will enter the



Step 9: Faculty and advisors can verify the student advisor changes saved in the system by clicking on the 'Verify' button.





Classrooms

The School expects that all students maintain a neat, clean, and appropriate appearance in the classroom. Due to the presence of hazardous or caustic chemicals, fragile glassware, and other laboratory instruments, all students will be required to wear white lab jackets and protective eye wear while in designated laboratories and footwear as designated in the laboratory safety manuals. Please refer to course-specific information in course syllabi.

Experiential Sites

A substantial portion of the students' learning will involve experiential education in external (off-campus) practice settings. These sites are the practice extension of the classroom and students are expected to adhere to the behavioral standards described above. You represent Wilkes University, the School of Pharmacy, and the profession of pharmacy. Attention to professional, ethical, legal, and hygienic standards is important. Students will be interacting with patients and other health-care

The instructor shall report individual non-academic behavioral actions or continued actions of student misconduct to the Associate Dean of Admissions and Student Affairs of the School of Pharmacy. The Associate Dean of Admissions and Student Affairs shall present the case to the Student Affairs Committee (SAC). The SAC shall review the case, seek input from the student and faculty, decide relevancy and inform the student, in writing, of the outcome of the SAC meeting. The appropriate action may include, but is not limited to, in which a letter and documentation is placed in the student file, of the student from the School of Pharmacy for a specified time or of the student from the School of Pharmacy. The student shall be informed of the recommendations of the SAC and be allowed to present an appeal to the Dean before final disposition. The actions of the SAC and the decision of the Dean, if appealed, will be forwarded to the Dean of Student Affairs of the University and the Provost for further University sanctions if permanent dismissal is recommended.

Students have a right to file grievances regarding operations, policies, procedures, actions of employees, peers, guests, harassment, and sexual misconduct. The Grievance Policy/Internal Complaint Procedure is outlined in the *Wilkes University Student Handbook 2022-2023* states that, “The purpose of this policy is to serve as a guide for students who wish to file a complaint about any aspect of Wilkes University's operations/policies/procedures or about the actions of any student, visitor, or employee of Wilkes University. This policy is to be implemented only when dealing with circumstances not covered by existing academic or student conduct procedures.”

Wilkes University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Wilkes has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Wilkes values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for those involved. The University also

conducts many programs to educate the campus community regarding prevention, reporting, and issues surrounding discrimination and harassment.

The University's Equal Opportunity, Harassment, and Nondiscrimination Policy prohibits all forms of discrimination within the campus community.

Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. At other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, it can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When the University receives notice or a direct report of an alleged violation of this nondiscrimination policy, the allegations are subject to resolution using Wilkes University's "Process A" or "Process B," as determined by the Title IX Coordinator. The Equal Opportunity, Harassment, and Nondiscrimination Policy is available at: <https://www.wilkes.edu/about-wilkes/offices-and-administration/title-ix/#titleIXPolicies>

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy may be made internally to:

Title IX Coordinator
Elizabeth C. O'Leary, Esq. a _____ or _____ Esq.
Phone: (570) _____ fice} l ,

These technical standards describe non-academic abilities and skills that are required for admission to, continuation in, and graduation from the School of Pharmacy to obtain a Pharm.D. Degree. The School of Pharmacy is committed to helping students with disabilities complete the course of study leading to the Doctor of Pharmacy degree by reasonable means or accommodations. Reasonable accommodations are services provided to individuals with disabilities that remove or lessen the effect of the disability-related barrier. Individuals without documented disabilities are not eligible for accommodations. Candidates with disabilities, in accordance with Wilkes University policy, and as defined by section 504 of 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1993, may seek accommodations in order to meet the technical standards are encouraged to contact University College to discuss what reasonable accommodations, if any, the School of Pharmacy could make in order for the candidate to meet the standards. A student with a disability who requests accommodations will be required to submit this request in writing and provide pertinent supporting documentation in accordance with Wilkes University policies. Candidates are not required to disclose any information regarding technical standards to the Admissions Committee.

