Class of 2011. - Welcome to the ETSU College of Pharmacy.

First, let me offer my congratulations to you for advancing to this point in your professional education. Being accepted to the ETSU College of Pharmacy was a very competitive undertaking. You should be proud of your accomplishment.

The academic expectations of Pharmacy School are rigorous. This is by design, not to make your life difficult for four years, but to prepare you for the responsibility entrusted to you. That responsibility relates to protecting and advancing the health and well being of the public we serve. This cannot be accomplished alone. You will need the help and support of your classmates, professors, and preceptors.

You are charged with setting expectations of Pharmacy classes that follow you. Take this responsibility seriously. This is not only to model professionalism in Pharmacy School, but more importantly, set the tone for ETSU graduating Pharmacists committed to life-long learning and “giving back” to your profession. You will have many opportunities to participate in Pharmacy Organizations while in school and it is our hope that you will continue this commitment as a practicing Pharmacist.

Thank you for choosing ETSU. Thank you for putting your trust in our College. I look forward to working with each of your in the coming year.

Larry D. Calhoun, PharmD
Dean
**Vision**
The vision of the ETSU College of Pharmacy is to achieve excellence in innovative pharmacy education, scholarly research, service to society and the profession, and thus improve the healthcare of the rural Appalachian community.

**Mission**
The mission of ETSU College of Pharmacy is to provide a comprehensive and progressive education that promotes pharmacists to assume an active role in providing skilled, ethical, and compassionate patient care that improves the health and quality of life of residents in Northeast Tennessee and rural Appalachia. The College achieves its mission by maintaining a community of active and creative scholars devoted to the discovery, integration and dissemination of knowledge in the clinical and pharmaceutical sciences.

**Values**
The College of Pharmacy embraces the educational philosophy and values of East Tennessee State University and is committed to the following core values:

**Academic Excellence**
We strive to achieve excellence in teaching, scholarship, and service to the university, local, and professional communities.

**Professionalism, Integrity, and Character**
We aim to create an environment that instills professionalism, integrity, empathy, a high standard of ethical behavior, and the highest professional commitment to the patient, the community, and the employer.

**A Caring Community**
We endeavor to create a caring community characterized by mutual respect, patience, kindness, and generosity; and one that respects, values, and promotes the dignity and diversity of faculty and students.

**A Culture of Service**
We strive to create a culture that values and promotes service to our patients, school, community, and profession.

**Life-long Learning**
We pursue a passion for life-long learning and a commitment to personal and professional growth as we serve our patients, community, and profession.

**Guiding Principles and Goals to Achieve the Mission**
**Improving Care Through Excellence in Education**
- Provide students with the knowledge, skills, judgment, professional attitudes, and values to deliver contemporary patient care in a changing health care environment;
- Promote the development of teaching excellence, innovation, continuous quality improvement, and creativity in the context of interdisciplinary patient-centered care;
- Develop and enhance students’ skills in problem solving, critical thinking, and individual and group communication;
- Facilitate and encourage the development of mature, independent, and life-long learners in a diverse student body with different learning styles.
Improving Care Through Excellence in Scholarship

- Recognize, value, and promote scholarly inquiry and outcomes assessment, clear reasoning, and the application of evidence-based practices as a means of improving the health outcomes of patients, especially the care of a rural underserved population;
- Contribute to the advancement of the clinical and basic medical and pharmaceutical sciences through independent and collaborative research, presentation and publication;
- Embrace the scholarship of teaching to optimize educational effectiveness.

Improving Care Through Excellence in Clinical and Professional Service

- Provide and teach pharmacist-delivered patient care, including medication therapy management services, to further advance an evolving profession that benefits society today and in the future;
- Foster a culture of service to the community and profession;
- Advance healthier lifestyles through health promotion, preventive healthcare, and education of the public;
- Promote active student involvement in the profession, community service projects, and volunteer activities;
- Collaborate with the professional community to serve as an agent of positive change, advancing the level of pharmaceutical care practiced within the community, thereby improving healthcare and enriching the lives of patients in the region.

Improving Care Through Professional Development

- Support and mentor faculty in their pursuit of scholarly activity and service recognizing that these activities are essential for continued professional growth;
- Encourage a commitment to and passion for lifelong learning and develop and equip students for postgraduate training;
- Encourage students, faculty, and preceptors to grow as professionals and to optimize their skills and capabilities in providing excellent patient-centered care;
- Support continuing professional development of alumni thereby fostering a positive and continuing relationship with graduates.

Improving Care Through Interdisciplinary Collaboration

- Cultivate an educational environment of inter-professional teamwork and collaboration among students, faculty, staff and administration within the Division of Health Sciences;
- Partner with local practitioners, health-care facilities, organizations, and patients to maximize the professional and educational experiences of our students;
- Create an interdisciplinary and collaborative learning experience as a fundamental model that prepares students for collaborative practice and shared responsibility.

Adopted by the ETSU College of Pharmacy Executive Committee on April 5, 2006
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I. **Educational Program**

The East Tennessee State University College of Pharmacy’s professional program leads to a Doctor of Pharmacy Degree (PharmD). The accreditation manual of the Accreditation Council for Pharmacy Education (ACPE)\(^1\) states that the PharmD Curriculum is intended to prepare pharmacists who will be able to:

- *provide patient-centered care*, through the ability to:
  - design, implement, monitor, evaluate, and adjust pharmacy care plans that are patient-specific; address health literacy, cultural diversity, and behavioral psychosocial issues; and are evidence-based
  - manage a successful patient-centered practice (including establishing, marketing, and being compensated for medication therapy management and patient care services rendered)

- *provide population-based care*, through the ability to develop and implement population-specific, evidence-based disease management programs and protocols based upon analysis of epidemiologic and pharmaco economic data, medication-use criteria, medication use review, and risk-reduction strategies

- *manage human, physical, medical, informational, and technological resources*, through the ability to ensure efficient, cost-effective use of these resources in the provision of patient care

- *manage medication use systems*, through the ability to apply patient- and population-specific data, quality improvement strategies, medication safety and error reduction programs, and research processes to minimize drug misadventures and optimize patient outcomes; to participate in the development of drug use and health policy; and to help design pharmacy benefits

- *promote the availability of effective health and disease prevention services and health policy* through the ability to apply population-specific data, quality improvement strategies, informatics, and research processes to identify and solve public health problems and to help develop health policy

To be capable of the above, pharmacy graduates also must be able to:

- communicate and collaborate with patients, care givers, physicians, nurses, other health care providers, policy makers, members of the community, and administrative and support personnel to engender a team approach to patient care

- retrieve, analyze, and interpret the professional, lay, and scientific literature to provide drug information and counseling to patients, their families or care givers, and other involved health care providers

- demonstrate expertise in informatics

- carry out duties in accordance with legal, ethical, social, economic, and professional guidelines

- maintain professional competence by identifying and analyzing emerging issues, products, and services

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\(^1\) Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree. Adopted January 15, 2006. Accreditation Council for Pharmacy Education.
II. PharmD Degree Description

The Doctor of Pharmacy degree is awarded to students who have been admitted to the College of Pharmacy PharmD Program upon completion of a minimum of 151 semester credit hours of specified course work with a grade point average of at least 2.000 of a possible 4.000. Approval of the faculty is also required for graduation.
GENERAL INFORMATION

All College of Pharmacy students are subject to the rights, rules and regulations governing East Tennessee State University students in all matters not specifically covered in the College of Pharmacy documents.

I. Complaint Policy

Below are the procedures regarding student complaints in general and those relating to the standards of ACPE policies and procedures.

A. General Concerns/Complaints

Students who have concerns or complaints about any aspect of their education at the ETSU College of Pharmacy are strongly encouraged to bring them to the attention of the proper individuals at the college. At any time students may provide input, opinions and suggestions themselves or through their class officers to the faculty member, the relevant course coordinator, the Department Chair to whom the faculty member or course coordinator reports, the Academic Affairs Office, the Office of Student Affairs or the Office of the Dean of the College of Pharmacy. Student input and reaction through class representatives is regularly solicited through the Student Advisory Committee. In addition, student representatives serve as members of several college committees. Input is requested directly from each student through orientation evaluations, course evaluations during and at the end of each semester, year-end assessments at the end of each academic year and program assessments near graduation. All suggestions, complaints or concerns are considered carefully.

B. Complaints related to ACPE Standards

The East Tennessee State University College of Pharmacy program has been granted a site visit in their request for Precandidate status by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-3575, (800) 533-3606; FAX 312/664-4652, website www.acpe-accredit.org. The granting of Precandidate status indicates the College’s planning for the Doctor of Pharmacy program has taken into account ACPE standards and guidelines and suggests reasonable assurances of moving to the next step, that of Candidate status. The ETSU College of Pharmacy will have a site visit in spring 2008 and will be considered for candidate status at the June 2008 meeting of the ACPE Board. As such, any student may file a legitimate complaint against the college or the pharmacy program related to those standards, policies and procedures (available at the ACPE website).

Students are encouraged to address all complaints related to the ACPE standards to the Dean of the College of Pharmacy. Complaints should be in writing and sent directly to the Dean. The student shall have the right to meet with the Dean to discuss the complaint within 15 working days. The Dean will consider the complaint, may discuss it with the appropriate individual or office and may request a meeting with the student. The Dean will respond to the student in writing within 15 working days of receipt of the complaint or the personal meeting, whichever comes later.
If a student is not satisfied with the response from the Dean the student may address their complaint to the entire faculty through the Faculty Council Secretary in writing and additionally in person if the student chooses within 15 working days of receiving the initial response from the Dean. The Faculty Council will hear the student and/or consider the complaint within 30 working days of receipt and respond through the Faculty Council Secretary within 10 working days of consideration. A complainant may request of the Dean and/or the Faculty Council Secretary that their identity be kept confidential. This request will be honored as much as possible within the constraints of resolving the complaint itself.

C. Protection of Complainant
All complaints, concerns and suggestions made by students and their resolution are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, college committee or the faculty as a whole because of a legitimate complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant fundamental procedural due process.

II. Confidentiality and Disclosure
The Family Education Rights and Privacy Act of 19742 (better known as FERPA or the Buckley Amendment), provides basic privacy rights to students in regard to their academic transcript. Under FERPA provisions, a student has the right to have his or her academic record kept separate and confidential unless he or she consents in writing to have it released. However, FERPA also permits the College of Pharmacy to disclose the student’s academic record without the student’s consent under certain conditions as outlined in federal law (http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

Questions concerning this law and the University policy concerning release of academic information may be directed to the Office of Student Affairs at (423) 439-6338.

III. Disabilities (Physical, Mental, and/or Learning)
The East Tennessee State University College of Pharmacy is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has “a physical or mental impairment that substantially limits one or more of the major life activities of such individual.” PharmD graduates must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. While acknowledging Section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1990, students enrolled in the doctor of pharmacy program must be able to meet the established minimum technical standards with reasonable accommodations.

Any student who has such a disability and seeks special accommodations from the University must contact the ETSU Disability Services Office (423-439-8346) to initiate the procedure for accommodations. Additional information can be found in the following document (http://www.etsu.edu/students/disable/FAST_FACTS_General_Document.doc). Students are encouraged to contact the College of Pharmacy Office of Academic Affairs or Student Affairs if they need assistance in this process.

IV. Equal Educational Opportunities

All applicants to East Tennessee State University College of Pharmacy meeting the appropriate academic requirements and technical standards shall be considered equally for admission to any academic program thereof regardless of race, color, national origin, religion, gender, veteran status, sexual orientation, age or disability.

V. Diversity

The College of Pharmacy and East Tennessee State University strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in race, creed, color, gender, religion, age, national origin, disabilities, veteran status or sexual orientation. The individual characteristics, talents and contributions of all people are valued and recognized for the unique contribution they make to the college.

VI. CPR Certification

The College of Pharmacy requires that all student pharmacists be certified in an approved CPR training program by the end of the first semester of their first professional year in the College of Pharmacy. CPR training is scheduled during the first month of the first professional year. Students are required to take the training unless proof of current certification is provided to the College of Pharmacy Office of Student Affairs. Students are required to maintain an updated certification throughout their entire pharmacy education program. All CPR certifications and updates are at the expense of the individual. Documentation of current certification must be provided to the Office of Student Affairs annually.

There are several programs available which provide CPR training, certification and re-certification. However, the College requires the program to include Adult and Infant CPR and training on the use of the AED. The American Heart Association Basic Life Support (BLS) class is preferred.

VII. Immunization Requirements

As a prerequisite for curricular pharmacy practice experiences in the College of Pharmacy, students are expected to have appropriate immunizations for protection of both the student and the patients they may see. Students may not be permitted to participate in rotations if their immunizations are not current. Student pharmacists must meet the following requirements. Students must provide the documentation requested below to the College of Pharmacy Office of Student Affairs. Students are encouraged to have all immunizations prior to initial enrollment. However, immunizations are available for students through the ETSU Student Health Service once they are enrolled. Appointments are necessary and
may be made by calling (423) 439-4225. **Except where proof of immunization is mandated by University policy prior to enrollment, first year student pharmacists must complete all vaccinations by the end of their first professional year.**

A. **Tuberculin (TB) Screening**
   Baseline tuberculin screening must be performed before students are allowed into clinical settings. If a student has a history of a positive TB skin test, he or she must bring documentation of the skin test, a copy of the chest x-ray report if one was performed, and records of any medication that has been taken as a result of the positive skin test. An annual TB screening is required while a student remains enrolled.

B. **Rubella, Rubeola, Mumps (MMR)**
   Proof of immunity to rubella, rubeola and mumps is required by Tennessee law of those who were born in 1957 or later. As of August 2007, all TBR community colleges and universities require full-time students to have proof of two doses of MMR vaccine prior to enrolling at the institution. Documentation must be on file with the College of Pharmacy Office of Student Affairs before you can begin classes. The first dose must have been given on or after the first birthday. MMR vaccinations must be given at least 30 days apart.

   Students may use one of the following for documentation:
   a. Written physician documentation of two MMR’s after one year of age; or
   b. Written physician documentation of having had rubella, rubeola, and mumps diseases; or
   c. Written medical documentation of positive rubella, rubeola, and mumps titers.

   **Students who do not have documentation will be required to have the appropriate number (1 or 2) of MMR’s.**

C. **Hepatitis B Vaccine**
   The Hepatitis B vaccine series is required of all student pharmacists. The complete series consists of three injections at specified intervals or documentation of a protective Hepatitis B surface antibody titer. For students completing the series of three injections after January 1, 1999, a Hepatitis B titer drawn 1-2 months after completing the series of three injections is required. If the Hepatitis B titer is negative after the initial series of three injections, the series of three injections should be repeated and a repeat titer drawn. If the titer remains negative, appropriate clinical evaluation is indicated.

   Students who decline to be immunized must submit a signed waiver to the Office of Student Affairs. The waiver may be obtained from Student Health Services, from the Student Health Services web site: [http://www.etsu.edu/studenthealth/](http://www.etsu.edu/studenthealth/), or from the Office of Student Affairs.
D. Varicella Immunity
Students must demonstrate immunity to varicella (chicken pox). Evidence of immunity includes any of the following.

a. Documentation of two doses of varicella vaccine
b. Blood tests showing immunity to varicella or laboratory confirmation of prior disease; or
c. Documentation from a healthcare provider of
   i. A diagnosis of chickenpox or herpes zoster (shingles); or
   ii. Verification of a history of chickenpox or herpes zoster (shingles).

E. Tetanus-Diphtheria Vaccine
Students who have completed a primary series of a tetanus/diphtheria-containing product (DTP, DTaP, DT, Td) should receive Tetanus-Diphtheria boosters every 10 years. Written documentation from a healthcare provider must include the date the booster was given.

