2017-2018
Pharmacy Student Handbook
Supplement to the University Campus Life Handbook

UNION UNIVERSITY
COLLEGE of PHARMACY
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Message from the Dean

Dear Student,

Welcome to Union University College of Pharmacy! You have selected one of the most challenging and rewarding careers available today to those who want to make a difference in the lives of others and the world around them. Our goal at Union is to prepare you to be a highly competent professional pharmacist with a commitment to service. You will receive the knowledge and skills necessary for being a key player in the rapidly changing healthcare environment of the 21st Century. As a graduate you will positively affect health outcomes for diverse individuals, families and communities in West Tennessee and throughout the world.

Pharmaceutical care is the responsible provision of drug therapy for the purpose of achieving definite outcomes that improve a patient’s quality of life. These outcomes may include curing a disease, improving the patient’s symptoms, slowing a disease process, or preventing a disease. Direct patient care and medication therapy management involve the process through which a pharmacist cooperates with a patient and other professionals in designing, implementing, and monitoring a therapeutic plan that will produce specific therapeutic outcomes for the patient. This in turn involves three major functions: identifying potential and actual drug-related problems, resolving drug-related problems, and preventing drug-related problems. Pharmacist patient care services are provided for the direct benefit of the patient, and the pharmacist is responsible directly to the patient for the quality of that care. Union University offers a Christ-centered setting in which one examines these issues in light of a Christian worldview. The faculty at Union is committed to student centered higher education in which faith and learning are integrated.

The faculty members of the College of Pharmacy are experts and leaders in the field of pharmacy who represent the various specialties of the discipline. They are committed to providing creative learning strategies that take into account your life experiences and learning styles. These expert scientists and clinicians will be your mentors and professional role models. It is the desire of the faculty that each of you have a challenging and stimulating education that will prepare you for a successful and rewarding career in pharmacy.

As your Dean, I am delighted that you have chosen Union University’s College of Pharmacy as the first step in what will be a very fruitful career. You are among a group of academically qualified men and women with high moral and ethical values who will be an asset to the profession of pharmacy. It is my hope that you will enjoy success in your educational experience, develop lasting friendships, and have pride and commitment to Union University throughout your lifetime.

Sheila Mitchell, Pharm.D., FASHP
Dean, College of Pharmacy
Welcome to the Union University COP!

Hello future pharmacists!

It is my hope that as you open this Handbook, you do so with excitement! While this handbook is essentially a guidance document full of policies and procedures that will govern your next four years, I urge you to consider it to be a road map that will ultimately lead you to your final destination – a career as a practicing pharmacist, one who will truly embody the mission of our program. As the Assistant Dean of Student Services, I am excited to partner with you during your professional journey. Please use this handbook as a reference guide for questions that come up along the way. When the handbook doesn’t have what you need, give me a call! It is truly my pleasure to get to know each and every student as a person and future professional. I look forward to becoming your colleague!

Kim M. Jones, PharmD, BCPS, FASHP
Assistant Dean of Student Services
Associate Professor of Pharmacy Practice

Handbook Overview

The Union Campus Life Handbook serves as the main university handbook. The College of Pharmacy Handbook serves as a supplement to the Campus Life Handbook. The Campus Life Handbook and College of Pharmacy supplement are not contracts, however, students are bound by the policies and community values listed in these student handbooks. The most recent handbook supersedes prior versions. Any changes to these handbooks after printing and before the new academic year will be sent to students via e-announcements or email and will also be included as an addendum at http://www.uu.edu/studentservices/handbook and on the College of Pharmacy website.

Sections of the Campus Life Handbook that may be of particular interest to student pharmacists are included below.

- University Phone Numbers and Hours of Operation
- Profile of the University
- Statement of Faith
- Students’ Privileges and Responsibilities
- University Community Values Statements
- Values Violations Sanctions and the Judicial Process
- Academic Grievance Procedures
- Campus Services and Activities, Policies and Procedures (including FERPA and Harassment)
- Student Activities and Organizations
- Residence Life
Statement on Accreditation

Union University’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 135 South LaSalle Street, Suite 4100, Chicago, IL 60503, 312/664-3575; FAX 312/664-4652, web site www.acpe-accredit.org.

Statement of Vision, Mission and Goals

The mission of Union University is to provide Christ-centered education that promotes excellence and character development in service to Church and society.

Our Core Values

- **Excellence-Driven**: We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of a desire to do all things for God’s glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity, but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily life. Thus we will pursue excellence, without arrogance.

- **Christ-Centered**: A cohering core value of our guiding vision is a call to faith, a call to be Christ-centered in all that we are and in all that we do. We will seek to build a Christian liberal arts based community where men and women can be introduced to an understanding and appreciation of God, His creation and grace, and to humanity’s place of privilege and responsibility in this world. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. To be a Christ-centered institution calls for us to establish the priority of worship and service in the Christian life while seeking to develop a generation of students who can be agents of reconciliation to a factious church in a hurting and broken world. This commitment calls for all faculty and staff to integrate Christian faith in all learning and doing, based on the supposition that all truth is God’s truth and that there is no contradiction between God’s truth made known to us in Holy Scripture and that which is revealed to us through creation and natural revelation.