Observation necessitates the functional use of all senses. Students are expected to utilize such senses in order to make observations at a distance and close at hand. Throughout the pharmacy curriculum, students will be required to observe demonstrations and experiments in the basic and pharmaceutical sciences, in addition to displayed medical illustrations. With respect to patient care, students must be able to observe verbal and non-verbal signals. Observational abilities include discerning sounds related to patient assessment and treatment, as well as evaluating physical patient signs and symptoms.

Effective communication involves utilizing knowledge acquired during the pharmacy education process to elicit, convey, clarify, and communicate information in oral and written English quickly, effectively, efficiently, and sensitively. Students are expected to partake in such communication with patients, health care providers, educational staff, and fellow students. Students must possess the ability to appropriately recognize and respond to nonverbal and emotional communication cues. Furthermore, students must provide educational and instructional information to patients and caregivers in an appropriate manner, considering health literacy, cultural, and socioeconomic factors.

In order to execute gross and fine muscular movements, students must possess necessary hand eye coordination and neuromuscular control. Students must be able to execute motor movements, in a timely fashion, necessary for routine care and emergency situations, including but not

limited to cardiopulmonary

The Compliance Requirements for Professional Student

Affairs (ADASA) in the School of P

a. IPPE or APPE site-specific requirements are either sent directly to the site by the student, or the Associate Dean or Director of Experiential Programs sends a copy of the documents to the site for ultimate review. BIOAICE
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5. The specific IPPE or APPE site will make decisions for the ultimate acceptance of students based on the results of the Criminal Background Check.

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1. Act 153 Clearances

a. In accordance with Pennsylvania State Law, all students entering the P1 year will be required to utilize the third party, CBY Systems Inc., to complete their clearances. These include:

- i. Pennsylvania State Police background check (PATCH)
- ii. Pennsylvania Child Abuse Clearance
- iii. FBI fingerprints obtained through Department of Human Services th u will

b. The above Act 153 clearances will be completed through the University's contracted third party in the P1 year. Additional clearances, including repeating or an additional FBI fingerprint through the Department of Education, would be at the student's expense. To avoid repeating the clearances unnecessarily, students should keep their originals and only provide copies to sites where they volunteer. The clearances specific to Act 153 laws are valid for 60 months. (Many experiential sites in the P2-P4 years will require more current background checks which will be the student's expense. clearance original . t th should

Wilkes University

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office. A summary of the Official Policy states that complaints may be filed from other institutions, students,

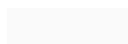
if any of the student complaints related to the accreditation standards have led to legal proceedings, and the outcomes of such proceedings.

g. If the student and School are not

hours, with a maximum allowable credit of 50 hours in any one-week. Internship credit can be gained from

accredited school". Once received, the School of Pharmacy will complete the sections under your information and will submit it directly to the PA state Board of Pharmacy.

Some frequently raised concerns:



Internship hour requirements related to licensure vary from state to state; please

Other states have different regulations regarding internship hours and the explicit information on the transfer of internship hours must be obtained from the individual state. You may need an additional intern license in your home state where you are employed. Near graduation, we will provide documentation of intern hours for APPE's to Pennsylvania and the student should contact the other Board of Pharmacy requesting that they communicate in writing with the Pennsylvania Board of Pharmacy, certifying the student's documented intern hours. The student should request a copy of this interstate communication for his/her records.

summer, and continue through the fall and spring semesters. Additional information on APPE's will be provided when appropriate.

Students may have the opportunity to *request consideration of new APPE* sites not currently available within our curriculum. The explanation and form are provided at the end of

HIPAA

Students will be required to complete and

fee per requirement if a deadline is not met. This will be assessed on your University bill and will not necessarily be given as a separate notification from the office. We will not tolerate blatant disregard for policy, such as continually missing deadlines or other signs that demonstrate unwillingness to comply with regulation. Students who do not meet documentation requirements will not be assigned and/or allowed to attend experiential sites. This action will mandate intervention by the Student Affairs Committee and may delay entry into APPE and subsequent graduation.