F. Meningococcal Vaccine
The State of Tennessee mandates that all students who will be living in on-campus housing must be informed about the risk of meningococcal meningitis infection. A waiver indicating that the student is aware of the disease risks and the availability of vaccines for the diseases of meningitis must be signed. The waiver may be obtained from Student Health Services, from the Student Health Services website: http://www.etsu.edu/studenthealth/, or from the Office of Student Affairs.

G. Influenza Vaccine
It is recommended that all student pharmacists receive the annual influenza vaccine. It is not a required immunization.

VIII. Application for Registration as a Pharmacist Intern/Obtaining Internship Credit

Tennessee - The Tennessee Board of Pharmacy requires a minimum of 1500 internship hours for licensure. One-thousand one-hundred of these hours may be obtained as a part of the professional pharmacy program while a pharmacy student. Affidavits attesting to internship hours must be submitted with the application for pharmacist examination. The Board of Pharmacy form is available in the Office of Student Affairs and on the Board’s website (http://health.state.tn.us/Downloads/Pharm_internshipAffidavit.pdf).

Other States - If a student intends to become licensed in another state, it is the student’s responsibility to familiarize themselves with the registration requirements in that state(s) and register with the Board of Pharmacy in that state(s) if required.

IX. Employment Statement and Special Considerations
Due to the academic rigor of the curriculum, the College discourages employment while courses or experiential clerkships are in session. The College does not take into account employment or external activities when scheduling classes, examinations, reviews, field trips or individual course functions or special projects.
Due to curricular requirements, course functions and/or examinations outside the normal Monday through Friday, 8 am to 5 pm business hours time frame may occur. Clinical responsibilities may occur on evenings and weekends.
STUDENT CONDUCT

Student pharmacists enrolled in the ETSU College of Pharmacy are responsible for compliance with all College of Pharmacy, University and VA Campus policies. Student conduct falls into three general areas, academic, professional and personal. Misconduct in any of these areas subjects the student to disciplinary action by one or more of these bodies and in some cases, courts of law.

College of Pharmacy and select University policies are presented here as the foundation for student conduct. Student pharmacists are expected to familiarize themselves with University policy as found in the Telephone Directory and Student Handbook and on the ETSU website at http://www.etsu.edu/students/spectrum/spectrum.htm.

I. Smoke-Free Environment

In the interest of the health, safety and property of all campus employees, students and guests, the University prohibits the use of all tobacco products in buildings and on property owned or operated by East Tennessee State University. This includes buildings located outside of the Johnson City campus. Doorway areas are considered part of the building for the purposes of this policy. Smoking is prohibited in all state vehicles.

Background Health risks of tobacco usage, including exposure to environmental tobacco smoke, and of the use of mouth tobacco are well known to all members of the ETSU community. The failure to address the practice of smoking in buildings at ETSU would constitute a violation of the Americans with Disabilities Act and the Vocational Rehabilitation Act. After verification of the legitimacy of complaints received from faculty, staff and students with legitimate disabilities, consultation with appropriate medical professionals, and upon recommendation of the appropriate college officials charged with implementation of these laws, it is our determination that this policy is a reasonable accommodation as defined by federal law.

Support Understanding the addictive nature of some uses of tobacco products, ETSU will make every effort to assist those who may wish to stop smoking. If there is sufficient demand, ETSU will offer Smoking Cessation Programs.

Compliance It is the responsibility of all members of the college community to observe this smoking policy. Complaints relating to the implementation of this policy should be referred to the building coordinator. The complaint either will be resolved by the building coordinator or will be referred to the appropriate supervisor. If necessary, disciplinary actions will be initiated consistent with university policy.

II. Sexual Harassment

The East Tennessee State University College of Pharmacy will not tolerate sexual harassment. Considered a form of sexual discrimination, sexual harassment is defined generally in terms of the following: unwanted sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature. The East Tennessee State University College of Pharmacy expressly forbids the sexual harassment of students, faculty and staff.
Complaints of sexual harassment within the College of Pharmacy may be reported to any one of these individuals:

- Charles C. Collins, Associate Dean for Academic Affairs (Ext. 9-6334)
- Loni T. Garcia, Associate Dean for Student Affairs (Ext. 9-6338)
- Dr. Wilsie Bishop, Vice President for Health Affairs (Ext. 9-4890)
- Dr. Sally Lee, Associate Vice President of Student Affairs (Ext. 9-4210)
- Dorothy C. Dobbins, Associate Vice President, Cultural Affairs, Division of Health Sciences (Ext. 9-5711)
- Mary V. Jordan, ETSU Special Assistant to the President for Equity and Diversity & Affirmative Action Officer (Ext. 9-4211)

The University Sexual Harassment Policy (Appendix I) is available on the ETSU website at http://www.etsu.edu/legalaffairs/SexualHarassmentpolicy.htm.

### III. Drug-Free Institution

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior that affects students who are on East Tennessee State University property, on University business, and or at University-sponsored events. These laws, and the University policy, from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy (Appendix II) can be found on the ETSU web site at http://www.etsu.edu/humanres/ppp/PPP-26.htm.

### IV. Drug Testing and Criminal Background Checks

Drug tests (blood/urine screens) and criminal background checks are becoming standard requirements for employment, especially at health care facilities. Such requirements are also often in place for students who rotate through health facilities as part of required educational experiences. Students can expect and should be prepared for them.

In addition, drug tests and/or criminal background checks may be required prior to granting certain licenses or permits for practice by regulatory boards, some of which are required for participation in required pharmacy experiential courses.

Students must be aware that:

- If a drug test and/or a criminal background check is required for enrollment and/or participation in any course or for the granting of any permit or license required for participation in a course, the expense for the test and/or check must be borne by the student. The particular tests and checks required, and related costs, are subject to change and are beyond the control of the University or the College of Pharmacy.
- If a student fails to pass a drug test and/or a criminal background check he/she may be ineligible for enrollment in experiential courses, ineligible for graduation and therefore ineligible to continue in the College of Pharmacy. Additionally he/she may be ineligible for registration as a pharmacy intern or for licensure as a pharmacist.
The College of Pharmacy does not accept responsibility for any student being ineligible for coursework, continued enrollment in the college, or subsequent license as a pharmacist for any reason, including failure to pass a drug test or criminal background check.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the East Tennessee State University College of Pharmacy are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

V. Use and/or Abuse of Drugs or Alcohol

The unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or nonprescription drugs, or being under the influence of alcohol or drugs while engaged in any portion of the pharmacy curriculum is strictly prohibited. This includes any incident in which the student’s judgment or motor coordination is impaired due to the presence of use of any chemical substance, including alcohol and prescription or nonprescription medication.

With the approval of the Dean or his designee, student pharmacists may be requested to undergo a breathalyzer test or blood/urine screening for drugs and alcohol at any stage of the curriculum if reasonable suspicion exists to indicate that the student is using or is under the influence of drugs or alcohol. The student so identified may be summarily removed from their pharmacy practice experience site or from the classroom. The student may not return to class or the practice setting until reviewed by the Dean of the College of Pharmacy or designee. A student who refuses to undergo testing will not be permitted to participate in pharmacy practice experiences.

A confirmed, positive test result may lead to disciplinary and academic penalties, up to and including suspension or expulsion. Refusal to submit to substance abuse screening may result in similar disciplinary and academic penalties. All consequential disciplinary action take by the College of Pharmacy and University will comply with student disciplinary procedures as outlined in ETSU Institutional Student Disciplinary Rules3, including attention to students’ procedural due process rights and will be pursuant to the advice of the Dean of the College of Pharmacy, the University’s Chief Judicial Officer and the University General Counsel.

VI. Impaired Student Policy

A. Responsibilities and assumptions

It is the responsibility of the profession of Pharmacy to protect the safety of patients as well as to promote the well-being of pharmacists. As such, behavioral standards extend to the personal life of pharmacists and student pharmacists. In this context, the College of Pharmacy extends this responsibility to student pharmacists. A student with a substance abuse or addiction problem may have impaired judgment and skills and be unable to provide safe and competent care of patients. Therefore, all members of the...

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3 ETSU Telephone Directory and Student Handbook or [http://www.etsu.edu/students/spectrum/spectrum.htm](http://www.etsu.edu/students/spectrum/spectrum.htm)
academic community must address abuse and addiction as it affects students in the College of Pharmacy. This policy is based on the following assumptions:

1. Students impaired by substance abuse or addiction compromise their educational experience, the safety of patients, and the integrity of the profession.

2. Students impaired by substance abuse or addiction compromise their health but can be successfully treated and can return to a productive level of functioning.

3. The College of Pharmacy is committed to the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals.

4. Students impaired by substance abuse or addiction should receive an opportunity for treatment in lieu of, before, or in concert with disciplinary action.

B. Purpose

The purpose of this policy is to provide a procedure to assist student pharmacists with impairment due to substance abuse or addiction. The role of the college is to identify students with these problems and refer them to the Tennessee Pharmacists Recovery Network (TPRN) for intervention, assessment, and treatment by knowledgeable and experienced substance abuse professionals.

Tennessee Pharmacists Recovery Network
http://www.tnpharm.org/TPRN/tprn.html
(615) 256-3023 (outside the Nashville area, call collect)
Baeteena Black, Program Director

C. Procedures

Each case will be addressed on an individual basis and coordinated by the Associate Dean for Student Affairs in concert with the Associate Dean for Academic Affairs and College of Pharmacy Department Chairs. In consultation with University Counsel, the University’s Chief Judicial Officer and the Program Director of the Tennessee Pharmacists Recovery Network (TPRN), the Associate Dean for Student Affairs will recommend a course of action to the Dean of the College of Pharmacy.

Upon assessment, depending on the degree of impairment and the impact on performance, a treatment plan will be developed which may impact the student’s participation in the academic program. A student who is identified early and addresses the problem on an outpatient basis may have no interruption in his/her education while another student may need significant inpatient treatment requiring a period of time away from the academic setting. Time frames for completion of student academic programs may have to be adjusted depending on the treatment plan.

The administration and faculty of the College of Pharmacy will provide support for the recovering student by making a concerted effort to accommodate the recommendations made by the treatment provider. Every effort will be made to reduce stigma that the recovering person may experience due to any necessary restriction or actions that may be instituted. Standards of confidentiality will apply to all phases of the process.

If the student does not consent to participate, or once evaluated does not fully comply with the terms of the student treatment plan/contract, the student may be dismissed from the College.
D. Due Process and Appeals

All consequential disciplinary action taken by the College of Pharmacy and University will comply with student disciplinary procedures as outlined in ETSU Institutional Student Disciplinary Rules, including attention to students’ rights to procedural due process and appeals. All action taken will be in consultation with the University’s Chief Judicial Officer and the University General Counsel.

VII. ETSU College of Pharmacy Honor Code

The ETSU College of Pharmacy Honor Code outlines the expectations of all student pharmacists and is reproduced as Appendix III. It is the expectation of the faculty that students will not cheat, plagiarize or attempt to gain unfair advantage, and will report any incident(s) to appropriate faculty if they become aware of such activity. Cheating, plagiarism or attempting to gain unfair advantage will be handled in accordance with the College of Pharmacy Honor Code. As soon as an existing honor code is revised and the revision(s) accepted by the appropriate university governing council, students will be notified of the revision(s) and will be held to them.

VIII. East Tennessee State University Honor Code

East Tennessee State University is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with Tennessee Board of Regents policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors.

IX. East Tennessee State University Institutional Disciplinary Rules

Student Pharmacists are governed by the University’s student disciplinary rules. They can be found in the University’s Student Handbook (the Spectrum) which is published annually and made available to each student through the College of Pharmacy Office of Student Affairs. These policies are based upon the Tennessee Board of Regents Policy 3:02:00:01 entitled General Regulations on Student Conduct and Disciplinary Sanctions and the Tennessee Board of Regents POLICY 3:02:01:00 entitled Policy Insuring Student Due Process Procedure are reproduced as Appendix III and IV.

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4 ETSU Telephone Directory and Student Handbook or http://www.etsu.edu/students/spectrum/spectrum.htm
5 East Tennessee State University Telephone Directory and Student Handbook and http://www.etsu.edu/students/spectrum/s01.htm
ACADEMIC EXPECTATIONS AND REQUIREMENTS

I. Academic Affairs Office

The Office of Academic Affairs is responsible for all academic aspects relating to students and subsequent graduation. This includes course registration, curriculum issues, notification of students achieving the “Dean’s List”, graduation requirements and certifications, compilation, distribution and oversight of the semester examination schedule, and implementation of recommendations from the Academic Progression Committee. The office is currently located in Room 38 of Building 2 on the Veterans Administration campus. Students can also reach the office by calling 439-6334. Dr. Charles C. Collins is the Associate Dean for Academic Affairs and Ms. Carmen Allen is the office coordinator.

II. Academic Performance

Students are expected to pass all courses with a minimum grade of “C” and an overall GPA of 2.000 within the pharmacy professional curriculum. Academic rules and the function of the Academic Progression Committee are explained below. A student who feels their grade in a course is inappropriate, should first contact the course coordinator for an explanation. If the answer from the course coordinator is unsatisfactory, the student should then contact the chair of the department to which the course coordinator belongs. Dr. David Roane is the Chair of Pharmaceutical Sciences. Dr. Ralph Lugo is the Chair of Pharmacy Practice. If the student still feels the grade received in a course is inappropriate, the student may appeal, in writing, to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will respond in writing within 10 working days. The Associate Dean for Academic Affairs may request a meeting with the student and the course coordinator. Subsequent appeals can be made to the Dean of the College of Pharmacy. Further appeals, beyond the Dean will be in accordance with ETSU policies and procedures.

III. College of Pharmacy Grading Scale and Grade Assignment

The approved College of Pharmacy grading scale is as follows.

A, A-, B+, B, B-, C+, C, D, F
(Note: C-, D+ and D- are not available)

Points and/or percentage values (or other methods for letter grade assignments) will be determined by the course coordinator and included in the syllabus. Once the numerical method for letter grade assignments is in place for a given semester, the grading scale cannot be made more stringent; however, it can be altered if such adjustment would not make the scale more difficult.
IV. **Academic Progression and Promotion**

A. **Academic Progression Committee**

1. **Purpose** - The Academic Progression Committee (APC) is charged with monitoring students’ performance during each semester and progress throughout the curriculum.

2. **Membership** - The APC is composed of the Associate Dean for Academic Affairs (ADAA), who will serve as chair of the Committee, and other members of the faculty as defined by the ETSU College of Pharmacy Faculty Bylaws.

3. **Responsibilities** - The APC makes recommendations regarding each student’s progression in the curriculum. According to the definitions outlined below, the APC will recommend one of the following: normal progression, graduation, academic probation with remedial action, continued academic probation with remedial action, removal from probation, academic dismissal, or other action. Recommendations for graduation are made to both the Dean and faculty since graduation requires approval by the Faculty Council. All other committee recommendations are made to the Dean.

B. **Progression Definitions**

1. **Normal Progression**. In order for a student to progress through the curriculum, the student must maintain a College of Pharmacy cumulative GPA of 2.000 or greater and must successfully complete all courses with a grade no lower than a “C”.

2. **Academic Probation**. Academic probation is the initial official action for a student failing to make satisfactory academic progress by not meeting the requirements for normal progression. Depending on the nature of the academic deficiencies and the overall academic record, a student placed on academic probation may or may not be permitted to continue in the regular sequence of the professional curriculum and may be required to repeat a course or courses during the next term in which it is offered. The committee will stipulate a course of action that is necessary to remediate the academic deficits. Students may not be removed from probation until the remedial action has been satisfactorily completed.

3. **Continued Academic Probation**. A student may be placed on continued academic probation for failure to make satisfactory progress during a period of academic probation. A student placed on continued academic probation may be required to take a reduced course load. A remediation plan for continued academic probation will be created by the Academic Progression Committee. As long as the student makes satisfactory progress, the student will remain on continued academic probation until all academic deficiencies are corrected.