- **People-Focused**: A third pillar on which we will build our common commitments is the core value of being people-focused. At the heart of our commitment to being people-focused is the visible demonstration of valuing one another. We will give honor to one another through our words and actions, and by committing to each person’s success. We therefore jointly commit ourselves to the success of Union University.

- **Future-Directed**: We will seek to maximize the windows of opportunity the Lord has presented to us to the greatest degree that resources allow. All of our resources and efforts must, by God’s grace, be maximized to fulfill our common mission. A commitment to being future-directed means we want to have a short-term focus and a long-term view. We want to involve ourselves in efforts that prepare us effectively to impact the world of the 21st Century.

The vision of the Union University College of Pharmacy (UUCOP) is to transform students, patients, pharmacists, and community, through innovative pharmacy education and research in a Christ-centered environment.
The mission of the UUCOP is to develop comprehensively trained, patient-centered practitioners of strong personal and professional character, equipped to meet the demands of an ever-changing health care environment.

The UUCOP strives to fulfill its mission by:

- promoting an *excellence-driven* academic culture that instills knowledge and advances understanding of the biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences,
- providing a *Christ-centered* environment that focuses on the intellectual, spiritual, and moral development of students in committing themselves to the service and needs of society,
- developing pharmacy students as practitioners who are *people-focused*, equipped to provide optimal care, in an interprofessional environment, based on evidence and best-practice standards, and
- supporting an academic environment that fosters the *future-directed* growth of students and faculty as it relates to education, practice, research, and scholarship initiatives.

The faculty of the College of Pharmacy at Union University believes that a person is a unique individual, family or community in constant interaction with the spiritual, physiological, sociocultural, and professional environment. Persons are psychological, social, physical and spiritual entities with varying abilities to communicate and adapt. Societal mores, developmental level, values and beliefs influence the behavior of individuals, families and communities as they attempt to meet basic human needs.

Pharmacists are vital members of the health care system and are able to:

- Commit to care for and care about patients.
- Develop and maintain an in-depth knowledge of biomedical, socio-behavioral, administrative, pharmaceutical and clinical sciences.
- Apply evidence-based therapeutic principles, evolving sciences, and emerging technologies to contemporary pharmacy practice to provide patient care.
- Collaboratively practice as members of an interprofessional healthcare team to improve patient outcomes.

The educational process provides direction and guidance to meet the learning needs of the student and is formal and informal, structured and experiential. Learning is an active lifelong process and is facilitated when a variety of teaching modalities are used to accommodate different learning styles. Enhanced use of informatics and health care technology is included in the educational and clinical arenas.

Professional pharmacy education includes a broad knowledge of the arts and sciences. The faculty develops cognitive, affective and behavioral goals and objectives to measure student learning. Faculty members serve as role models, facilitators of learning and personal resources for students.

In keeping with the educational mission and purpose of the parent institution, the College of Pharmacy at Union University encourages the spiritual growth of each individual and upholds the Christian ethic of service in the pharmacy profession. To this end, the student’s curriculum provides a professional base to develop a pharmacy practice that is excellence driven and future directed.
Statement of Nondiscrimination

Union University does not discriminate on the basis of race, religion, gender, national origin or disability in its admission and progression of students. The University adheres to a Community Value Statement and expects all students to comply with the values of the University.

Faculty and Staff Contact Information

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<tr>
<th>UUCOP Faculty/Staff Members</th>
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Updated 2/2/2018
Admissions Policy

Admission to the Union University College of Pharmacy is by committee action, based on the overall record and aptitude of the applicant. To be considered for admission, the candidate must meet the following requirements:

- Applicants must complete all prerequisite requirements at an accredited institution recognized by American Association of Colleges of Pharmacy (AACP).
- The overall academic average for all courses of greater than or equal to 2.5 on a 4.0 scale is preferred.
- A grade “C” or higher for each prerequisite course is required.
- All applicants must also complete the online PharmCAS application and include at least three references.
- Applicants (except those in PEAP) are required to take the Pharmacy College Admission Test (PCAT) and results should be submitted to PharmCAS.
- Applicants are required to forward ALL official transcripts of all undergraduate colleges and any graduate and professional school enrollments to PharmCAS. Transcripts are required even if coursework does not apply toward pharmacy prerequisites.
- All applicants (except current Union students) will complete a Union University supplemental application.
- An on-site interview is required as a part of the admission process. Interviews are conducted by invitation only and will be scheduled via email. A writing sample will be required as part of the onsite interview.

While there is a March 1 deadline, applicants are encouraged to apply early as space is limited. Applications will be reviewed on a rolling basis throughout the year until the class is filled. The Union University College of Pharmacy admits only one class per year in the fall semester. The COP reserves the right to depart from the existing admissions policy at any time.