Transportation

Transportation and any costs related to experiential sites is the responsibility of students. Students will not be given preferential treatment for location of sites assigned based solely on transportation needs. During the academic year IPPEs, sites will be assigned such that students will not miss didactic pharmacy course time. If a student plans to take a course outside of the pharmacy curriculum (i.e for a minor, concentration), they must complete a course conflict form in advance to allow for experiential scheduling. For summer IPPEs & all APPEs, the Nesbitt School of Pharmacy considers driving time up to 1 hours 15 minutes acceptable and

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privilege. Students whose attitudes and/or behavior negatively impact the relationship between the School and the site/preceptor may be subject to academic failure by the School for lack of professionalism. Students who are dismissed from site must be forthcoming and honest with the School regarding reasons for dismissal. The purpose of this policy is to protect rotation facilities, honor our affiliation agreements and the integrity of the program.

the same award twice, but are eligible to apply for another award. The number and dollar amount of scholarships changes yearly.

Nesbitt School of Pharmacy DEIA Statement

It is the shared responsibility of The Nesbitt School of Pharmacy and its community to uphold the foundational principles of promoting diversity, equity, inclusion, accessibility, and anti-racism. All students, faculty, and staff have a moral and professional obligation to create an environment respectful of diversity, including but not limited to: " A ntsty

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<https://www.wilkes.edu/about-wilkes/offices-and-administration/title-ix/discrimination-and-harassment-reporting-form.aspx>

Do not use this form ~~in~~ i

couches, computers, a TV (with cable), chalkboards, and a microwave oven. The lounge is a place where students can relax, converse, eat lunch, study or just hang out.

The Pharmacy Area

effective writing skills. In some classes, a course instructor may require a critique of written papers by the Writing Center prior to completion.

The Learning Center, located in Conyngham Hall, provides free tutorial services in most courses to Wilkes students. Services include individual tutoring, group study sessions, small group supplemental instruction s"

Students with disabilities come to the classroom with abilities similar to other students; they simply do things differently. Ultimately, each student is responsible for his or her own success. Nevertheless, in an effort to assure that all Wilkes students are given the opportunity to succeed, the University has adopted the following guidelines to provide reasonable accommodations for students with disabilities.

The student requesting accommodations is presented to the Director of the Learning Center through Admissions, self or parent referral, or faculty/staff referral.

Documentation of the disability is required. For a learning disability, a psychoeducational specialist, i.e., clinical psychologist, and psychoneurologist or school psychologist, must submit documentation

University. Attendance at Wilkes University begins with either the first day of class or the date the student moves into student housing, whichever is earlier. Wilkes University has chosen to assume that all students have reached the age of legal majority (18) as stated in the document.

Consequently, bills and grades are sent, in the student's name, directly to the permanent address listed for the student. Mid-term notices are sent directly to students at their on-campus, off-campus or permanent address. An exception is made for the mid-semester evaluations for first-year students and students who are on academic probation. Those mid-term records of satisfactory or unsatisfactory performance and attendance are sent to the students at their appropriate address and to the parents or legal guardians of these students.

In accordance with the provision of The Family Educational Rights and Privacy Act, students, upon request, will be given access to all their evaluative or opinion records that have been established by Wilkes. Such records might typically include those maintained by the Career Services Office, Health Services, Registrar, and the Office of Student Affairs. These records will be open to inspection in the presence of the appropriate University official. Procedurally, appointments must be made by students in advance to review their files and the University has a maximum of 45 days following the request to produce the records.