4. **Academic Dismissal**. A student will be subject to academic dismissal from the East Tennessee State University College of Pharmacy when one or more of the following conditions are met:
   a. The student fails to make satisfactory progress while on continued academic probation;
   b. A period of academic probation is imposed for a third time; and/or
c. The student fails to complete didactic requirements within five academic years at the East Tennessee State University College of Pharmacy. A student may be subject to academic dismissal as stated in the Academic Standards section. Students dismissed from the College may seek readmission by applying through the normal admissions process.

C. Academic Standards The following academic standards will be used to evaluate students’ progression through the curriculum. Although the APC considers the overall record of the student in making decisions, the APC will rely on the following standards:

1. All students must maintain a minimum GPA of 2.000 and earn a minimum grade of “C” in each course taken during the time they are students in the College of Pharmacy.
2. Any student with a GPA less than 2.000 in a single semester or with a College of Pharmacy cumulative GPA less than 2.000 will be placed on probation and may be subject to dismissal from the College.
3. Students who fail to earn a minimum of “C” in one or two courses within a single semester may be placed on probation and will be required to remediate. The APC will determine the level of remediation required.
4. Students who fail to earn a minimum of “C” in three or more courses within a single semester may be subject to dismissal from the College of Pharmacy. The APC will determine the recommended course of action.
5. A failure in a pass/fail course will be considered a grade less than “C”.
6. Students on academic probation may have a restricted academic schedule as dictated by the APC and/or the ADAA.
7. Students placed on academic probation must meet remediation requirements or other requirements stipulated by the APC before being eligible for removal from probation.
8. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
9. Students who are on probation and fail to meet the requirements for remediation or fail to meet the requirements needed to remove them from probation as determined by the APC will be placed on continued academic probation and may be subject to dismissal from the College.
10. Students required to go on probation on a second occasion may be subject to academic dismissal from the College.

D. Academic Progression Committee Procedures and Guidelines

During the academic semester, the Office of the Associate Dean for Academic Affairs monitors students’ performance in all courses. Student issues and performance deficits are brought before the committee as needed during the semester and within three working days of the end of each academic term. Accordingly, students with a course grade lower than a C and those already on academic probation will be reviewed by the APC for retention and promotion in the professional program. In such deliberations, the committee will consider student grades, input from the Office of the Associate Dean for Academic Affairs, and any written comments provided by
the faculty. All written comments of a student’s performance will be shared with the student and will become a permanent part of the student record.

Decisions of the APC (except for recommendations for dismissal) are then sent to the Associate Dean for Academic Affairs for student notification. A student may request, through the Associate Dean for Academic Affairs, to appear before the committee concerning their situation. However, students subject to dismissal will be invited to appear before the APC prior to the final committee recommendation. Recommendations for dismissal are sent to the Dean of the College of Pharmacy for final approval before student notification by the ADAA.

The Office of the Associate Dean for Academic Affairs will notify each student who is placed on academic probation or continued academic probation. Notification will be by letter and email. The notification will outline current academic deficiencies and the course of action required by the APC. This may include, but is not limited to, adjustment of academic load, repetition of curricular segments, specific remediation, and participation in counseling sessions. Moreover, students who are on academic probation will not be permitted to:

1. Take an independent study elective;
2. Serve as officers or committee members in any campus organization;
3. Participate in University organizations or extracurricular activities, particularly if participation requires a significant commitment of time.
4. Be eligible for college paid travel;
5. Be employed by any department or college of the University.

When a student is placed on academic probation, the Associate Dean for Academic Affairs becomes that student’s advisor for the duration of the probationary period. Students on any level of academic probation will not be permitted to register for the next semester without consultation with the Associate Dean for Academic Affairs. Students removed from academic probation will be notified by letter and email and instructed to consult with their advisor concerning their future academic schedule.

E. Remediation

1. **Definition**: The ETSU College of Pharmacy defines remediation as the act, process or attempt at correcting academic deficiency; the act or process of providing a mechanism or plan to restore a student to a state of normal progression.

2. **Policy**: It is recognized that not all evaluation methods are perfect measures of student knowledge and skills. To minimize the impact on student advancement, and to provide the student an opportunity to demonstrate a sufficient level of knowledge and skill, the ETSU College of Pharmacy requires remediation for its didactic courses. The Academic Progression Committee has been charged by the faculty with the individual application of this policy as it involves student progression and success. All College of Pharmacy courses, whether taught by full time pharmacy faculty or others, are obligated to comply with the remediation decisions of the Academic Progression Committee.
a. For a student who receives an F in a pharmacy course, the typical form of remediation available is to repeat that course at ETSU in its next offering. Exceptional circumstances may allow other alternatives; determination to be made by the APC in consultation with the affected faculty and the Dean of the College of Pharmacy.
b. For a student who receives a D in a course, the APC will recommend a remediation method. If there is more than one D within a semester, the APC may recommend repeating all of the D grade courses.
c. Individual course syllabi may have specific requirements for achieving a passing grade and/or internal remediation methods that occur during the semester. All such methods require the approval of the APC prior to inclusion in the syllabus.
d. Other Academic Progression and Promotion policies may supersede these remediation pathways.
e. Changes to this policy cannot take effect until the beginning of the next academic year.

F. Process Improvement

1. Any and all College of Pharmacy students, faculty, administrators and staff that have suggestions for improving this policy should submit that information in writing (hard copy or electronic) to the Associate Dean for Academic Affairs.

2. Changes in this policy will be presented to the faculty at a regularly scheduled faculty meeting for consideration and vote.

G. Appeals Process

Any student dissatisfied with an action of the APC may appeal to the Dean of the College of Pharmacy. The appeal shall be prepared in writing by the student and shall be submitted within 10 working days of notification of the APC’s decision. The Dean will respond with a decision within 5 working days. Students dissatisfied with the decision by the Dean may further appeal the decision to the ETSU Vice President for Health Affairs within 10 working days of notification of the Dean’s decision. In the case of dismissal, the initial appeal shall be made to the Vice President for Health Affairs within 10 working days of notification. In either circumstance, the Vice President for Health Affairs will respond within 5 working days.

Extension: Should some event or events occur that could significantly affect the notification timeframe listed above, the student may be granted an extension by the ADAA. Such extension may be prospective or retrospective.

V. Dean’s List and Graduation Honors

A. Dean’s List

The Academic Affairs office will publish an honor roll (Dean’s List), made up of students who have demonstrated their academic excellence by achieving a 3.5 grade point average or better (with no grade below a B-) while enrolled as full-time students in the College of Pharmacy with at least twelve hours taken for a letter grade. For each semester in which this is accomplished, the student will receive a letter of
recognition signed by the Dean. The student’s name may also be published in the College Newsletter or other publications.

B. Graduation Honors

The East Tennessee State University College of Pharmacy confers three distinctions at graduation which will be embossed on student diplomas:

*Summa Cum Laude* students graduating with a pharmacy GPA of 3.900 to 4.000

*Magna Cum Laude* students graduating with a pharmacy GPA of 3.750 to 3.899

*Cum Laude* students graduating with a pharmacy GPA of 3.500 to 3.749

VI. Graduation Attendance

Attendance at the graduation exercises is a testimony of the student’s belief in the important role of pharmacy in the professional and academic communities. The College of Pharmacy holds a hooding and recognition program for its graduates, their families, friends and faculty. Information about the graduate recognition program and reservations for the program are handled through the Office of Student Affairs.

VII. Professional Outcomes and Abilities

*What should you be able to do when you graduate from this program?*

Recent changes in U.S. Department of Education (DOE) requirements for achieving and maintaining accreditation within higher education now mandate that an institution must document how it measures the performance of its graduates in achieving specific outcomes developed by each program. Essentially this means each program must describe what its graduates are able to do (abilities/outcomes) and provide evidence that they have demonstrated this ability (assessment).

The Accreditation Council for Pharmacy Education (ACPE), the accrediting agency for U.S. Colleges of Pharmacy, revised its accreditation standards to reflect these new DOE requirements. According to the ACPE, each College or School of Pharmacy is expected to demonstrate that it systematically obtains assessment information and that it applies this information to bring about program improvements and enhances student achievement.

Research in measuring effectiveness of instruction reveals that assessment is one method to determine if a program’s expectations are being met. Assessment can measure if individuals completing a program have attained the expected outcomes of the program. If it is completed properly, assessment can provide information about what and how students learn, and it can serve as a tool to collect and utilize information for continuous improvement in the educational process. The ETSU College of Pharmacy Curriculum Committee and Executive Committee have reviewed the ACPE Standards and in response have adopted, as part of an overall assessment plan, a comprehensive list of measurable outcome statements. The following Outcome Statements describe activities and related standards of performance that are the basis for fulfilling the education mandates in the ETSU College of Pharmacy.
Upon successful completion of the East Tennessee State University College of Pharmacy PharmD degree program, each graduate will possess the basic knowledge, skills, attitudes, and values to independently practice pharmacy. Graduates of the ETSU College of Pharmacy will exemplify the following general and professional ability outcomes:

1.0 Pharmaceutical Foundation

1.1 General abilities

1.1.1 Critical thinking skills

1.1.1.1 Able to use a systematic process to provide and justify a solution to a problem, case and/or issue

1.1.1.2 Able to distinguish fact from opinion

1.1.2 Life-long learning

1.1.2.1 Assess one’s own learning needs and develop a process for meeting self-identified learning goals

1.1.3 Social Interaction and Citizenship

1.1.3.1 Interact in a positive social manner within the community in which one lives, especially within a rural community

1.1.3.2 Demonstrate good citizenship through the practice of effective interpersonal and inter-group behaviors

1.2 Assure Safe and Accurate Preparation and Dispensing of Medications

1.2.1 Perform calculations required to compound, dispense, and administer medication.

1.2.1.1 Calculate the quantity of medication to be compounded or dispensed; reduce and enlarge formulation quantities and calculate the quantity of ingredients needed to compound the proper amount of the preparation.

1.2.1.2 Calculate nutritional needs and the caloric content of nutrient sources.

1.2.1.3 Calculate the rate of drug administration.

1.2.1.4 Calculate or convert drug concentrations, ratio strengths, and/or extent of ionization.

1.3 Select and dispense medications in a manner that promotes safe and effective use.

1.3.1 Identify drug products by their generic, brand, and/or common names.

1.3.2 Determine whether a particular drug dosage strength or dosage form is commercially available, and whether it is available on a nonprescription basis.

1.3.3 Identify commercially available drug products by their characteristic physical attributes.

1.3.4 Interpret and apply pharmacokinetic parameters and quality assurance data to determine equivalence among manufactured drug products, and identify products for which documented evidence of inequivalence exists.
1.3.5 Identify and communicate appropriate information regarding packaging, storage, handling, administration, and disposal of medications.

1.3.6 Identify and describe the use of equipment and apparatus required to administer medications.

1.4 Prepare and compound extemporaneous preparations and sterile products.

1.4.1 Identify and describe techniques and procedures related to drug preparation, compounding, and quality assurance.

1.4.2 Identify and use equipment necessary to prepare and extemporaneously compound medications.

1.4.3 Identify the important physicochemical properties of a preparation’s active and inactive ingredients; describe the mechanism of and the characteristic evidence of incompatibility or degradation; and identify methods for achieving stabilization of the preparation.

2.0 Provide patient-centered care to patients

2.1 Obtain, interpret and evaluate patient information to determine the presence of a disease or medical condition, assess the need for treatment and/or referral, and identify patient-specific factors that affect health, pharmacotherapy, and/or disease management.

2.1.1 Identify and assess patient information including medication, laboratory and disease state histories.

2.1.2 Identify and/or use instruments and techniques related to patient assessment and diagnosis.

2.1.3 Identify and define the terminology, signs, and symptoms associated with diseases and medical conditions.

2.1.4 Identify and evaluate patient factors, genetic factors, biosocial factors, and concurrent drug therapy that are relevant to the maintenance of wellness and the prevention or treatment of a disease or medical condition.

2.2 Provide individual patient-centered care, through the ability to:

2.2.1 Design, implement, monitor, evaluate, and adjust pharmacy care plans that are patient-specific; address health literacy, cultural diversity, and behavioral psychosocial issues; and are evidence-based

2.2.2 Manage a successful patient-centered practice (including establishing, marketing, and being compensated for medication therapy management and patient care services rendered)

2.3 Provide population-based care, through the ability to

2.3.1 Develop and implement population-specific, evidence-based disease management programs and protocols based upon analysis of epidemiologic and pharmacoeconomic data, medication use criteria, medication use review, and risk-reduction strategies
2.4 Identify, evaluate, and communicate to the patient or health-care provider, the appropriateness of the patient’s specific pharmacotherapeutic agents, dosing regimens, dosage forms, routes of administration, and delivery systems.
  2.4.1 Identify specific uses and indications for drug products.
  2.4.2 Identify the known or postulated sites and mechanisms of action of pharmacotherapeutic agents.
  2.4.3 Evaluate drug therapy for the presence of pharmacotherapeutic duplications and interactions with other drugs, food, diagnostic tests, and monitoring procedures.
  2.4.4 Identify contraindications, warnings and precautions associated with a drug product’s active and inactive ingredients.
  2.4.5 Identify physicochemical properties of drug substances that affect their solubility, pharmacodynamic and pharmacokinetic properties, pharmacologic actions, and stability.
  2.4.6 Interpret and apply pharmacodynamic and pharmacokinetic principles to calculate and determine appropriate drug dosing regimens.
  2.4.7 Interpret and apply biopharmaceutic principles and the pharmaceutical characteristics of drug dosage forms and delivery systems, to assure bioavailability and enhance patient compliance.

2.5 Manage the drug regimen by monitoring and assessing the patient and/or patient information, collaborating with other health care professionals, and providing patient education.
  2.5.1 Identify pharmacotherapeutic outcomes and endpoints.
  2.5.2 Evaluate patient signs and symptoms, and the results of monitoring tests and procedures to determine the safety and effectiveness of pharmacotherapy.
  2.5.3 Identify, describe the mechanism of, and remedy adverse reactions, allergies, side effects and iatrogenic or drug-induced illness.
  2.5.4 Prevent, recognize, and remedy medication non-adherence, misuse or abuse.
  2.5.5 Recommend pharmacotherapeutic alternatives.

3.0 Manage human, physical, medical, informational, and technological resources, through the ability to ensure efficient, cost-effective use of these resources in the provision of patient care.

4.0 Manage medication use systems, through the ability to
  4.1 Apply patient- and population-specific data, quality improvement strategies, medication safety and error reduction programs, and research processes to minimize drug misadventures and optimize patient outcomes;
  4.2 To participate in the development of drug use and health policy; and to help design pharmacy benefits.
5.0 Promote the availability of effective health and disease prevention services and health policy through the ability to

5.1 apply population-specific data, quality improvement strategies, informatics, and research processes to identify and solve public health problems and to help develop health policy

5.2 Access, evaluate, and apply information to promote optimal health care.

5.2.1 Identify the typical content and organization of specific sources of drug and health information for both health-care providers and consumers.

5.2.2 Evaluate the suitability, accuracy, and reliability of information from reference sources by explaining and evaluating the adequacy of experimental design and by applying and evaluating statistical tests and parameters.

6.0 Communicate and collaborate with patients, care givers, physicians, nurses, other health care providers, policy makers, members of the community, and administrative and support personnel to engender a team approach to patient care

6.1 Educate the public and health-care professionals regarding medical conditions, wellness, dietary supplements, and medical devices.

6.1.1 Provide health care information regarding the prevention and treatment of diseases and medical conditions, including emergency patient care.

6.1.2 Provide health care information regarding nutrition, lifestyle, and other non-drug measures that are effective in promoting health or preventing or minimizing the progression of a disease or medical condition.