Admissions Prerequisites

Admission to the College of Pharmacy requires the completion of prerequisite coursework as follows:

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<td>*General Chemistry</td>
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<td>*Organic Chemistry</td>
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<td>*Human Anatomy and Physiology</td>
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<td>*Physics I</td>
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<td>*Calculus</td>
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<tr>
<td>+Humanities Electives</td>
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<tr>
<td>+Social Sciences Electives</td>
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</table>
Notes:
Courses that will increase the strength of the applicant’s candidacy include biochemistry, immunology, genetics, and a second semester of physics.

*For all science, calculus or statistics courses, the prospective student pharmacist should take courses which are suitable for science majors intending graduate study and should include laboratories when available. The calculus course(s) should include both differential and integral calculus.

+Elective courses must conform to the following distribution and requirements:
- Humanities Electives include courses from arts, history language, literature, or philosophy.
- Social Sciences Electives include courses from anthropology, economics, political science, psychology, or sociology.

It is also strongly recommended that candidates for a Doctor of Pharmacy program gain work experience in a pharmaceutical setting prior to application.

Technical Standards

The mission of Union University is to provide Christ-centered education that promotes excellence and character development in service to Church and society. Taking these demands into consideration with the understanding and acknowledgement of Section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1990, the faculty of the College of Pharmacy set forth the following technical standards that must be met for admission to, progression through and graduation from the Union University College of Pharmacy.

All recipients of the Pharm.D. degree must meet the following technical standards in order to ensure successful competency as they enter the practice of pharmacy. These standards are placed into effect to ensure your success as a health care professional and the safety of the patients with which you are entrusted. Any condition that poses a current or potential risk to the safety or well-being of patients or colleagues must be formally disclosed prior to matriculation into the College of Pharmacy. Such disclosure will not result in automatic exclusion from the program but must be considered in the interest of patient safety. Any individual determined to be currently impaired by alcohol or legal or illegal substances does not meet the technical standards mentioned below.

I. Communication and Observation Skills

Candidates and students must be able to hear, speak to, and observe patients in a variety of pharmacy settings. To be able to communicate with peers, faculty, staff, patients, and other healthcare team members, candidates and current students must be able to communicate effectively and efficiently in English. Communication includes speech, reading, writing, and computer literacy. Change and/or revealed deficiencies in the communication and observation skills of a current student may create barriers that would keep the student from continuing on in the study of pharmacy at Union University.

II. Motor Skills

Candidates and students must possess sufficient visual, auditory, tactile and motor abilities required to gather data from written reference material or from oral presentations, observe demonstrations and experiments, study various types of medical illustrations, observe patients and their environment, observe clinical procedures performed by others, read digital or analog representations of physiologic phenomena, administer vaccinations, perform cardiopulmonary resuscitation, and transport himself or herself to experiential rotations. Additionally, candidates
must have sufficient motor function to gather information from patients by palpation, auscultation, percussion and other assessment maneuvers necessary to complete a general physical exam. Candidates must have the physical ability and manual dexterity to compound sterile and non-sterile products in an environment and manner compliant with existing regulations. Change and/or revealed deficiencies in the motor skills of a current student may create barriers that would keep the student from continuing on in the study of pharmacy at Union University.

III. Interpretative, Conceptual, and Quantitative Ability

Candidates and students must have effective and efficient learning techniques and skills to master an academically rigorous doctorate program. They must be able to learn through a variety of different teaching methods including, but not limited to, classroom instruction, small group activities, individual study, report preparation and presentation, and computer/technology use. They must be able to memorize, measure, calculate, reason, analyze, synthesize and apply information, as well as be able to transcribe verbal messages accurately and interpret written prescriptions accurately. Candidates must be able to read, comprehend and respond to information related to medical situations or patients quickly and in an organized manner. Change and/or revealed deficiencies in the interpretative, conceptual, or quantitative abilities of a current student may create barriers that would keep the student from continuing on in the study of pharmacy at Union University.

IV. Behavioral, Social, and Emotional Attributes

Candidates and students must understand the legal and ethical aspects of the profession of pharmacy and function within the guidelines established by the law and by ethical standards. They must be able to at all times, relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for individuals. This requires that they place their patient at the forefront of their priorities. As they continue to follow in the core values of seeking to be Christ-centered and People-focused they must show honesty, integrity, dedication, compassion, and nondiscrimination as they are providing care to their patients. Candidates must, at all times, demonstrate the emotional stability to be able to exercise good judgment and carry out prompt completion of all responsibilities attendant to the care of their patients in a sensitive and effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid a potential negative impact on relationships and patient care. Candidates must be able to tolerate physically, mentally, and emotionally taxing workloads and to function effectively under stress. An individual with a diagnosed disability may function as a pharmacy student as long as the above technical standards are fulfilled. Change and/or revealed deficiencies in the behavioral, social, or emotional attributes of a current student may create barriers that would keep the student from continuing on in the study of pharmacy at Union University.