Typically, student records are maintained in the following University offices:

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/ V[N[PNY° VQ &RPA_Q`	' abOR[a' R_cVPR` j , N] V[f INY
! ROVPMY &RPA_Q`	fIRNáU ' R_cVPR` #SSPR
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The following information will not be released to a student:

1. Letters of reference and recommendation placed in a student's file prior to 1/1/1975,
2. Parent's financial records unless written authorization is obtained from parents,
3. Private notes created by University personnel to serve as memory aids.
4. Records connected with denied applications to attend Wilkes University.
5. Records not included in the FERPA definition of educational records.

recent educational agency or institution attended by the student. This information may be released without a student's consent. A student may request such information not be released by the Registrar.

Directory Information is not published for distribution to vendors, but is furnished to law enforcement agencies and within the University community.

Information contained in a student's record may not be released without the student's written consent with the following exceptions:

- 1) Disclosure is authorized in writing by the student. When the University releases or discloses information to third parties pursuant to a student's written authorization, it is done on the condition that the third party to whom the information or record is released or disclosed will not, in turn, release or disclose it to anyone else without the express written consent of the student.
- 2) Disclosure is to University officers or employees who need to know so as to accomplish legitimate purposes related to their functions.
- 3) Disclosure is to officials of other schools in which a student intends to enroll.
- 4) Disclosure is to parents of dependent students. Dependency status, for the purpose of this policy statement, is defined by Internal Revenue Service guidelines. Documentation must be provided prior to

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100 North Pitt Street
Suite 400
Alexandria, VA 22314
800-827-2627
<http://www.amcp.org/>

The Wilkes P

Kappa Psi Pharmaceutical Fraternity is the oldest professional pharmacy fraternity, celebrating over 118 years of service to the brotherhood of Pharmacy. Kappa Psi fraternity sponsors professional, service and social projects. The purpose of these projects is to conduct a fraternal organization for the mutual benefit of its members, to foster high ideals and fellowship, to develop industry, pharmaceutical research, and advance the profession of pharmacy.

Advisor: Dr. Roke-Thomas

IPhO is for students interested in learning about industry, business, law and self-development. IPhO provides the knowledge, skill sets and professional resources necessary to advance your career in any area of pharmacy. Members will be equipped to contribute to the development, promotion and optimal use of medicines. Additionally, IPhO offers student pharmacists opportunities to author and publish in a variety of formats, and offers internship opportunities for hands-on experience. IPhO also participates in the national VIP Advocacy Challenge, delivers opportunities to attend regional events, and provides the support and materials needed to give each student an advantage in this field. Advisor: Dr. Malinowski

7953 Stage Hills Blvd. #101
Memphis, TN 38133
800.733.1122
<http://www.ppag.org>

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The Pediatric Pharmacy Advocacy Group is an international, nonprofit, professional association representing the interests of pediatric pharmacists and their patients. We are dedicated to improving medication therapy in children. Our sole purpose is to promote safe and effective medication use in children through communication, education, and research. Chapter Advisor: Dr. Lewis alinowski

PO Box 761388
San Antonio, TX 78245
(210) 383.7381
<https://mpa.org/>

SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues, and the poor minority representation in pharmacy and other health-related professions. The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement for the health

minority

Scott Bolesta (2005), Professor of Pharmacy Practice, Pharm.D. Wilkes University.

Angela Ciucci (2022), Coordinator of Admissions & Student Affairs. B.S., Bloomsburg University, M.S. in Instructional Design, Technology, and Leadership. Bloomsburg University.

Justin Collins (2021), Director of Admissions & Student Affairs. B.A., Marywood University, M.A. in Higher Education Administration, University of Louisville.

Jonathan Ference (2008), Dean and Associate Professor of Pharmacy Practice, Pharm.D. Wilkes University.

Kimberly Ference (2008), Associate Professor of Pharmacy Practice, Pharm.D. Wilkes University.

Bernadette Frail (2000), Administrative Assistant to the Dean, A.A.S. Keystone College.