6.1.3 Provide information regarding the documented uses, adverse effects and toxicities of dietary supplements.

6.1.4 Provide information regarding the selection, use and care of medical/ surgical appliances and devices, self care products, and durable medical equipment, as well as products and techniques for self-monitoring of health status and medical conditions.

7.0 Retrieve, analyze, and interpret the professional, lay, and scientific literature to provide drug information and counseling to patients, their families or care givers, and other involved health care providers

8.0 Demonstrate expertise in informatics (Competencies in informatics include basic terminology (data, information, knowledge, hardware, software, networks, information systems, information systems management); reasons for systematic processing of data, information and knowledge in health care; and the benefits and current constraints in using information and communication technology in health care. (Adapted from recommendations of the International Medical Informatics Association)

9.0 Carry out duties in accordance with legal, ethical, social, economic, and professional guidelines
10.0 Maintain professional competence by identifying and analyzing emerging issues, products, and services

VIII. Technical Standards

The following technical standards specify those attributes the faculty considers necessary for completing pharmacy training, enabling each graduate to subsequently enter clinical practice, residency or fellowship training. These standards describe the essential functions students must demonstrate in order to fulfill the requirements of a general pharmacy education, and thus, are prerequisites for entrance, continuation, and graduation from the College of Pharmacy.

The ETSU College of Pharmacy will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. However, any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Associate Dean for Student Affairs prior to the interview process. If appropriate, and upon the request of the applicant/student, reasonable accommodations will be considered in consultation with the ETSU Disabilities Office.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with pharmacy training or practice. Other conditions that may lead to a high likelihood of student illness should be carefully considered. Deficiencies in knowledge base, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize patient care, may be grounds for course/rotation failure and possible dismissal.

Technical standards for admission to pharmacy education require that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behavior. PharmD graduates must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. While acknowledging Section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1990, the Admissions Committee asserts the following minimum technical standards must be present in prospective candidates.

A candidate for the PharmD degree must have aptitude, abilities, and skills in five areas:

- Observation
- Communication
- Motor
- Conceptual, integrative and quantitative
- Behavioral and social

Technological compensation can be made for some disabilities in certain areas but a candidate must be able to perform in an independent manner.

Candidates for the PharmD degree must have somatic sensation and the functional use of the senses of vision and hearing. Candidates' diagnostic skills will also be lessened without the functional use of the senses of equilibrium, smell, and taste. Additionally, they must have sufficient exteroceptive sense (touch, pain, and temperature), sufficient
proprioceptive sense (position, pressure, movement, stereognosis, vibratory) and sufficient motor function to permit them to carry out the activities described in the section above. They must be able consistently, quickly, and accurately to integrate all information received by whatever senses employed, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data. The Admissions Committee considers any applicant demonstrating the ability to perform or learn to perform the skills listed. These skills and abilities are assessed during the interview and throughout the PharmD program. Students are judged not only on their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the school's curriculum, and graduate as skilled and effective pharmacy practitioners.

IX. Elective Courses

Only courses which appear on the Approved Professional Electives List, maintained by the secretary of the Curriculum Committee, may be used to fulfill the didactic elective requirements for the PharmD program. Student pharmacists taking elective courses should be aware that elective courses may not adhere to the exam schedule currently in place for the required core sequences in the College of Pharmacy. Elective course instructors may schedule exams at their convenience, with the exception that College of Pharmacy elective courses will administer a final or last exam the week prior to final exam week. In addition the College of Pharmacy will have a semester schedule that may differ from that in the University. Students should be aware of potential scheduling conflicts when registering for approved electives taught outside of the College of Pharmacy.

X. Pharmacy Practice Experiences/Internship Credit

Tennessee - The Tennessee Board of Pharmacy requires a minimum of 1500 internship hours for licensure. One-thousand one-hundred of these hours may be obtained as a part of the professional pharmacy program while a pharmacy student (see section IX under Academic Expectations and Requirements, below). Affidavits attesting to internship hours must be submitted with the application for pharmacist examination. The Board of Pharmacy form is available in the Office of Student Affairs and on the Board’s website (http://health.state.tn.us/Downloads/Pharm_internshipAffidavit.pdf).

Other States - If a student intends to become licensed in another state, it is the student’s responsibility to familiarize themselves with the registration requirements in that state(s) and register with the Board of Pharmacy in that state(s) if required.

XI. Off-Campus Pharmacy Practice Experiences

Many pharmacy practice experiences are offered in sites off campus. In all probability, the student will be required to take one or more of these experiences in practice sites away from Johnson City. The student should be prepared to incur additional expenses and inconvenience during the time he/she is assigned to do so. Assignments will normally be made as early as possible, giving the student time to secure housing and make plans for off-campus experiences. In addition, enrollment in experiential education courses requires appropriate immunization status and verification of such status.
Pharmacy practice experiences are developed by the responsible faculty member and approved by the College’s Curriculum Committee. Students may recommend clinical sites for experiential rotations but cannot make arrangements with individual practitioners or agencies. All clinical experiences must be undertaken at sites with formal contracts between the agency and the College of Pharmacy, and with preceptors who hold formal appointments in the College or have some formal relationship with the College. Contracts or appointments, and preceptors and sites, need to be consistent with the philosophy and objectives of the educational program. This involves an assessment of the agency and/or potential faculty member to ensure a quality learning experience for the student.

Because the necessary contracts and appointments are legal documents they often require several months to finalize before a student may be assigned to a site. If a student wishes to recommend a particular clinical site or practitioner for a rotation, please contact the Director of the Experiential Education Programs for advice on how to proceed. Please remember there are site and practitioner requirements that limit where and when students may be assigned, and not all sites may qualify. Also, as indicated above, finalizing contracts and appointments requires a minimum of several months of processing and students cannot be placed at an experiential site until all paperwork is completed and formal approval is given by the Director of Experiential Education.

Students will not be placed in sites where there is a conflict of interest in evaluating student performance. Such conflicts include, but are not limited to, assignment to a relative or close family friend, assignment to a site where the student has previously or is currently employed, and assignment to a preceptor who has a business or financial relationship with the student or a family member of the student.

XII. Course Credit and Student Compensation Policies/Procedures

A. Students on pharmacy experiential rotations may not be paid for their activities by the site to which they are assigned. This is an accreditation requirement of ACPE and cannot be waived. Students may receive housing, meal and travel allowances from the experiential site for off campus educational experiences.

B. Students who work on research projects with faculty or in summer internship experiences with off campus pharmaceutical industry, regulatory agencies or professional societies/associations, may either receive Independent Study course credit or payment for their work, but not both. Activities can be classified as credit/no compensation or compensation/no credit.

C. Students on unpaid summer internship type experiences at off-campus locations may receive Independent Study course credit provided:
   1. they work on specific supervised projects involving College of Pharmacy faculty,
   2. they obtain prior Independent Study course approval and submit the necessary paperwork before and after the experience,
   3. any remuneration from the off-campus organization/agency hosting the student in these activities is only for housing, meals and travel.
D. There are two clarifications to these policies:

1. Students who obtain a competitive scholarship/fellowship from a national professional organization may receive any stipend that accompanies the award, and receive Independent Study course credit for the work described in the award, provided:
   a. The course is under the direction of College of Pharmacy faculty, and
   b. The student has prior Independent Study course approval and submits the necessary paperwork before and after the experience.

2. Students may work in laboratories or other environments under the supervision of College of Pharmacy faculty either collecting data or working in general support of a research project then subsequently participate in analyzing the data and preparing posters, presentations, publications or other reports on that work. These can be considered two different activities and handled differently. For example, the activity of the former could be paid on an hourly basis and not eligible for course credit (compensation/no credit). The activity of the latter could then be on a non paid Independent Study course credit basis (credit/no compensation).
GENERAL COURSE POLICIES

Unless otherwise specified in a course syllabus, the following policies will be in effect for all College of Pharmacy courses:

I. Procedures for Examinations
   A. Prior to the beginning of each semester, the Associate Dean for Academic Affairs, with the input from all course coordinators, will establish the exam schedule for each professional year. This schedule will be followed during the remainder of the semester; with the possible exception of College of Pharmacy initiated changes and student initiated changes (see Section VIII).
   B. All pharmacy exams will be administered during regularly scheduled class or exam time. The minimum guidelines stated in Section I will be observed, with any reasonable additions that might be prescribed by the course coordinator.
   C. Students shall conduct themselves in accordance with the current versions of the ETSU and the College of Pharmacy Honor Codes, as well as any additional pertinent documents that may be developed.

II. Minimum Examination and Quiz Guidelines
   All examinations and quizzes are given in accordance with the College of Pharmacy Honor Code. Students are expected to behave in a manner that will not cast doubt on their academic integrity and must follow guidelines imposed by the faculty member. Generally, students should:
   • Space themselves evenly in the exam room, sit in pre-assigned seats or arrange as directed by the course coordinator;
   • Place all books, papers, coats, purses, etc. in their lockers prior to beginning the exam, unless the exam is open-book;
   • Leave the test area quietly, remembering that congregating and loud conversation is distracting to those still taking the exam/quiz;
   • Wear student ID badge;
   • Not share calculators (if calculators are allowed) nor use a calculator that can store text in its memory;
   • Not bring any electronic communication device into the testing area; such as cell phones, pagers, beepers, PDAs, computers, etc.;
   • Wear appropriate attire as defined in the student handbook.
   • Refrain from making sounds that may be distracting to other students (e.g. gum popping, tapping)
III. **Teacher/Course Evaluations**

Evaluations of instructors are important to the College of Pharmacy. For purposes of continuous quality improvement, assessment and accreditation, the goal is that teacher and course evaluation will occur for all courses. The College strives to continually improve its curriculum and teaching. Honest, constructive, and respectful feedback is valued. Course evaluations are used as part of the information for faculty evaluations, assignments for courses and curricular changes. Information is collected from students each semester, compiled and shared with individual faculty members, Department Chairs and the Dean. Students should take this opportunity to provide serious and constructive input. Inappropriate or disrespectful comments will not be given any credence. All student comments will be forwarded to faculty after grades are turned in and the Academic Progression Committee has met.

IV. **Personal Appearance Standards**

In order to prepare student pharmacists to enter the profession, the ETSU College of Pharmacy expects students to present an image of cleanliness, orderliness, modesty and professionalism. Proper professional attire signals to patients and other health professionals a student’s self-confidence, knowledge level, and willingness to participate in responsible decision-making processes. Professional attire is encouraged upon entrance to the program and required in all clinical experience settings.

In the clinical setting (all experiential settings), students are required to wear an approved white lab jacket with ETSU College of Pharmacy logo and name badge. Men will wear shirt and tie with khaki or dress slacks and shoes. Women will wear skirts, khaki or dress slacks with blouses or sweaters. Shoes should be neat, clean and in good condition. No denim clothing, sandals, or flip-flops should be worn in the clinical setting.

Dress for the classroom setting (no patient or experiential site contact) can be casual but modest. Blue jeans in good condition and appropriate shorts are acceptable. Examples of unacceptable attire include hats/caps, tank tops, scrubs, sweat pants and garments with words or illustrations which are obscene, offensive or unprofessional.

Visible body piercing (other than earrings) is unacceptable. Students should avoid extremes in hairstyles, tattoos, cosmetics (particularly perfume and cologne) and jewelry.

While participating in off-campus experiential activities, the dress code of the off-campus site should be followed. More prescriptive attire may be required for certain laboratory classes. The Office of Student Affairs will be responsible for resolving questions of appropriateness should they arise.

V. **Attendance/Communication Devices**

A. **Class Attendance**

Every student is expected to attend all class sessions, including laboratories and other activities outside the classroom as deemed necessary by the course instructor, and to take all examinations. Instructors determine their individual policy for class attendance, completion of assigned work, absences at announced and unannounced
examinations and excused absences. The attendance policy will be included in the syllabus.

B. Experiential Attendance

Attendance during experiential rotations is required. The required hours of attendance will be set by each preceptor and may range from 8-10 hours per day. Generally, attendance will be required during weekday daytime hours (between 7am and 6pm); however some experiential sites may require attendance during alternate times, including evenings and/or weekends. Students are encouraged to contact preceptors in advance to discuss the required schedule. On University holidays, students are expected to abide by the holiday schedule of the experiential site and accordingly, attendance will be determined by the preceptor. Anticipated student absences from experiential rotations must be approved by the preceptor in advance. Preceptors must be informed as soon as possible when a student is too ill to report to the experiential site. Students may be sent home by the preceptor if a student’s illness may compromise the health of patients. Preceptors will be encouraged to work with students to allow students to attend appropriate professional meetings and to interview for postgraduate training experiences. Students with such excused absences will still be held accountable for the learning outcomes of the clinical experience and may be required to make up some or all of the time missed from clerkship. In general, students should not miss more than 10% of scheduled clerkship days. Preceptors will determine whether learning outcomes have been achieved and whether absences need to be made up at the end of the rotation.

C. Excused Absences

The following are defined as excused absences (though not an exhaustive listing):

- Student illness or illness of a student’s immediate family. (Instructors have the right to request appropriate verification of illness.)
- Death of a member of student’s immediate family. (Instructors have the right to request appropriate verification.)
- Travel for participation in intercollegiate athletic events; travel to professional meetings for members of student professional organizations sponsored by the College of Pharmacy; travel for College of Pharmacy classes, travel by individual students representing the College of Pharmacy in special circumstances. (All special circumstances must be pre-approved by the Associate Dean for Academic Affairs.) Instructors may request documentation from appropriate College of Pharmacy personnel to verify the student’s participation in the event.
- Major religious holidays: Students are responsible for notifying the instructor in writing of anticipated absences for their personal religious holidays before the end of the second week of the semester.

In all cases, the student bears the responsibility for notifying the instructor before the absence and for making up any missed work. If feasible, the instructor should allow the student an opportunity to make up the missed work or examination due to an excused absence during the semester in which the absence occurred. If the instructor feels that
the nature of the course is such that classroom participation by the student is essential for evaluation, the instructor, if feasible, should give the student an opportunity to make up the work missed during the semester in which the absence occurred. Exceptions are made in cases of hospitalization of the student or hospitalization or death of an immediate family member. In these cases, students may call the Office of Academic Affairs, which will notify the faculty of the initial absence. However, students must make arrangements to complete all missed assignments and notify their instructors of additional days of absence.

**D. Communication Devices in Class**

All cell phones and other audible communication devices must be placed in the “silent mode” during class and during experiential education. Cell phones and all other communication devices may not be used during class for any reason (not even text messages or as calculator). This includes using email on a “blackberry”, laptop or tablet computer or other similar device. In addition, students should not be “surfing the web” during class. Accessing class related websites as directed by the instructor is an appropriate activity.

If there is a situation where a student might need to be notified of an emergency during a class period, that student should leave the telephone number of the Office of Student Affairs, 439-6338, with the person who might make the emergency call. A member of the Office of Student Affairs will then come to class, and give the student the message. This will be done for classes in the health sciences complex only. This procedure is to be used only for emergencies where the student must be notified immediately and would have to leave before the end of class. If situations exist where the student could take the message after class, then the caller should leave a message on the cell phone and the student can check for messages between or after classes.

**VI. Missed Exams/Makeup Exams**

Students who miss an examination due to an excused absence will be given a reasonable opportunity for a make-up exam. Excused absences are defined in the College of Pharmacy Student Handbook (General Course Policies, Section V.C.) and include emergencies, illness, and special circumstances; for absences not defined as excused in the Handbook, the course coordinator will make the determination of "excused or not" based on a their judgment of the student's individual circumstances. It is the responsibility of the student to contact the course coordinator as soon as possible if an exam is going to be missed or has been missed. Make-up exams may be given, at the discretion of the course coordinator, either before the scheduled examination, after the scheduled examination, or at the end of the semester, depending on the circumstances. Make-up exams may be in a different format than the original exam, i.e., the make-up exam may be an essay or oral exam. Any student missing the final exam will receive an "I", incomplete, grade for the course, pending resolution of the absence. A student who misses an examination due to an unexcused absence will receive a failing grade on the missed examination.
VII. **Class Cancellations/Severe Weather Policy**

The ETSU policy on closing the university due to inclement weather states that ETSU and its branch campuses will normally remain open during bad weather. The President of the University, under extreme conditions, may choose to officially close or suspend selected activities of the university or branch campuses. The decision to close the University or to cancel some or all classes will be made and announced as soon as possible to accommodate students who must commute. An official statement of closing will be broadcast over several area radio and television stations. The Center for Adult, Commuter and Transfer Services hotline may also be called regarding school closings. The hotline number is 439-5641.