V. Stamina

Candidates and students must be of sufficient and stable emotional and physical health to be able to tolerate physically, intellectually, and emotionally challenging workloads and to function effectively under stress, enabling them to adapt to circumstances and situations that may change rapidly without warning and/or in unpredictable ways. Change and/or revealed deficiencies in the stamina of a current student may create barriers that would keep the student from continuing on in the study of pharmacy at Union University.
Experiential Education Prerequisites

Students must successfully complete all didactic courses scheduled before the beginning of each introductory or advanced pharmacy practice experience.

Administrative Requirements
A. Registration with State Board of Pharmacy. Students are not required to register with the Tennessee Board of Pharmacy. Because students may work and/or participate in pharmacy practice experiences in other states, students must register with the respective state Board of Pharmacy in order to work and prior to beginning experiential learning.

B. Professional Liability (Malpractice) Insurance. Proof of Liability Insurance is required by IPPE and APPE sites. Union University shall maintain liability insurance with a coverage minimum of $1,000,000 per incident and $3,000,000 aggregate. The University recommends that all students purchase professional liability insurance with a coverage minimum of $1,000,000 per incident and $3,000,000 aggregate.

C. Medical Insurance. Proof of medical insurance is required for all students prior to beginning experiential training. Proof of insurance may be in the form of a photocopy of the insurance card or policy. It is the responsibility of the student to immediately inform the Office of Experiential Education of any changes in medical insurance coverage.

D. HIPAA/OSHA Compliance Training. Union University adheres to all rules and regulations set forth by the Health Insurance Portability and Accountability Act (HIPAA). Students must complete annual HIPAA/OSHA training.

E. Basic Life Support for the Health Care Provider. Current certification in Basic Life Support for the Health Care Provider is required for all students prior to beginning professional practice experiences. Documentation may be in the form of a photocopy of the course completion card.

F. Criminal Background Check. Union University requires that all students will submit to an annual criminal background check. Union will also make a reasonable inquiry as to the status of each student by reviewing the HHS/OIG List of Excluded Individual/Entities or the General Services Administration’s List of Parties Excluded from Federal Programs.

G. Urine Drug Screens. All students must submit to an annual urine drug screen. Students may also be asked to submit to random urine drug screens at any time.

Health Requirements
A. Measles (rubeola), Mumps, Rubella. Students must provide proof of immunization for measles (rubeola), mumps and rubella or of a positive titer.

B. Chicken Pox (varicella). Students must provide physician documentation of a history of chicken pox (varicella), proof of two varicella immunizations, or have a positive titer for varicella.

C. Hepatitis B and Tdap. Students must provide proof of Tdap, Hepatitis B immunization or immunity, documented by a physician.

D. Tuberculin Skin Test. Proof of a negative tuberculin skin test is required annually. Students having a positive PPD test cannot participate in pharmacy practice experiences until they demonstrate lack of an active case or present evidence that they are currently undergoing treatment.

E. Influenza. Union University requires all students to receive an annual influenza vaccine.
Background Checks Policy

The UUCOP requires all students to submit to a criminal background check prior to admission to the Doctor of Pharmacy program and annually thereafter. Students must pay for the annual criminal background checks, which are completed through Certiphi Screening, Inc. The average cost for this service is ~ $150. This background check is conducted to help ensure a safe clinical environment for both students and the public and to meet the contractual requirements of training sites. The College will also make a reasonable inquiry as to the status of all students by reviewing the HHS/OIG List of Excluded Individuals/Entities or the General Services Administration’s List of Parties Excluded from Federal Programs. The College understands that pharmacies cannot provide training for any student who is determined to be an ineligible person on the federal government’s Office of Inspector General and General Services Administration exclusion list.

Students found to have a positive criminal background check must submit their complete criminal background report to the Assistant Dean of Experiential Education for review. Any student with a felony conviction is not eligible for experiential education training. Therefore, any student with a felony conviction will not be admitted to the College of Pharmacy or will be immediately expelled from the College of Pharmacy if already admitted.

Students with a misdemeanor conviction prior to admission or following admission must submit a written explanation of the criminal charges to the Assistant Dean of Experiential Education. The criminal background report and the written explanation may be reviewed by the Leadership Team. A recommendation will be made on an individual basis. The Committee will submit the recommendation to the Dean, who will make the final decision including admission candidacy or continued enrollment. Any enrolled student with a misdemeanor conviction may be removed from courses, pending the decision of the Dean.

Successful completion of a background check for UUCOP purposes does not guarantee licensure or employment in the state of Tennessee. External sites affiliated with the UUCOP may have a more stringent policy for their respective entity and may conduct additional background checks at their discretion. Therefore, it is possible to be admitted to the UUCOP following the initial background check to later not be allowed to continue in the program, should a more stringent background check preclude a student from participating in an IPPE/APPE.