Thomas Franko (2013), Chair and Associate Professor of Pharmacy Practice, Pharm.D. University of the Sciences

Bernard Graham (1994), Professor Emeritus of Pharmaceutical Sciences, Former Professor and Dean, School of Pharmacy B.S., R.Ph. Albany College of Pharmacy, M.S., Ph.D. Purdue University

Brenda Gruver (2020), Assistant Professor of Pharmacy Practice, PharmD, Wilkes University

Michelle Holt-Macey (1998), Associate Dean of Experiential Programs, B.S., R.Ph. State University of New York (SUNY) Buffalo.

Harvey Jacobs (1996), Professor Emeritus of Pharmaceutical Sciences, B.A. Wilkes College, B.S., R.Ph., Ph.D. University of Utah.

Arthur Kibbe

Danielle Kieck (2020), Assistant Professor of Pharmacy Practice, PharmD, State University of New York (SUNY) Buffalo.

Ryan Henry (2017), Assistant Professor of Chemistry and Pharmaceutical Sciences. Ph.D. University of Rochester School of Medicine and Dentistry

Julia Jacien (2021), Experiential Program Coordinator, MBA, Misericordia University.

Troy Lynn Lewis (2018), Assistant Professor, Pharmacy Practice, PharmD, Wilkes University.

Arthur Kibbe (1994), Professor Emeritus of Pharmaceutical Sciences, B.S., R.Ph. Columbia University, M.S., Ph.D. University of Florida

Rubi Mahato (2022), Assistant Professor of Pharmaceutical Science. PhD in Pharmaceutical Sciences and Chemistry from University of Missouri-Kansas City. Executive MBA, Fairleigh Dickinson University. B.Pharm, Rajiv Gandhi University of Health Sciences

Jennifer Malinowski (1998), Associate Dean of Academic Affairs and Associate Professor of Pharmacy Practice, B.S. Philadelphia College of Pharmacy and Science, Pharm.D. Temple University.

Dana Manning (2008), Associate Professor of Pharmacy Practice, B.S. Cornell, Pharm.D. Wilkes University.

Mary McManus (2000), Associate Professor of Pharmaceutical Sciences, B.S., R.Ph., Ph.D. St. John's University.

Kimmy Nguyen (2018), Assistant Professor of Pharmacy Practice, PharmD, University of the Sciences.

Julie Olenak (2004), Associate Dean of Admissions and Student Affairs and Professor of Pharmacy Practice, Pharm.D. Wilkes University.

Nicole Pezzino (2015), Associate Professor of Pharmacy Practice, Pharm.D. University of Pittsburgh

Kristina Powers (2015), Director of Experiential Programs, Pharm.D. Wilkes University.

Marie Roke-Thomas (2003), Chair and Professor of Pharmaceutical Sciences, B.S. Wilkes University, M.P.A Seton Hall University, Ph.D. Marywood University.

Theresa Rule (2008), Office Assistant, Department of Pharmaceutical Sciences and Pharmacy Practice. B.A. Wilkes University.

Dominick Trombetta (2001), Associate Professor of Pharmacy Practice, B.S. Temple University, Pharm.D. Shenandoah University.

Adam L. VanWert (2008), Professor of Pharmaceutical Sciences, Pharm.D. Wilkes University, Ph.D. The Medical University of South Carolina.

Letitia Warunek (2020), Assistant Professor of Pharmacy Practice, PharmD Wilkes University.

Zbigniew Witczak (1999), Professor Emeritus of Pharmaceutical Sciences, B.S., M.S., Ph.D. Medical Academy, Lodz Poland.

Student name:

Date:

Site name:

Preceptor name, credentials, and contact (Email) information:

Rotation type:

Rotation brief description:

Have you contacted the site/preceptor: Y N

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aJV V] _RYZ V [N_f V [S\ _Z NaX [_R^bV_RQ] _V_ a\ aJRZ ORV T P\ [aNPaRO Of aUR # i i ✕

Is the preceptor/site willing to take additional students on this rotation throughout the

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