Students are to attend classes unless otherwise notified by local media. If a student cannot attend class, the student is to contact the appropriate instructor(s) if possible. If not, the student must contact the instructor(s) immediately upon returning to the campus to negotiate an excused class absence and make up any missed work. If a student is stranded on campus due to inclement weather, facilities are available in university residence halls for an overnight stay. Students should report to the campus security building on the east side of campus.

VIII. **Class and Exam Schedule Change Requests**

*Student Initiated Request to Change Exam or Class Time.*

If there is a compelling reason to make a change in the regularly scheduled time of a class or exam, please use the following steps as a guideline.

- **President/Class Representative:** Checks event calendar with Office of Student Affairs and Exam Calendar with Academic Affairs Office to ensure no other outside parties will be affected by the change.

- **President/Class Representative:** Contacts the course coordinator for approval to proceed.

- **Course Coordinator:** The course coordinator may reject the request to change class time or exam schedule based on the merit of the request. In general, student requests based only on convenience or preference will not be granted. If the Course Coordinator agrees with the request, the Course Coordinator will contact the Associate Dean for Academic Affairs for approval to proceed.

- **Associate Dean for Academic Affairs:** The Associate Dean for Academic Affairs (ADAA) will provide a decision (approval, denial, or alternative suggestion) concerning the request. Both the Course Coordinator and the President/Class Representative will be contacted by the ADAA.

- **President/Class Representative:** If approved to proceed, the President/Class Representative will announce the proposal to class verbally and by email. The announcement must be made on two consecutive classes. Students may object to the change privately via the Course Coordinator’s email or by calling the Coordinator. Any student who disagrees with the proposed change should contact the Course...
Coordinator within 5 business days of the first announcement. STUDENTS MAY NOT TAKE A CLASS VOTE BY SHOW OF HANDS!

- **Course coordinator**: There must be 100% class unanimity to proceed with the change. If one person does not want to change, the class cannot be moved unless the Course Coordinator overrules. The Course Coordinator may choose to independently accommodate students opposed to the move. The Course Coordinator should inform the class President/Representative of the decision and the Coordinator should send out a confirmatory email to the entire class.

- **President/Class Representative**: Sends confirmed change to class via email.
STUDENT SERVICES

The education of students in the College of Pharmacy is not limited to the classroom; students in the PharmD curriculum find a world of opportunity available outside of formal classes. The choice of activities, organizations and programs found in the College and at East Tennessee State University is as diverse as the variety of coursework found in the curriculum. Located in the basement of Charles Ed Allen Hall (VA Building 2), in Rooms 39 and 40, the Office of Student Affairs coordinates academic advising, learning-skills training, assistance in finding tutors, assessment and referral services, and assistance with personal issues. The office also lends special assistance to pre-pharmacy students. Appointments may be arranged by calling 439-6338.

In addition, Student Services is responsible for the coordination of special events and programming for students.

I. Academic and Interpersonal Services/Resources

Academic resources outside the classroom are available in the College of Pharmacy and at East Tennessee State University in general. The Office of Student Affairs is a clearinghouse for academic resource referral information within the College. Their office is in Room 39 in the Charles Ed Allen Hall (VA Building 2). Resources available to students include, but are not limited to academic skills consultations with the Associate Dean for Student Affairs, ETSU Counseling and Testing Center (439-4841), tutor referral through Student Services and Academic Affairs.

A. Counseling Services

Confidential personal counseling for situational and psychological problems will be coordinated by the Associate Dean for Student Affairs who will refer students to the appropriate professional resource, ensuring that such resources will be completely removed from any academic decisions on student programs. Students are strongly encouraged to ask for help when help is needed; by contacting the Office of Student Affairs in Room 39 of the Charles Ed Allen Hall (VA Building 2) or calling 439-6338 to arrange for an appointment.

The ETSU Counseling Center is located on the third floor of the D.P. Culp Center, room 340. The phone number is (423) 439-4841. Additional information is available on their website [http://www.etsu.edu/students/counsel/counsel.htm](http://www.etsu.edu/students/counsel/counsel.htm). The ETSU Counseling Center offers the following resources:

- **Emergencies** - The Counseling Center provides 24-hour crisis-intervention services to ETSU students experiencing mental health emergencies (e.g. psychological trauma, thoughts of harming self or others).
- **Helping Someone Else** - The Counseling Center provides consultation to students, faculty, staff, or community members who are concerned about a student.
- **Mental Health Info** - The Counseling Center maintains a small library of self-help books on a variety of subjects (e.g. overcoming depression, stress management, improving relationships, recovery from substance abuse). ETSU students, faculty and staff are welcome to pick up free copies of pamphlets or to check out a self-
help book from the Counseling Center. On-line, confidential mental health screening is also available.

- **Outreach** - The Counseling Center staff provides informational and educational programs about services as well as programs on a wide variety of mental health topics.

- **Alcohol Program** - The Alcohol and Other Drug Program (AOD) is dedicated to helping people make healthy lifestyles choices about alcohol and drug use. The AOD program helps foster a campus atmosphere that encourages people to make healthy lifestyle choices by sponsoring alcohol and drug free events, conducting educational outreach programs, and by participating in National Alcohol Screening Day. The AOD Program provides assistance for students with substance abuse concerns.

- **Sexual Assault** - Campus Advocates against Sexual Violence is a program designed to raise awareness of and to promote change concerning sexual violence within the campus community. CAASV addresses the prevalence of sexual violence by conducting educational presentations, sponsoring guest lectures and hosting programs such as "Take Back the Night."

- **Personal Counseling** – The Counseling Center staff of mental health professionals provides short-term, personal counseling. All currently enrolled ETSU students are eligible for services, which are free and confidential. In some situations referrals may be made to more appropriate agencies or providers (e.g. presenting problem is beyond the expertise of available staff or is of a long-term nature).

- **Psychiatric Services** - Some mental health issues are best treated in conjunction with psychiatric care. The Counseling Center provides limited psychiatric services to supplement the personal counseling services. These services are provided by physicians in their third year of psychiatric residency at the ETSU College of Medicine. Residents are supervised by the Department of Psychiatry faculty. The residents are available to provide the following services: psychiatric evaluation and assessment; medication management; consultation; short-term psychotherapy.

- **The Doc Is In** - "The Doc Is In" is an online, mental health question & answer service for East Tennessee State University students, sponsored by the ETSU Counseling Center. Throughout the week, Counseling Center staff will review the questions submitted and provide responses.

**B. Library Resources**

ETSU has a medical library adjacent to the College of Pharmacy building. Student pharmacists and faculty have full electronic access to journals and texts regardless of whether they are on-campus or off-site. In addition, ETSU opened a new campus library in 2004 that is also available to College of Pharmacy faculty and students. The two libraries currently have over 10,800 full text electronic titles of which nearly 4,000 are health-related. All electronic texts and journals are available from remote as well as on-campus sites.
The Medical Library and the ETSU Sherrod Library share a single Online Public Access Catalog (OPAC) of library materials and databases. Holdings of the Johnson City Medical Center are included in the OPAC. There is an agreement with the Sherrod Library to share all library holdings and database subscriptions with all University-affiliated personnel. Anyone with an ETSU e-mail address may access this information through the Medical Library World Wide Web portal. The portal offers College of Medicine faculty, staff, and students the opportunity to personalize the Library web page for their own most efficient use. Users may contribute to the content of the page, which enable them to share useful websites and other resources with their colleagues.

A consortium, which includes the ETSU Medical Library, Mountain States Health Alliance in Johnson City and the Wellmont Health Systems in Bristol/Kingsport, enables faculty, staff, and students of all three institutions to share MD Consult, a full text peer-reviewed online database of textbooks and journals. The Medical Library is also a member of a state-wide resource-sharing group called TennShare. Members of the TennShare may access the following publications

- Science Direct, one of the world’s largest providers of scientific, technical, and medical literature;
- Interscience, the John Wiley & Sons electronic database access to full text journals;
- StatRefl, full-text medical and drug information for healthcare professionals available online, on CD-ROM and PDA; and
- Tennessee Electronic Library (TEL) that gives member libraries access to 16 electronic databases.

As a member of the Consortium of Southern Biomedical Libraries (CONBLS) the Medical Library provides and receives interlibrary loan services from member institutions at no charge. The Medical Library is a member of the National Library of Medicine’s Regional Library System. This affiliation gives the users (both on campus and in remote locations) access to the Loansome Doc system to enable them to order articles from MEDLINE. ETSU is also a member of the OCLC Online Computer Library Center, Inc. Through this system the University has access to more than 49 million cataloging records created by libraries around the world.

Study rooms in the Medical Library are available for pharmacy student use during regular library hours.

C. Tutors

Maximizing the educational benefit of academic course work requires a great amount of effort and skill in time management, note-taking, test-taking and general organization. Students should seek assistance as soon as the need for additional help is apparent. Students should first request assistance from faculty. If more intensive help is required than the faculty can provide, students should contact the Office of Student Affairs for assistance. Students who may not feel confident about their academic skills and would like a consultation may contact the Office of Student Affairs for an appointment or for referral information. An individualized plan providing
support/tutoring/counseling from appropriate College and University services will be developed for each student in academic difficulty.

A peer tutoring program will be developed by the College of Pharmacy to provide students with an additional source of assistance to facilitate learning and mastery of the academic material. Students who have excelled academically and who are identified by the course coordinators are encouraged to serve as peer tutors. These peer tutors work with their peers and underclassmen individually or in groups (when appropriate) on content and test preparation for a specified amount of time as agreed upon by the tutor and the student. Students interested in becoming peer tutors should contact the College of Pharmacy Office of Student Affairs.

The University Tutoring Services (UTS) is a university-funded tutoring program that provides free online and group tutoring to any student enrolled at ETSU. Assistance in selected coursework may be available. The University Tutoring Service is located on the 2nd floor of the D.P. Culp University Center ARC. More information is available at their website [http://www.etsu.edu/scs/uts/](http://www.etsu.edu/scs/uts/), by phone: (423) 439-4758, or by email: uts@mail.etsu.edu.

II. Financial Aid and Payment Information

Through various financial aid programs, the Office of Financial Aid makes every effort to enable any admitted pharmacy student to attend the College of Pharmacy. The college supports the federal and state philosophy that the cost of an education lies primarily with the student and the family to the extent they can pay.

Financial aid is awarded on the basis of demonstrated need, which is, the annual cost of attendance less an expected family contribution determined by the federal government. This figure is calculated from the information given on the Free Application for Federal Student Aid (FAFSA). Each student is required to complete the financial aid process in order to be considered for aid.

Student pharmacists who have earned less than 72 undergraduate semester credit hours will be considered undergraduates for the entire academic year for financial aid purposes. All other students will be considered professional students. Students who are considered professional students are no longer eligible for federal and state grants (Federal Pell Grant, Hope Scholarships, and Federal Supplemental Educational Opportunity Grant). This professional classification does, however, allow student pharmacists to be considered “independent” from their parents for most federal aid programs (the only exceptions being the Pharmacy Health Professions Loan Program and the Scholarship for Disadvantaged Students Program, which still require parental income on the Free Application for Federal Student Aid). This professional classification also raises the annual and aggregate loan limit that students may borrow under the Federal Family Education Loan Program (FFELP).

In order to apply for any of the federal aid programs, a student must submit a FAFSA and indicate the ETSU College of Pharmacy as the college he or she plans to attend (Federal School Code E01254). **Students who are eligible for the Tennessee Education Lottery Scholarship must also list ETSU (Federal School Code 003487) as the first school.** This should be submitted no later than April 1 of each year in order to be considered for all
types of aid. Students may submit the FAFSA after April 1, but will be considered only for the Federal Family Education Loan Program at that time.

The FAFSA may be obtained at any financial aid office or online at http://www.fafsa.ed.gov/. When completing the FAFSA, first year student pharmacists will answer questions about their student status differently depending upon how many semester credit hours they will have earned prior to beginning the PharmD program.

**First year students who have earned less than 72 undergraduate semester credit hours**
will indicate that they
- will be earning their “first bachelor’s degree”,
- will be entering their third/junior year,
- have not and will not complete an undergraduate degree by July 1, 2007 and
- will not be working on a master’s or doctorate program.

**First year students who have already earned a bachelor’s degree or at least 72 undergraduate semester credit hours and student pharmacists entering their 2nd, 3rd or 4th professional year**
will indicate that they
- will be earning “a graduate or professional degree”,
- will be entering their first graduate/profession year (or continuing graduate/professional or beyond for 2nd, 3rd and 4th year students),
- have not and will not complete an undergraduate degree by July 1, 2007 and
- will be working on a master’s or doctorate program.

Questions regarding financial aid for student pharmacists should be directed to the College of Pharmacy Office of Financial Aid. You may contact the Office of Financial Aid by email at copfa@etsu.edu, by phone at 423-439-6238 or visit the office during normal business hours at Charles Ed Allen Hall (VA Building 2), Room B040.

If chosen by the federal government for the information on the FAFSA to be verified, a student must submit a signed copy of the base year income tax form and the verification form sent to the student by the Office of Financial Services. Financial aid available to student pharmacists consists of federally sponsored programs. Other sources of private funds may be available from outside agencies such as the Armed Services (Air Force, Navy, and Army) and professional organizations.

Students may only borrow up to the cost of attendance. This includes tuition, fees, room, board, and transportation, personal and miscellaneous expenses. Student budgets are based on the expected educational expenses of the student, are rarely increased and require documentation of extenuating costs, such as insurance or medical expenses.

**A. Satisfactory Academic Progress**

The Higher Education Amendments that govern Title IV Financial Assistance Programs state a student shall be entitled to receive federal student assistance benefits only if that student is maintaining progress in the course of study he/she is pursuing, according to the standards and practices of the institution.

The ETSU College of Pharmacy’s Policy of Satisfactory Academic Progress requires a student to complete the pharmacy curriculum by meeting both a qualitative grade
requirement as prescribed by the faculty. All students must complete the curriculum of each year and receive a grade of “C” or better in all required courses before proceeding to the next year or graduating. Students must complete all didactic requirements within five academic years. This time limit may be extended for interruption by military service where enrollment is resumed immediately upon release from service.

The Academic Progression Committee makes the determination for Satisfactory Academic Progress. The committee is responsible for reviewing the progress of students at the end of each semester. Continued enrollment, remedial work and/or repeat of one or more courses, must be approved by the Academic Progression Committee; which approval implies the student is making satisfactory academic progress. Therefore, the continued enrollment as a student is in itself an indication the student is maintaining satisfactory academic progress. The Office of Financial Services is notified of significant actions of the Academic Progression Committee for monitoring purposes to ensure compliance with Title IV regulations.

Students classified as undergraduate for financial aid purposes must maintain satisfactory progress according to the Financial Aid Satisfactory Academic Progress Policy outlined in the ETSU Undergraduate Catalog.

B. College of Pharmacy Grants, Scholarships, Leadership Awards and Scholarships

The College of Pharmacy continues to explore the creation of grants, scholarships and leadership awards. The most current information will be maintained in the Office of Student Affairs. The following scholarships are currently available.