Drug Screening Policy

The UUCOP requires all students to submit to a urine drug screen on admission to the Doctor of Pharmacy program and randomly, but not less than annually, thereafter. This drug screen is conducted to help ensure a safe clinical environment for both students and the public and to meet the contractual requirements of training sites.

Students with a positive drug screen must submit a written explanation of the results to the Assistant Dean of Experiential Education. Students testing positive for prescription medications must provide proof of the prescription. The results of the drug screen and the explanation of the results will be reviewed by the Assistant Dean of Experiential Education, who will make a recommendation regarding admission or progression to the College of Pharmacy Dean, who will make a final decision regarding admission or continued enrollment.
Students testing positive for an illegal substance must submit a written explanation of the results to the Assistant Dean of Experiential Education. The results of the drug screen and the explanation of the results will be reviewed by the Assistant Dean of Experiential Education, who will make a recommendation regarding admission or progression to the College of Pharmacy Dean, who will make a final decision regarding admission or continued enrollment.

Decisions regarding all positive testing will be handled on a case-by-case basis. All decisions will be made in congruence with the University Student Alcohol and Drug Testing Policy, which can be viewed at http://www.uu.edu/studentservices/accountability/testingpolicy.cfm.

Transfer Application Policy

Students wishing to transfer to the UUCOP from other schools or colleges of pharmacy will be evaluated on a case-by-case basis. Applicants will only be considered if they are seeking transfer from an ACPE-accredited program.

A decision about transfer status will be relayed to the applicant upon receipt of the following documents:

- Letter of intent outlining reason for transfer request
- Letter from previous institution’s Dean of Students outlining current academic status and terms of departure (academic/professionalism status)
- Two letters of recommendation (one from a current faculty member)
- Pharmacy course catalog and syllabi from all courses taken to date
- Official pre-requisite and pharmacy transcripts from all institutions

The aforementioned documents should be submitted to the Director of Pharmacy Admissions within the Office of Student Services. In the instance a curricular deficiency is identified, applicants may be offered a competency assessment to demonstrate knowledge and, therefore, secure transfer credit for a particular course. Transfer credit will only be awarded when the applicant has earned a grade of C or better. The Assistant Dean of Student Services, in conjunction with the Chairs of the Admissions and Curriculum Committees, will present a recommendation for transfer to the Admissions Committee. The decision of the Admissions Committee will be final.

Course Waiver Policy

Required courses
Students who have completed graduate-level coursework that is equivalent to a required course may request a waiver of a required course. Students should submit a request for waiver along with a course syllabus and official transcript to the Chair of the Curriculum Committee. This request must be made at least four weeks in advance of the semester in which the class begins in order to be considered. Once matriculated into the UUCOP, students cannot seek courses outside the college in order to waive courses required in the curriculum.

Elective courses
Students who have completed graduate-level coursework (minimum of two credit hours) that is relevant to the professional curriculum may request acceptance of credit. Students should submit a request for waiver along with a course syllabus and official transcript to the Chair of the Curriculum Committee. If deemed acceptable, the course will satisfy two of the eight elective hours that must be earned in order to meet graduation requirements. The remaining six elective hours must be earned through the COP.
Leave of Absence Policy

A leave of absence may be granted when a student needs to separate from the COP for an extended period of time rendering the student unable to complete didactic, experiential or co-curricular work in a timely manner. Leaves of absence may be granted on a case-by-case basis and may include medical necessity, personal issues, or family issues that cannot be resolved successfully within the academic year.

A student seeking a leave of absence must meet with the Associate Dean of Academic Administration and the Assistant Dean of Student Services. A leave of absence will not be extended beyond one year. Depending on the length of the leave of absence, the student may be asked to repeat coursework, competencies or orientation activities in order to ensure academic success. Administrators will consult with the Academic Standing and Progression Review (ASPR) Committee and then recommend a plan of action. The student and Chair of ASPR will sign the action plan.

A student taking a leave of absence 6 months or longer should immediately contact the Office of Student Financial Planning.

Withdrawal Policy

Students wishing to withdraw from the UUCOP must complete the following process:

- The student must meet with the Associate Dean of Academic Administration and the Assistant Dean of Student Services.
- If the student still desires to withdraw following the meeting with COP administrators, the student should submit a formal letter outlining the reason for withdrawal to the Associate Dean of Academic Administration.
- The student should send a copy of this letter to the University Registrar.

Students withdrawing from the COP who received financial aid will be required to meet with the Office of Student Financial Planning prior to departure. The student is expected to resolve all financial issues with the University and should not contact the COP for assistance in this matter.

Readmission Policy

Students who part ways with the COP for any reason may be considered for readmission upon application through the normal admissions process. Exceptions to this policy will be handled by the Dean of the COP on a case-by-case basis.
CURRICULUM POLICIES & PROCEDURES

Curriculum Overview

Didactic
The required didactic curriculum at the UUCOP is contained in the first 2.5 years and during April of the fourth professional year. Students will have the opportunity to satisfy elective requirements during the P1 spring, during the last 1.5 years of the curriculum while on Advanced Pharmacy Practice Experiences (APPEs) or through select other avenues (e.g., mission trips). Students must earn 8 hours of elective credit to satisfy graduation requirements. Six of these 8 hours must be earned in a board-preparatory course.