1. Pharmacists Mutual® Companies Scholarship

   The Pharmacists Mutual® Companies Scholarship is awarded annually by the College of Pharmacy. The scholarship amount is $1000. Criteria for consideration include the following.
   a) Intent to practice in a state in which Pharmacists Mutual® Companies operates.
   b) Desire to be a community practitioner
   c) Demonstrated academic achievement
   d) Financial need

2. Pineville Community Hospital Scholarship Program

   The Pineville Community Hospital offers a scholarship program to eligible student pharmacists interested in working in their Pineville, Kentucky hospital upon graduation and licensure. The scholarship amount varies depending on length of commitment to the hospital after graduation, the school year enrolled and the hospital’s determination. More complete information is available from the College of Pharmacy Office of Financial Aid or the Human Resource Director at Pineville Community Hospital (606-337-4281 or gnunmpch@bellsouth.net)

C. Veterans Education Benefits

   The College of Pharmacy is approved for the training of veterans and other eligible persons under education benefit programs of the U.S. Department of Veterans Affairs. ETSU Veterans’ Affairs can provide information and application assistance in 101A.
D. **Loan Assistance**

With increasing tuition rates and cost-of-living increases, it is not unusual for a student to borrow money to pay for some or all of his or her education. Federal Perkins Loans (once called National Direct Student Loans) and Federal Health Professions Loans are two such cooperative loan-funding programs available to enrolled students in need of loans to complete their professional education in the College of Pharmacy. For more information about the terms of these loans and for information about other loan programs available to College of Pharmacy students, contact the College of Pharmacy Office of Financial Aid, B040 Charles Ed Allen Hall (VA Building 2), or call 4396238.

E. **Tuition Payment**

East Tennessee State University does not send bills to students for their tuition and fees. The university has taken this step in order to increase operating efficiencies by making full use of available technology. The university believes the best way for students to know their current financial obligation for the term is by viewing their account through GoldLink Online. Students who need a printed copy of their account statement may print a statement from GoldLink Online after they have completed their registration.

Confirmation of registration is the process of confirming your intent to attend the classes for which you enrolled and/or giving ETSU permission to apply any financial aid resources toward the payment of your fees. Students may begin fee payment/confirmation of registration after registration for classes. Tuition and fees are subject to change by the Tennessee Board of Regents.

All students planning to attend classes at ETSU must pay fees or confirm registration. Students who have loans, grants, scholarships, state or federal vocational rehabilitation, or any other type of financial aid covering all fees must confirm registration on or before the due date for the term (see Pay Fees/Confirm Registration below). Students who pay fees are considered confirmed when fees are paid. Students with partial financial aid are considered confirmed when the balance is paid.

**How students Pay Fees:**

1. By GoldLink Online
2. Call a cashier at 423-439-4212
3. By U.S. mail (Comptroller's Office, PO Box 70719, Johnson City, TN 37614) OR
4. At the cashier windows (Room 202, Burgin Dossett Hall)
F. Tuition Refund Policy

The University’s refund policies for maintenance fees, tuition, and debt service fees are as follows:

1. *Change of a student’s status which may permit a refund*
   a. Change in schedule which results in reclassification from full-time to part-time status;
   b. Change in a part-time student’s schedule which results in a class load of fewer hours.

2. *Situations which may permit a refund*
   a. Dropping a course or courses;
   b. Withdrawing from the institution;
   c. Cancellation of a class by the institution;
   d. Death of the student.

3. *Refund Procedures*
   The refund amount for students not receiving Title IV aid and for those students who are not first-time students receiving Title IV aid is based upon the state policy listed below.

   Refunds are defined as the portion of maintenance and/or tuition and university housing charges due as a rebate when a student withdraws or is expelled from the university. The amount of the refund is determined according to the schedule below.

   For first- and second-year students, 75 percent of maintenance and other required fees will be refunded for drops or withdrawals within 14 calendar days beginning with and including the first official day of classes or within a proportioned period for short-term courses.

   Twenty-five percent of maintenance and other required fees will be refunded following the 14th calendar day through the expiration of one-fourth (25 percent) of the time covered by the term. No refund will be made thereafter. These refund procedures are also applicable to dormitory rent. For fourth-year students, refunds will be based on the portion of rotations completed during each semester.

   One hundred percent of fees will be refunded for classes canceled by the institution. One hundred percent of fees will be refunded for drops or withdrawals prior to the first official day of classes for the regular academic terms and prior to the beginning of summer term. One hundred percent of fees will be refunded in case of student’s death.

4. *Return of Title IV Federal Student Aid*
   This requirement applies to the student ONLY if the student receives federal student aid, AND the student withdraws prior to completing 60 percent of the period for which the aid was provided.

   The federal law requires federal aid recipients to “earn” the aid they receive by staying enrolled in college. Students who withdraw prior to completing 60 percent
of the semester for which they received federal student aid may be required to return some or all of the aid they were awarded.

The law assumes that the student used the Title IV student aid to pay his/her institutional charges – tuition, fees, dorm room, and board. Thus, if the student withdraws prior to completing 60 percent of the semester for which he/she was awarded aid, a pro-rata amount of that aid must be returned to the federal government.

First, the university will restore to the appropriate federal fund source a proportional share of the institutional charges that the student paid. In general, the effect of the “return of Title IV aid” by the institution will be to reduce his/her outstanding loan balance. Second, if the amount returned by the university is not enough to repay the entire “unearned” amount of student aid according to the length of enrollment, he/she will be required to return portions of the federal student aid he/she received to pay non-institutional charges.

Amounts that must be returned to federal aid sources, whether by the university or by the student, will first be applied to his/her federal loans. With respect to any amount the student owes after the university has returned its share, he/she will be permitted to repay loans based on the original terms of the loan agreement. In the case of “unearned” portions of federal grants or scholarships, the student will be expected to pay 50 percent of the “unearned” portion immediately.

Any refund due to the student from the university for amounts he/she paid to cover institutional charges will first be applied to obligations to return “unearned” aid. Thus, portions of institutional refunds may be applied on the student’s behalf to his/her outstanding Stafford or Perkins loan or to the federal portions of his/her grant or scholarship and not actually refunded to the student. (This policy is based on 34 CFR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended.)

The Class Reservation Deposit is non refundable.

III. **Student Activities**

A. **Committees and Boards**

1. **Curriculum Committee**

   a. Student Representation - The Curriculum Committee at least three students, one representing each of the P-1, P-2, and P-3 classes;

   b. Committee Function - It shall be the duty of this Committee to review and act upon any proposed changes, additions, and/or deletions to the academic curriculum and to submit to the Faculty Council for its action any proposals that the Committee deems advisable. It is also the responsibility of the Committee to periodically review the curriculum, often in conjunction with the Assessment Committee.

   c. New Program Addendum - Student members will be added to the Committee as the classes are admitted. This addendum will be removed on September 30,
2008. The Associate Dean for Academic Affairs will serve as Chair until that time.

2. **Experiential Education Committee**
   a. Student Representation - A student representative from each of the second, third and fourth professional years (during an academic year, the P-4 student position may be filled by different students, as available)
   b. Committee Function - The Experiential Education Committee is responsible for the coordination of experiential programs of the College of Pharmacy.
   c. New Program Addendum – The Dean shall modify the selection of student membership to assure adequate representation until four classes have been admitted. This addendum will be removed on September 30, 2008.

3. **Student/Faculty Relations Committee**
   a. Student Representation - The President of each pharmacy class, or other officer designated by the President, shall serve as a student representative to this Committee.
   b. Committee Function - To provide a mechanism for communication concerning opportunities to improve the relationship between students and Faculty.
   c. New Program Addendum – The Dean shall modify the selection of student membership to assure adequate representation until four classes have been admitted. This addendum will be removed on September 30, 2008.

4. **Student Advisory Committee**
   a. Student representation - The Student Advisory Committee (SAC) will be composed of the president or other officer of each of the classes and student organizations. The officer representing the third professional year will serve as Chair, while the second professional year officer will serve as Vice-Chair. A member of the Executive Committee will attend each meeting.
   b. Committee Function - Its purpose is to provide a conduit for input into any decisions affecting student life including policy development. The Student Advisory Committee will act as the pharmacy student government organization.
   c. New Program Addendum – The Dean shall modify the selection of student membership to assure adequate representation until four classes have been admitted. This addendum will be removed on September 30, 2008.

**B. Student Organizations**

In compliance with the Tennessee Board of Regents Policy on Student Organizations (POLICY 3:01:01:00) no student organization may carry on any activity on the College of Pharmacy premises or involving any College of Pharmacy students unless the organization has been officially recognized by the College of Pharmacy Executive Committee and officially registered with the University.
1. American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP), East Tennessee State University Chapter.
   
a. **Membership** is open to any student enrolled in the ETSU College of Pharmacy upon submission of the proper membership enrollment form and payment of dues.

b. **Purpose:**

   - Encourage all student pharmacists to become more knowledgeable of the profession of pharmacy and its operation within a society by:
     
     a) Providing opportunities for student participation in the decision-making process of the profession on the Chapter, State, Regional and National levels.
     
     b) Encouraging student attendance at Chapter, Regional and National APhA-ASP and APhA meetings.
     
     c) Increasing student awareness of current issues facing the pharmacy through programs, meetings, speakers, etc.
     
     d) Making information in all fields of pharmacy practice readily available to all student pharmacists and to support their pursuits in these areas.

   - To encourage development of all student pharmacists into knowledgeable and competent health care professionals by
     
     a) Providing opportunities to develop leadership capabilities by holding APhA elected offices or being appointed to APhA-ASP Committees
     
     b) Continually encouraging the development of new ideas and projects that will enhance each student’s individual education
     
     c) Working with the administration and faculty in an effort to continually provide an innovative and progressive academic curriculum

   - To support and activity participate in projects which will advance the pharmacy profession

   - To uphold and elevate the professional aspects of the pharmacy profession

   - To provide a mechanism for APhA-ASP members to voice opinion on activities, policies and issues of the APhA, as well as that of the pharmacy profession

   - To promote interest and participation in the advancement of the pharmacy profession, pharmaceutical education, and professional service to the public

   - To foster fellowship and goodwill among pharmacy students, educators, practitioners, and persons who support, are interested in, and are served by the pharmacy profession

   - To increase and enhance the public awareness of comprehensive pharmaceutical services provided by the pharmacy profession
2. **Starting New Student Organizations**

Students wishing to start a new pharmacy organization should contact the Associate Dean for Student Affairs for guidance.

C. **Athletic Events**

ETSU is a member of the NCAA Division I Atlantic Sun Conference and fields teams in men’s baseball, basketball, cross country, golf, tennis and track and field. The women participate in basketball, cross country, golf, soccer, softball, tennis, track and field and volleyball. Full-time students are admitted FREE to all university sponsored athletic events. Students must show their ID card to gain admittance. One additional companion ticket may be purchased at a discounted rate for all Men's Basketball games. For information on ticket prices for non-students, please contact the Athletic Ticket Office located on the west side of the Mini-Dome. Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. The phone number is 439-5371. More complete information and the schedules for the ETSU teams are available on the ETSU athletics website at [http://www.etsubucs.com/](http://www.etsubucs.com/).

D. **Recreation Facilities**

Northeast Tennessee is one of the nation's most beautiful regions. Students can take advantage of the mountains and streams with hiking, mountain biking, camping, kayaking, skiing, just to name a few. They can sign up for special outings and check out equipment without charge at the Center for Physical Activity. On campus and in the region fun and discovery will be a part of your ETSU experience. It's all here—waiting to be enjoyed!

Campus Recreation offers a wide variety of physical activities and recreational sports for the entire ETSU community - students, faculty, and staff. Programs are offered in five areas: fitness, intramurals, non-credit instruction, outdoor adventure, and sports clubs. The center for Physical Activity and Basler Challenge Course serve as the foundation for these programs.

The Center for Physical Activity contains an indoor climbing wall, weight room, aerobic/martial arts studio, indoor swimming pool, three basketball courts, two racquetball courts, 1/8th mile track, locker rooms, and equipment rental center. Hours of operation for basic building services during the fall and spring semesters are 7 a.m.-10 p.m., Monday-Friday, Saturday 10 a.m. - 4 p.m., and Sunday 4 p.m.-6 p.m. Pool hours are 7 a.m. - 9 a.m., 11 a.m. - 1 p.m., 4 p.m. - 7 p.m. Mondays through Fridays; Saturday 10 a.m. - 4 p.m.; Sunday 4 p.m. - 6 p.m. Hours are subject to change during breaks and holidays.

Aerobics classes are scheduled weekdays at 3 p.m., 4 p.m., and 5 p.m. (fall and spring semesters). Class types and times will periodically change. Please call 439-7980 for the most current schedule. Campus Recreation offers a personal training service that includes a weight room orientation, fitness testing, exercise prescription, and supervised workouts. If interested, please sign up in the administrative suite of the Center for Physical Activity.

Intramural sports are popular programs for people that enjoy competition. Team sport leagues include flag football and volleyball each fall, and basketball and softball each
spring. Each year's individual sports schedule includes the Labor Day Road Race, golf, Buccaneer Road Race, bench press competition, racquetball, and tennis. Campus Recreation also stages a number of intramural sports during "Homecoming."

The Outdoor Adventure Program consists of a schedule of weekend trips and a Spring Break Trip along with "free climb" hours at the Basler Challenge Course and the Indoor Climbing Wall. Groups may arrange leadership and team building seminars at the Basler Challenge Course by calling 439-7980. Individuals interested in camping may rent equipment (backpacks, sleeping bags, and tents) through the Center for Physical Activity Equipment room.

Non-credit instruction and sports club programs are administered through Campus Recreation. Non-credit instruction programs have previously been offered in mountain biking, hiking, and kayaking. Sports clubs are student organizations that work closely with Campus Recreation. They are formed by students, for students. The number and types of sports clubs are dependent on the interests of the ETSU community. If you are interested in forming a sports club, please stop by the administrative suite of the Center for Physical Activity.

Spouses and dependents interested in participating in Campus Recreation programs may purchase membership to the Center for Physical Activity. One year membership costs are $120 (spouse) and $75 (per dependent). The Department of Campus Recreation does schedule "Family Time" at the Center for Physical Activity during the year. "Family Time" is designated for immediate family members and does not require the purchase of a pass. During the fall and spring semesters, "Family Time" is scheduled for Saturday mornings.

To obtain more information on Campus Recreation's program and services call 439-7980, or visit http://etsu.edu/students/intramur. More opportunities can be explored on the campus website at http://www.etsu.edu/etsu/campuslife.asp.

IV. Student Information

A. Address Information and Student Rosters

The College of Pharmacy does not routinely make lists of students, addresses, phone numbers, e-mail addresses, etc. available to anyone other than students, faculty and staff of the College of Pharmacy. Any group may distribute information to students in their mailboxes, but lists are not provided. Students are instructed NOT to distribute the lists of their classmates to individuals outside the College. Faculty will not make lists available to anyone outside the college and will instead refer all requests to the Office of Student Affairs.

The ETSU Telephone Directory provides student and faculty telephone numbers and electronic mail listings, as well as a directory of University service providers. This information is also available from the ETSU home page. Each student will be provided a printed copy of the directory at the beginning of each academic year. ETSU contracts the publication of a directory which shows student names, addresses (e-mail, mailing, and campus box), major, and phone number. In addition, ETSU may release other "directory information." Other "directory information" is defined as: dates of attendance, classification, previous institution(s) attended, awards, honors.
(includes Dean's list), degrees conferred (including dates), and sports participation information. If students prefer not to have these items released, they may fill out a form to prevent disclosure of this data. This form is available at the ETSU Office of the Registrar and must be submitted no later than the last day to add a course for the fall term. A new form for nondisclosure must be completed each academic year. A form submitted the last term a student enrolls will remain in effect until the student re-enrolls.