Additionally, the curriculum will also offer opportunities for interprofessional practice and education, enabling students to become collaborative practice-ready providers. Students will learn about, from and with other healthcare professionals to gain an understanding of the roles and responsibilities of all healthcare providers and how interprofessional teamwork can improve patient outcomes.

Experiential
Experiential education at Union University involves three 2-week Introductory Pharmacy Practice Experiences (IPPEs). Students complete introductory rotations in community practice and in institutional practice during January (P1 Spring) and during the summer following the P1 spring. The second introductory community practice rotation is completed during the summer following the P2 spring.

The final IPPE takes place over the course of two semesters (P2 spring and P3 fall) as the Applied Therapeutics with IPE I and II courses. During these capstone introductory rotations, students are assigned patients at Jackson-Madison County General Hospital. Students collect pertinent medical and medication data, analyze data, and design a pharmacotherapy plan. Students also participate in interprofessional education (IPE) activities in each of the courses.

Advanced Pharmacy Practice Experiences (APPEs) occur during the last 1.5 years of the professional program. Beginning in January of the P3 year, students complete a total of ten month-long rotations in a variety of practice settings. Required APPEs include the following:

- Advanced Chain Community Practice
- Advanced Independent Community Practice
- Acute Care: Internal Medicine
- Acute Care: various options available
- Ambulatory Care
- Advanced Institutional Practice

Four elective APPEs may include pharmacy management, various specialty practice settings (e.g. nuclear, informatics, veterinary practice, etc.) and research, as well as additional rotations in the required APPE categories.

Co-Curricular
The purpose of the co-curriculum is to provide students with co-curricular activities and learning experiences to complement and advance learning that occurs within the formal didactic and experiential curriculum of UUCOP. There are five co-curricular educational outcomes, referred to as CEPHS. Each outcome is defined below.

- Career Planning: Set goals in order to be residency or practice-ready upon graduation
• **Education**: Gain knowledge and skills necessary for life-long learning and the provision of evidence-based patient care
• **Personal and Professional Growth**: Develop self-awareness to foster personal maturation and professional growth
• **Healthcare Advocacy**: Engage in patient and professional advocacy
• **Service**: Demonstrate selfless concern for meeting the needs of patients, the profession, and the community

**Elective Classification**

All COP electives are two credit hour courses. The COP Curriculum Committee has designated approved COP electives as a board-prep elective (BPE) or non-board-prep elective (NBPE). These designations may also be found in the University Graduate Catalogue. Students must earn 8 elective hours to graduate. Six of the 8 elective hours must be board-prep.

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<thead>
<tr>
<th>Course Prefix/ Number</th>
<th>Course Name</th>
<th>Elective Designation</th>
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<tbody>
<tr>
<td>PHRM 702</td>
<td>Ambulatory Care</td>
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<tr>
<td>PHRM 703</td>
<td>Introduction to Population Kinetics</td>
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<tr>
<td>PHRM 706</td>
<td>Advanced Cardiovascular Pharmacotherapy</td>
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<tr>
<td>PHRM 707</td>
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<td>PHRM 708</td>
<td>Self-Care/Counseling</td>
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<td>PHRM 711</td>
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<td>PHRM 712</td>
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<td>Social &amp; Behavioral Research Design I</td>
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Class of 2021 Curriculum Map

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<tr>
<td>Applied Pharmacy and Practice</td>
<td>PHRM548</td>
<td>2</td>
<td>Lecture</td>
<td>SBA</td>
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<td>Year 3 Fall</td>
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<td>SBA</td>
<td>Didactic Elective*</td>
<td>PHRM553</td>
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<td>Pharmacology I</td>
<td>PHRM554</td>
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<tr>
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<td>Experience 5 - Institutional</td>
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<td>PHRM567</td>
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<td>Experience 6 - Acute Care</td>
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<td>PHRM569</td>
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<td>2</td>
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<td>PHRM572</td>
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<td>PHRM573</td>
<td>2</td>
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</tbody>
</table>

* Didactic electives can be taken at any time during the curriculum. Eight (8) elective hours are required. Six (6) hours of didactic electives must be designated at Board preparatory electives. Students may take up to 4 additional hours of electives as part of their cohort tuition expense.
Course Descriptions

See http://www.uu.edu/catalogue/ for a full description of COP courses.

Early Intervention Policy

Upon admission to the UUCOP, the student will be assigned to a pharmacy faculty member who will serve as their mentor. The mentor will serve to provide professional guidance throughout the curriculum and co-curriculum. The mentor will monitor academic and co-curricular progression and will intervene accordingly to ensure the student’s best opportunity for success.

Didactic
Students earning a “C” or less on any course exam will contact their mentor via email within 2 business days of grades being posted. Mentors will review didactic progress and contact the student as deemed necessary. The mentor and student will determine (with aid from the teaching faculty member or course coordinator) a plan for success. This may occur through individualized discussions with the faculty member or the student being given additional resources to study. Students with a failing course average at the midpoint will be referred to the Associate Dean of Academic Administration.

Experiential
Students earning a “C” or less on any component of the APPE evaluation will receive contact from the Assistant Dean of Experiential Education for intervention as needed.

Co-Curricular
Mentors will check co-curricular progress during fall and spring CEPHS meetings. Concerns regarding inadequate progression will be addressed to the Assistant Dean of Student Services.

Grading Policy

Course grades will be based on the total points accumulated from all exams/quizzes etc. relative to the maximum points attainable. Assignment of letter grades will be based on the following grading scale:

90-100  A (4 quality points)
80-89   B (3 quality points)
70-79   C (2 quality points)
< 70    F (0 quality points)

The letter grade, which appears on the student’s transcript, will be determined from the final course percentage grade. This percentage will be calculated out to one decimal point; any score ≥ 0.5 will be rounded up to the next whole number and any score < 0.5 will be rounded down to the next whole number (e.g., 79.5% = 80% = B; 69.4% = 69% = F).

To determine the GPA, the quality points earned are divided by the semester hours attempted. The grade of P (pass) will not be included in the GPA, but the credit will be included in the hours for graduation.
Progression Policy

Didactic

In order to progress to the next academic year, students must successfully complete all didactic and experiential coursework with a grade of “C” or better and meet established grade point average (GPA) requirements as outlined below. Additionally, all co-curricular requirements for that cohort year must be met. A grade of “I” or incomplete is not congruent with academic progression. Any course in which remediation is necessary must be successfully completed during either the January or summer terms prior to the next academic year (as determined by prerequisite requirements). Conditions of remediation will be determined by the course coordinator upon approval of remediation by the Academic Standing and Progression Review (ASPR) Committee as outlined in the remediation policy. Co-curricular deficiencies will be addressed by the Assistant Dean of Student Services. In addition to meeting technical standards upon admission, students must continue to meet these standards to progress in the program (see page 12).

Experiential

It is expected that all students will complete the introductory (IPPE) and advanced pharmacy practice experiences (APPEs) in a manner consistent with the expectations of the program and the profession. Failure of an IPPE/APPE may occur either at the conclusion of the IPPE/APPE, when performance or behavior is deemed to be inadequate for attainment of a passing score, or at any point within the experience, when the student’s performance or behavior is judged to threaten the health and welfare of the patients or is found to be significantly below the curricular expectations of a student. The student may appeal this dismissal as outlined above.

Failure prior to completion of an IPPE/APPE

In the event a student’s performance and/or behavior (e.g., violation of the Code of Professionalism) during an IPPE/APPE is significantly below the level expected, the preceptor must document concerns and discuss them with the student. This includes situations where it is felt that the student’s continuation on the rotation may threaten the health and welfare of patients seen within the practice, or the student’s behavior is unprofessional/inappropriate. Additionally, the Assistant Dean or Assistant Director of Experiential Education will be notified and documentation of the student’s performance will be reviewed.

If, in the preceptor’s estimation, the student’s performance departs significantly from expected standards, the preceptor may summarily remove the student from the IPPE/APPE permanently with a failing grade for that experience.

Failure of a completed IPPE/APPE

In the event that a student fails a completed IPPE/APPE, the Assistant Dean or Assistant Director of Experiential Education will be notified and documentation of the student’s performance will be reviewed.

A student may appeal the IPPE/APPE failure to the Assistant Dean or Assistant Director of Experiential Education within five business days of action. A student may not progress to another IPPE/APPE until action has been taken by the Office of Experiential Education.

Co-Curricular

The co-curriculum includes both required and optional expectations. Students must complete required activities in the indicated year (e.g., P1, P2, P3 or P4) in order to progress to the next cohort year. Students will also complete optional activities and must earn 8 points from optional activities in order to graduate. Students must earn 4 of 8 optional points by December 10th of the third year. Failure to do so may impede progression to APPEs. Optional activities may be completed at any time during the 4-year curriculum. Failure to complete required and/or optional co-curricular expectations will delay graduation.
Probation Policy

Probation will be imposed upon a student when the student's performance meets any of the following conditions:

1. The cumulative grade point average earned at the conclusion of any semester, including the first semester, is less than 2.33.
2. A single semester GPA of ≤ 2.00.
3. A student receives a grade of "F" in any course. Additionally, students with outstanding deficiencies in the professional curriculum (incomplete or "F") may not attend courses in the next semester without affirmative action by the ASPR subcommittee.
4. A student is found guilty of a Code of Professionalism violation.