Students are required to make changes in their telephone and/or address listings with the College of Pharmacy Office of Student Affairs in a timely manner. Students wishing to change their names must submit a name change report to the Office of Student Affairs. For more information, contact the Office of Student Affairs at (423) 439-6338.

A. E-mail and Listservs

ETSU assigned email addresses will be used by the College of Pharmacy for communication. Students are expected to be diligent about checking their email. Students who do not check their ETSU email regularly should set it up to forward to their most frequently checked email account. Official university email addresses and class-specific listservs are provided to students to facilitate their education and communications with both faculty and fellow students on matters related to education. Students may also be included on course-specific listservs (through Desire2Learn) which faculty may use to distribute announcements, assignments, and other course information. Please note: Official listservs are for the express use of academic subjects and should not be used as a joke list, invitation list for private parties, business or political endeavors.

The College does NOT provide listserv addresses to individuals outside the College of Pharmacy. Students may report problems with their email address to the Office of Information Technology (OIT) in Room 425, Roy S. Nicks Hall; by phone On-campus at 3-40IT (3-4648); Off-campus Phone: 439-5648 or by email at shdesk@imail.etsu.edu.

B. ID Cards and College of Pharmacy Name Badge

All students admitted to East Tennessee State University are expected to obtain an ETSU Student ID card and College of Pharmacy Name Badge. Cards and badges are issued at no additional cost to the student during the College of Pharmacy Orientation or any time after registering for classes. Lost, stolen, misplaced or abused cards may be replaced at the ID Services Office at a cost to the student of $10. The ID Services Office is located on the 2nd level of the D.P. Culp Center.

ID Services Office
PO Box 70611
Johnson City, TN 37614
Phone: 423-439-8316

Regular Office Hours
Monday - Thursday 8 a.m. - 7 p.m.
Friday 8 a.m. - 4:30 p.m.

College of Pharmacy Name Badge – Each student must wear their name badge at all times while in experiential education sites.
**ID Buc$ Card and Campus Debit Card (ID Buc$)** - The official ETSU ID card is necessary for full access to all university facilities and services. Your ID card not only provides student identification, but will also allow students to create a debit account called ID BUC$. You may use ID BUC$ in the bookstore, all food services, laundry facilities in residence halls, craft-shop, student health clinic, University Press Convenience Center, library, bursar's office, and Pepsi, Coke and snack machines. Your ID card is also your key to controlled access to residence halls.

**C. Publications**

*Mockingbird* - ETSU's magazine of literature and art, The *Mockingbird*, is a forum for student intellectual and creative talent. Students from any field of study are encouraged to submit their work for publication. The magazine, which has won numerous National Collegiate Press Association awards, is produced by the departments of Art and English.

*East Tennessean* - The *East Tennessean* is the ETSU student newspaper. It is published twice weekly during the fall and spring semesters. The *East Tennessean* office is located on the upper level of the Culp University Center, phone (423) 439-5363.

*All About Pharmacy* – *All About Pharmacy* is the official newsletter of the College of Pharmacy and is made available to students, faculty, staff and friends of the College.

**V. Student Miscellaneous Services**

**A. Computing Services: Computer Labs**

ETSU provides a wide range of computer resources in support of instructions, research, and public service. The administrative systems run under an Alpha cluster. The academic systems are comprised of a number of PC servers that form a Windows NT domain. This domain enables any student and machine that have accounts on the domain to access the same software and email account from multiple locations around campus.

There are six labs on main campus that contain 157 Dell PC's and 24 Macintosh computers. All computers are connected to the campus network. Software currently available in the D.P. Culp Lab, Sam Wilson 124 and 129, Rogers-Stout 320 are Microsoft Windows XP, Microsoft Office XP, Microsoft Visual Studio.net, Internet Explorer, Internet based email, SAS, SPSS, and Minitab along with McAfee virus protection software. The currently available software in Warf-Pickel 419 is Photoshop, PageMaker, QuarkXpress, and Macromedia Freehand. When not in use as classrooms, computer labs are available for walk-in use by any registered student.

The computer labs are staffed by Lab Monitors (student workers) at all times. They are supervised by a central Lab Manager. Lab Monitors help users with common problems and keep the lab secure and orderly. They are not tutors.

All students are provided with a password with which they can access the Internet on campus and an email address that will be active for the duration of their enrollment at ETSU. Students are able to pay fees online via GoldLink on ETSU's Web page.
B. Computers

All entering student pharmacists are required to have access to a personal computer with a high-speed internet connection appropriately configured to be compatible with ETSU and College of Pharmacy facilities. All handouts will be posted to a class Desire2Learn site or other Web site and it is the responsibility of the student to access this information. No hard copy handouts will be distributed in class. Computers will be used for retrieving course materials, including syllabi and handouts, for retrieving primary medical literature and conducting internet searches, taking notes in class, if permitted by the instructor, and for projects and writing assignments.

The minimal recommended configuration is listed below. It is highly recommended that the student own a laptop or tablet computer to maximize mobility and utility during the program. The classrooms and study areas in the College of Pharmacy allow for wireless access to the ETSU network. Students are expected to provide their own printing hardware and supplies.

**Minimum Recommended Computer Specifications**
- Processor: Intel 1.6 GHZ or higher, AMD 2600+ (1.6GHZ) or higher
- Memory: 512 MB or higher
- Hard Drive: 40 GB or higher
- CD or DVD Drives: DVD & CD-RW (can be a combo unit, but must have CD or DVD burning capability)
- Wireless Network Card A, B, or G; which must be 802.1x compatible to (portable computer): access the ETSU systems
- Video Card and Monitor: Integrated Graphics that can support 32 bit color and a resolution of 1024 x 768 or higher
- Multimedia: Sound Card
- Network Connection (portable): Ethernet 10/100
- Operating System: Windows XP SP2 or higher
- Application Suite: Microsoft Office 2003 or higher

C. Copying

The College of Pharmacy does not have copying facilities available for student use. However, the Medical Library has two photocopy machines available which use a copy card based system. Copies are $0.05 each. You may use your ETSU ID as a copy card, provided the card has been previously credited with cash value. Students are expected to observe the copyright law posted at each machine. More information about the Medical Library is available at [http://com.etsu.edu/medlib/default.asp](http://com.etsu.edu/medlib/default.asp).

The Sherrod Library on the main uses a card system for photocopying, printing from microfilm and microfiche, and printing from public access PCs throughout the building. Card vending machines are located in all of the library’s Copy/Print Rooms. You can buy or add value to a card in increments of $1, $5, $10, or $20. The card vending machines only accept bills (no coins) and DO NOT provide change. More information is available at [http://sherrod.etsu.edu/svcs/copyprint.html](http://sherrod.etsu.edu/svcs/copyprint.html).
D. **Housing**

Students, who want to live on-campus, will probably find the following residencies more conducive for professional studies. Buccaneer Ridge has fully-furnished 2 and 4 bedroom units. Buccaneer Village has efficiencies, one bedroom, and two bedroom units for families. More information on university housing is available at http://www.etsu.edu/students/housing/housing.htm.

Off campus housing in the Johnson City area is plentiful. The College of Medicine maintains a web page with helpful information. It is available at http://com.etsu.edu/default.asp?V_DOC_ID=1136. Additional off campus housing information is available at the Adult, Commuter, and Transfer Services website. (http://www.etsu.edu/students/acts/off_campus_housing.asp)

E. **Insurance**

1. **Professional Liability Insurance.** (Required) The College of Pharmacy requires professional liability insurance on all PharmD students. Low cost coverage is provided through Pharmacists Mutual Insurance. The premium is charged to the student’s account upon registration.

2. **Disability Insurance.** (Recommended) Students are encouraged to carry disability insurance. An optional policy is available through Pharmacists Mutual Insurance.

3. **Medical Insurance.** (Required) Medical insurance is required. The University insurance will be charged to the student unless proof of medical insurance is provided by the student to the College of Pharmacy Office of Student Affairs.

All insurance is at the student’s own expense.

F. **Lockers**

Lockers are assigned to each student during orientation. They are located on the ground floor of VA Building 119. Students are responsible for providing their own lock, and for removing the lock upon completion of their studies at ETSU.

G. **Diversity/Multi-Cultural Affairs**

The ETSU Office of Multicultural Affairs is for all students regardless of ethnicity. Multicultural Affairs is responsible for creating and fostering a campus wide climate of respect, advocating for the promotion of a culturally diverse and non-discriminatory campus community. To support in these efforts, the office appreciates and celebrates National Hispanic Heritage Month, National Disabilities Awareness Month, Native American Heritage Month, National Black History Awareness Month, National Women's History Month, Asian and Pacific American Heritage Month, and Gay and Lesbian History Month. The office identifies and promotes formal and informal opportunities for students of color to learn about their history and take pride in their heritage. Students can also receive services such as counseling and academic advisement as well as other educational and social opportunity through a variety of programs and organizations.
H. Parking

Student pharmacists are to park in the parking lot to the west of Stanton-Gerber Hall during scheduled school hours. Students attending classes in Votaw Auditorium are to park in the designated student areas only.

Motor vehicles operating on the campus of ETSU or the Veterans Affairs Medical Center are subject to all rules and regulations as put forth by the institution. All student pharmacists are required to obtain and properly display appropriate parking identification as issued by the institution.

Students are expected to assist Public Safety in making the campuses safe environments by not parking in the fire zones. All fire zones are posted tow-away zones and violators will be towed at the owner’s expense.

Students should acquire and carefully read the brochure concerning traffic and parking regulations for both the ETSU and the VA campuses. These brochures are updated as necessary and may be obtained from the Office of Student Affairs or at the Office of Public Safety on the ETSU campus.

Parking on the VA Campus

All student pharmacists are required to have a VA parking permit to park on the VA property. They will be issued during orientation. Additional permits are available in the College of Pharmacy Office of Student Affairs. A copy of the VA Parking Policies is available in the College of Pharmacy Office of Student Affairs.

Parking on the ETSU campus

An ETSU campus parking permit must be secured through the Comptroller's office. Gold lots are designed for student parking and blue lots for ETSU faculty/staff. Additional information is available on the ETSU Department of Public Safety website (http://www.etsu.edu/dps/default.asp).

I. Post Offices

The ETSU campus post office, located on the lower level of the Culp University Center, is a full service federal contract station (C.P.U.) with more than 13,500 P.O. boxes and offering retail service comparable to any United States Post Office. Business operating hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. No service is provided on the weekends but P.O. Box access is available 7 days a week, 8:00 a.m. until 10:00 p.m. through the post office lobby. Students desiring this service should contact the post office at 439-4232. Or you can e-mail Harvey Byerley, Manager of Postal Services, at byerley@etsu.edu.

Mail services are also available at the U.S. Post Office on Memorial Avenue, adjacent to Stanton-Gerber Hall on the VA campus.

Students are not required to secure a campus post office box but MUST keep their mailing address current with the Office of Student Affairs.
J. University Health Service

1. East Tennessee State University students enjoy the benefits of a modern health care service that helps make the most of their time at ETSU. The Student Health Clinic is part of the Faculty Practice Network through the College of Nursing at East Tennessee State University.

The mission of Student Health Services is to:
- Promote and protect the health of ETSU students;
- Help students manage episodic illnesses to minimize absence from educationally purposeful activities;
- Promote self-reliance and knowledge about health and illness, encouraging students to make choices consistent with good health.

2. ETSU Student Health Services provide a variety of services to maintain and promote the health of students. Student Health Clinic Services include:
- Women’s Health (appointment necessary)
- Men’s Health
- Acute and episodic care
- Sexually Transmitted Infection detection and treatment
- Referral Service
- Family Planning
- Allergy injections
- Immunizations and titers
- Health Counseling
- Consultation

3. The Student Health Clinic at ETSU is open Monday through Friday, 8:00am to 4:30 p.m. Same day appointments are available. Patients are seen from 8:00am - 3:30pm daily and 3:30pm - 4:30pm is for documentation, follow-ups on lab reports to patients, or to outside physicians, etc.

4. Immunizations are available 8 am to 11:30 am and 1:30 pm to 3:30 pm. TB testing is available every day except Thursday during immunization hours.

5. The ETSU Student Health Clinic is physically located in room 106 Roy S. Nicks Hall. Additional information is available at their website (http://www.etsu.edu/studenthealth/) or by calling (423) 439-4225.
Appendix I
ETSU Policy on Sexual Harassment

EAST TENNESSEE STATE UNIVERSITY
SECTION: PPP-30
SUBJECT: Policy on Sexual Harassment

East Tennessee State University desires to maintain an environment which is safe and supportive for students and employees and to reward performance solely on the basis of relevant criteria. Accordingly, the university will not tolerate sexual harassment of students or employees.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

The following are some strategies that an individual, whether student, faculty or staff, might use when confronted with a sexual harassment problem:

1. In circumstances where you think you will not be jeopardizing your personal safety, your job, or your academic status, communicate clearly to the offender that the behavior is not humorous or welcome and should cease immediately.
2. Keep a record of what happened and when it took place. Should there be any witnesses, ask for their names to include in your documentation of the incident.
3. If the harassment continues, or if you choose not to confront the offender directly, you may report the situation to the Affirmative Action Officer, Office of the President, Extension 9-4211. You may also report the situation to any of the persons listed below who will assist you in preparing charges to be reported to the Affirmative Action Officer:
   a. Dr. Wilsie Bishop, Vice President for Administration (Ext. 9-4890)
   b. Dr. Sally Lee, Associate Vice President of Student Affairs (Ext. 9-4210)
   c. Dr. Dorothy Dobbins, Associate Vice President, Cultural Diversity, Health Sciences, College of Medicine (Ext. 9-5711)
   d. Ms. Carolyn Fletcher, Technical Clerk, Physical Plant (Ext. 9-4445)

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8 Source: Policy signed/authorized by the University President January 13, 1984; Tennessee Board of Regents (TBR) Personnel Policy No. 5:01:02:00; TBR Personnel Guideline No. P-080; Retrieved July 25, 2007 from http://www.etsu.edu/humanres/ppp/PPP-30.htm
Appendix II
ETSU Drug-Free Institution Policy

EAST TENNESSEE STATE UNIVERSITY
SECTION: PPP-26
SUBJECT: East Tennessee State University Policy Statement on Drug Free Campus


I. Policy

It is the policy of this university that the unlawful manufacture, distribution, possession, use of alcohol and illicit drugs on the ETSU campus in the workplace (on or off campus), on property owned or controlled by ETSU, or as part of any activity of ETSU is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action.

II. Legal Sanctions

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment; a fine of up to $4,000,000 if an individual; supervised release; any combination of the above; or all three. These sanctions are doubled when the offense involves either: 1.) distribution or possession at or near a school or college campus or, 2.) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. Section 39-17-417. (21 U.S.C. Section 801, et. seq.; T.C.A. Section 39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine, or beer. Such offenses are classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than $2,500, or both. (T.C.A. Sections 1-3-113, 57-5-301) It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified as a Class A misdemeanor (T.C.A. Section 39-15-404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than $50, or both. (T.C.A. Section 39-17-310).

III. Institutional/School Sanctions

East Tennessee State University will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

1. Employees

   As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace (on or off campus) no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following depending on the severity of the offense:
   1. termination;
   2. suspension;
   3. mandatory participation in, and satisfactory completion of drug/alcohol abuse program, or rehabilitation program;
   4. recommendation for professional counseling;
   5. referral for prosecution;
   6. letter of warning;
   7. probation.

   Moreover, the following certification and notification requirements apply (responsibility of Research and Sponsored Programs in coordination with Human Resources):
   1. A certification statement will be placed in all federal grant requests that the institution is complying with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.
   2. All employees involved in the performance of federal contracts and grants will be furnished a written copy of this policy statement. In addition, they must certify that they will abide by the terms of the policy.
   3. Upon receiving notice of a drug conviction by an employee involved in the performance of a federal contract or grant, the appropriate federal agency will be notified (upon approval by the University President) within ten (10) days of the notice of conviction.
2. **Students**

   Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following depending on the severity of the offense:
   
   1. expulsion;
   2. suspension;
   3. mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program;
   4. referral for prosecution;
   5. probation;
   6. restriction of privileges;
   7. educational project;
   8. assignment of volunteer work hours;
   9. referral to the University Counseling Center;
   10. written warning;
   11. reprimand.

**IV. Health Risks Associated With the Use of Illicit Drugs and the Abuse of Alcohol**

   There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singularly or in certain combinations may cause death.

**V. Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs, and Employee Assistance Programs**

   The university and local community provide a variety of educational programs and services to respond to the problems associated with alcohol and drug abuse. The Campus Alcohol and Other Drug (AOD) Program at East Tennessee State University is designed to serve university students by providing information related to alcohol awareness and chemical dependency. The Office of the Vice President for Student Affairs offers several educational programs which seek to involve university student organizations.

   Below is a list of campus and community agencies which also provide referral, information, and/or counseling to students and/or employees:

   - **ETSU Counseling Center (students only)** 439-4841
   - **ETSU Department of Public Safety** 439-4480
   - **ETSU Employee Assistance Program** 439-5825
   - **State of Tennessee Employee Assistance Program** 1-877-237-8574
   - **Alcoholics Anonymous** 928-0871
   - **Comprehensive Community Services (Alcohol & Drug Counseling & Prevention Center)** 928-6581
   - **North Side Hospital** 854-5620
   - **Woodridge Hospital** 928-7111
   - **Watauga Mental Health Center** 232-4300
Appendix III
ETSU College of Pharmacy Honor Code

I. Introduction

The College of Pharmacy Honor Code is an ethic intended to address matters of appropriate academic and professional behavior. The effectiveness of the Code depends solely on the individual integrity, honesty and courage of the students and faculty as they embrace the highest goals of personal and professional responsibility.

1. Recognition of Responsibility: Students of the East Tennessee State University College of Pharmacy recognize that members of the pharmacy profession should subscribe to a set of ethical standards that recognize our primary obligation to the patient and which foster integrity and honor within our profession. We recognize our responsibility to society, other health professionals, and ourselves. Furthermore, we recognize the great trust society bestows on us as we administer to the health care needs of our patients. Because of this responsibility, we do hereby affirm and accept the privileges and duties accorded us and required by this Code.

2. Scope: The Honor Code supplies the structure under which the College of Pharmacy operates and minimizes the possible implication of an innocent individual.

   1. When a member of the faculty, staff or student body suspects an Honor Code violation, they must choose one of three options
      a. Immediately report the suspected violation to a member of the Honor Code Committee;
      b. Discuss the incident with the suspected offender and report the suspected violation to a member of the Honor Code Committee;
      c. Discuss the incident with the suspected offender and, if it appears that no violation was committed, take no further action

   2. Any member(s) of the faculty, staff or student body that suspects an honor code violation is obligated to take whatever action, as described above, they believe to be most effective to stop the academic misconduct or to prevent its recurrence. Not reporting instances of academic dishonesty represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors.

   3. In relation to the Honor Code, the faculty of the College of Pharmacy has the responsibility to:
      a. Support the Honor Code.
      b. Avoid placing the students in situations where violations of the Code may unintentionally occur.
c. Indicate conditions for carrying out the examination, such as, but not limited
to, use of scratch paper, tools, appropriate seating arrangements and time
allotment.

4. Students should remember that

a. They are enrolled in the University as well as in the College, and therefore are
subject to University rules and the Tennessee Board of Regents Policies and
Procedures.

b. The faculty shares with students the responsibility of maintaining academic
integrity.

The University has outlined faculty responsibilities in regard to cheating and plagiarism. If
a faculty member suspects a breach in academic integrity, the faculty member may proceed
under the University Rules

II. Honor Code Committee Composition

There will be a standing Honor Code Committee (HCC). The HCC will be comprised of
two faculty members, appointed by the Dean and eight student members. Two students
will be elected by each class. The Dean will appoint two faculty members to serve as
alternates. The chairman will be elected by the HCC from the P3 student representatives of
the HCC. The Office Coordinator for the Office of Academic Affairs will serve as
secretary, and will serve as a non voting member of the committee.

Any student member of the HCC who does not advance successfully in all courses may be
removed by the Dean. A new student representative shall be elected by the class affected.

Once elected, students will remain on the HCC until graduation, resignation by the student
or removal of the student from the HCC by majority vote of the HCC.

During the first three years of the College’s existence, the number of student members for
each class will be modified as follows.

First year: 4 student members elected by the P1 class
Second year: 2 student members elected by the P1 class
  4 student members from P2 class (elected during their P1 year)
Third year: 2 student members elected by P1 class
  2 student members from P2 class (elected during their P1 year)
  4 student members from P3 class (elected during their P1 year)
Fourth year: 2 student members elected by P1 class
  2 student members from P2 class (elected during their P1 year)
  2 student members from P3 class (elected during their P1 year)
  4 student members from P4 class (elected during their P1 year)
Fifth year and all subsequent years:

- 2 student members elected by P1 class
- 2 student members from P2 class (elected during their P1 year)
- 2 student members from P3 class (elected during their P1 year)
- 2 student members from P4 class (elected during their P1 year)

III. **Honor Code Committee Function**

The HCC will have the charge of influencing the culture of the institution by regularly reviewing the Code and educating incoming students about the Code and re-educating students, faculty and staff about the Code. The HCC will develop materials and fair procedures as necessary.

IV. **Specific Academic Misconduct**

1. The following descriptions can be used as examples of misconduct subject to sanctions. Further information is contained in the TBR policy 3:02:00:01 entitled General Regulations on Student Conduct and Disciplinary Sanctions (Appendix II).

   1. **Lying**
   
   A pharmacy student must not deliberately misrepresent the truth. Lying includes gross disregard for the truth or intentional misrepresentation within the academic setting. Students must deal honestly with patients and colleagues, and strive to expose those student pharmacists deficient in character or competence, or who engage in fraud or deception.

   If an individual lies concerning some matter but, later on his or her own initiative, tells the truth concerning the same matter before the individual is confronted with committing a breach of honor, this will be considered a mitigating factor in the case.

   2. **Cheating**
   
   A pharmacy student must not cheat. Cheating is defined, but not limited to, the wrongful giving, taking or presenting of any information or material by a student with intent of aiding the student or another in any academic work. Cheating can also include a student intentionally listening to or participating in a discussion of an examination which the student has yet to take. It is understood that because of the nature of the pharmacy curriculum at the ETSU College of Pharmacy, a certain amount of teamwork and sharing of information is necessary for completion of assignments; collaborations authorized by the course instructor are not considered cheating.

   Cheating on an examination can take a variety of forms including:

   a. Discussing the examination with anyone who has not taken the exam;
   b. Giving, receiving, or soliciting unauthorized aid during any examination, take-home exam, or make-up exam before or after the regularly scheduled exam has been administered;
3. **Plagiarism**
   All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the facts, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else’s work, whether it is a published article, chapter of a book, a paper from a friend or some file, or wherever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student’s assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes, while leaving the organization, content and phraseology intact, is plagiaristic. However, nothing in these Rules shall apply to those ideas that are so generally and freely circulated as to be a part of the public domain.

4. **Stealing**
   A pharmacy student must not intentionally take or acquire any property without permission. Stealing includes, but is not limited to:
   a. Theft or conversion of property belonging to someone else;
   b. The misappropriation or destruction of property needed by other students.

2. **Violations**
   1. When members of the academic community know or suspect an Honor Code violation, they must do at least one of three things:
      a. Immediately report the suspected violation to a member of the Honor Code Committee;
b. Discuss the incident with the suspected offender and report the suspected violation to a member of the Honor Code Committee;
c. Discuss the incident with the suspected offender and, if it appears that no violation was committed, take no further action

2. A complaint or concern may be forwarded to the HCC by a student, faculty, staff or administrator in writing or by appearance at the committee meeting.

3. When a complaint or concern is received by the HCC, the following procedure will occur.

   a. Prior to a meeting of the HCC, the accused will receive notification of the alleged violation(s). The accused will have two working days to respond in writing to the allegations and to object to the participation of any member of the HCC in the deliberations because of perceived conflict of interest.

   b. The committee with a quorum present (majority of members) will consider the charge. At least one faculty member of the committee must be present. All members may participate in the discussion. Any member who perceives a conflict will announce the conflict to the remaining members but may participate in the discussion after this announcement unless the Chairperson deems such participation to be inappropriate. The chair, with a two-thirds majority of those members present, may remove individual members of the HCC at any time during the proceedings if deemed appropriate.

   c. All actions of the HCC must be kept in complete confidence to ensure the protection of all participants. Any member breaching confidentiality may be subject to removal from the HCC.

   d. The HCC may seek information regarding the suspected infraction from any legal source deemed necessary.

      (i) The HCC will interview all concerned parties.

      (ii) To be considered guilty, the accused student must be found guilty by at least two-thirds vote of the total HCC membership present.

      (iii) If a student is found not guilty by the HCC, the case is dismissed and the records of the proceedings will be destroyed by the Associate Dean for Student Affairs in accordance with the TBR guidelines for retention of documents.

      (iv) If the student is found guilty, a written report of the proceedings and a recommended penalty will be submitted to the Dean of the College.

      (v) If the student is found guilty, written records, including the name of the violator, will be kept on file in the Associate Dean for Student Affairs’ office.

      (vi) If a member of the HCC is charged with an infraction of the Honor Code, the member will remove him or herself for the duration of the hearing. The Chair of the HCC will appoint a replacement from the same class as the member removed.

      (vii) If an infraction occurs in a class instructed by a faculty member on the HCC, that member will step down from the HCC and assume only the
role of the involved instructor during the proceedings. The Dean will appoint a faculty alternate.

e. All records will be secured and maintained by the Associate Dean for Student Affairs.

V. Penalties

1. Academic and Classroom Misconduct
   1. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the University or College of Pharmacy. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through the HCC or University action.

   2. Plagiarism, cheating, or other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be recommended by the HCC or APC as a result of academic misconduct, the instructor has the authority to assign a grade of F for the exercise or examination.

   If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the HCC.

2. Disciplinary Sanctions
   The penalty for violations of the Honor Code should reflect the degree of both the intention and the infraction. A range of penalties is necessary to cope with the myriad of possible situations, including:
   1. Minimum Penalty for Cheating: assignment grade of “F”.
   2. Maximum Penalty: Dismissal from the College
   3. Additional penalties will be at the discretion of the HCC, e.g., failure of the course, essays on professionalism, academic and professional integrity, etc...
   4. Any student who is assigned a course grade of “F” as a result of Honor Code violation will be subject to academic probation.

   When an agreement on a recommended penalty has been reached by the HCC, the recommendation is forwarded to the Dean for final action.

VI. Appeals

Actions of the Dean can be appealed within five business days to the Vice President of Health Affairs and if dissatisfied with the decision of the Vice President of Health Affairs, can appeal within five business days of notice to the President of the University.

Finalized January 5, 2007
Appendix IV
Tennessee Board of Regents POLICY 3:02:00:01

SUBJECT: General Regulations on Student Conduct and Disciplinary Sanctions

I. Policy Statement

Students enrolled in postsecondary educational institutions and schools are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution or school of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution or school and the academic community which it seeks to serve, the State Board of Regents has authorized the presidents of the institutions and directors of the area vocational-technical schools under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution or school and its educational environment.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed the following Regulations which are intended to govern student conduct on the several campuses under its jurisdiction, and which regulations may be expanded or supplemented by each institution and school subject to Board approval. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's or school's pursuit of its educational objectives, the institutions and schools may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these Regulations may subject a student to disciplinary measures by the institution or school whether or not such conduct is simultaneously violative of state, local or national laws.

II. Disciplinary Offenses

1. Generally, through appropriate due process procedures, institutional or school disciplinary measures shall be imposed for conduct which adversely affects the institution's or school's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by an institution or school.

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2. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

1. Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse;

2. Hazing. Any act of hazing of any variety by an individual or group;

3. Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;

4. Obstruction of or interference with institutional or school activities or facilities. Any intentional interference with or obstruction of any institutional or school activity, program, event, or facilities, including the following:
   a. Any unauthorized occupancy of facilities owned or controlled by an institution or school or blockage of access to or from such facilities.
   b. Interference with the right of any institution or school member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution or school.
   c. Any obstruction or delay of a campus security officer, fireman, or any official of an institution or school in the performance of his or her duty.

5. Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution or school including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution or school keys, library materials and/or safety devices; and any such act against a member of the institution or school community or a guest of the institution or school;

6. Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution or school property or any such act against a member of the institution or school community or a guest of the institution or school;

7. Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of institution or school documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution or school;

8. Firearms and other dangerous weapons. Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind.
9. Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;

10. Alcoholic Beverages. The use and/or possession of alcoholic beverages on institution or school owned or controlled property;

11. Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance;


13. Financial irresponsibility. Failure to meet financial responsibilities to the institution or school promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or school or to a member of the institution or school community acting in an official capacity;

14. Unacceptable conduct in hearings. Any conduct at an institutional or school hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;

15. Failure to cooperate with institutional or school officials. Failure to comply with directions of institutional or school officials acting in the performance of their duties;

16. Violation of general rules and regulations. Any violation of the general rules and regulations of the institution or school as published in an official institutional or school publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

17. Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);

18. Violations of state or federal laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

Disciplinary action may be taken against a student for violations of the foregoing Regulations which occur on institutionally or school owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional or school activity or the missions, processes and functions of the institution or school. In addition, disciplinary action may be taken on
the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional or school community.

4. For the purposes of these Regulations, a "student" shall mean any person who is registered for study in any institution or school governed by the State Board of Regents for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution or school.

III. Academic and Classroom Misconduct

1. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution or school. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution or school.

2. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional or school procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.

If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional or school procedures.

IV. Disciplinary Sanctions

1. Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these Regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution or school officials.

2. Definition of Sanctions

1. Restitution. A student who has committed an offense against property may be required to reimburse the institution or school or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

2. Warning. The appropriate institutional or school official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. Reprimand. A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these Regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is, in effect, being given another chance to conduct himself or herself as a proper member of the institution/school community, but that any further violation may result in more serious penalties.

4. Restriction. A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution or school in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.

5. Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these Regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these Regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

6. Suspension. If a student is suspended, he or she is separated from the institution or school for a stated period of time with conditions of readmission stated in the notice of suspension.

7. Expulsion. Expulsion entails a permanent separation from the institution or school. The imposition of this sanction is a permanent bar to the student's readmission to the institution or school.

8. Interim or summary suspension. Though as a general rule, the status of a student accused of violations of these Regulations should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon a finding by the appropriate institutional or school official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution or school community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

3. The president of each institution and the director of each area vocational-technical school are authorized, in his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.
Appendix V
Tennessee Board of Regents POLICY 3:02:01:00\textsuperscript{11}

SUBJECT: Policy Insuring Student Due Process Procedure

Institutions and area vocational-technical schools governed by the State Board of Regents, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.

If, in accordance with the institution or school regulations governing discipline in cases of student social misconduct, a hearing is requested, the following minimal procedures will be observed:

1. The student shall be advised of the time and place of the hearing.
2. The student shall be advised of the breach of regulations of which or she he is charged.
3. The student shall be advised of the following rights:
   a. The right to present his or her case
   b. The right to be accompanied by an advisor
   c. The right to call witnesses in his or her behalf
   d. The right to confront witnesses against him or her
4. The student shall be advised of the method of appeal.

\textsuperscript{11}\textit{Source: TBR Meetings, August 17, 1973; September 30, 1983} 
http://www.tbr.state.tn.us/policies_guidelines/student_policies/3-02-01-00.htm accessed May 29, 2006