Students on probation due to academic deficiencies (conditions 1, 2 and/or 3) will receive a letter outlining all requirements necessary for correcting the deficiencies and will be prompted by the Academic Standing and Progression Review Committee to complete a Plan for Academic Success (PAS). The PAS must be presented to the Associate Dean for Academic Administration within 2 weeks of the student’s receiving the ASPR communication. As deemed necessary, the Associate Dean of Academic Administration will collaborate with the ASPR Committee and the student’s mentor for feedback on the student’s submitted PAS. Review of the PAS will allow for individualized recommendations for student success. Compliance with the finalized PAS is necessary for the student to fulfill probation requirements. Students will remain on probation until all academic deficiencies are corrected. The student will be notified by the Associate Dean of Academic Administration when all probation requirements have been satisfied.

Students on probation due to professional deficiencies (condition 4) will receive a letter outlining all requirements necessary for correcting the deficiencies and be prompted by the Professionalism Committee to complete a Plan for Professional Success (PPS). The PPS must be presented to the Assistant Dean for Student Services within 2 weeks of receiving Professionalism Committee communication. As deemed necessary, the Assistant Dean for Student Services will collaborate with the Professionalism Committee and the student’s mentor for feedback on the student’s submitted PPS. Review of the PPS will allow for individualized recommendations for student success. Compliance with the finalized PPS is necessary for the student to fulfill probation requirements. Students will remain on probation until all professionalism deficiencies have been addressed. The student will be notified by the Assistant Dean for Student Services when all probation requirements have been satisfied.

Unless otherwise specified in the student’s PAS/PPS, students on probation who serve in an elected or appointed position must successfully maintain a GPA ≥ 2.33 and meet all academic and/or professional progression requirements. Failure to meet progression requirements will result in the student’s removal from the elected/appointed position. Students are ineligible to hold future elected/appointed positions until all deficiencies are corrected.
Remediation Policy

Remediation is defined as the correction of a deficiency, secondary to course failure, which does not involve the retaking of a course. Remediation will only be allowed twice during the course of the pharmacy program and will occur during the January or summer term. Students will be charged for remediation or retake of any course during the didactic, experiential or co-curricular component of the curriculum.

Didactic

For students who meet defined criteria, ASPR will consider allowing remediation and the opportunity to continue progression through the curriculum despite setbacks in required didactic courses. Elective courses may not be remediated and, therefore, must be repeated. ASPR will communicate with the course coordinator regarding the feasibility of remediation. Students should not discuss remediation with the course coordinator prior to the meeting with ASPR. The student will be notified of an academic deficiency and the need to meet with ASPR by phone or email. ASPR will make a decision on the student’s case. The ASPR decision will be communicated to the student.

Qualifications for Didactic Remediation

Remediation will be considered if the student meets the following criteria:

1. The student has a final grade percentage average ≥ 59.5%. Students whose average is below 59.5% may be required to repeat the course in its entirety.
2. The student’s semester grade point average is ≥ 2.00 and overall academic grade point is ≥ 2.33 on a 4 point scale.
3. The student must have no academic misconduct violations.
4. The student must not have remediated more than once previously.

In addition to the above noted criteria, students must also acknowledge and agree to the following:

1. The objectives and course content will be determined by the course coordinator and may include all original objectives and content or may be a section or specific module of the original course or an alternative course determined by the course coordinator. The delivery or format methods for the remedial course will be at the discretion of the course instructor(s) and/or course coordinator(s) and may include a variety of options.
2. Course assessments are likely to be different from those used in the original course and are up to the discretion of the course instructor or coordinator. Options may include:
   • Single comprehensive examination in which the student must receive a course grade of ≥69.5%. (A score of <69.5% may result in the student having to repeat the original course in its entirety.)
   • Other course instructor-designed assessments with a score of ≥69.5%.
3. Agree to keep all appointments with faculty and meet all deadlines with the understanding that failure to do so could result in failure of the course.
4. Agree to pay the appropriate tuition and fees, with no opportunity for a refund. This applies to all COP remediation and/or course retakes.
5. Failure in this remedial course will count as failure similar to any other course with respect to the student’s official transcript, calculation of the cumulative grade point average, and academic standing.
6. Both course grades will appear on the transcript and will be used in calculation of the student’s cumulative grade point average. Academic standards are in place and failure a second time in the course(s) may have serious consequences and may result in dismissal from the program.
7. Remediation is not a guaranteed right of the student and should be regarded as a privilege, which must be earned by a student through active participation in the educational program as demonstrated by regular class attendance, individual initiative, and utilization of available academic resources. Students should recognize that the need to remediate coursework may delay the timetable for their graduation from the Pharmacy program.

**Experiential**
Experiential courses, IPPEs and APPEs, cannot be remediated and, therefore, must be repeated.

**Co-Curricular**
Students failing to complete all required co-curricular activities in their respective cohort year will not be allowed to progress without documentation of completion of remaining activities, or in the instance the missed activity cannot be repeated, completion of an activity deemed appropriate by the Assistant Dean of Student Services. Students failing to complete either required or optional co-curricular experiences will be notified of a co-curricular deficiency, be placed on probation and meet with the Professionalism Committee. The Professionalism Committee will make a decision on the student’s case and implement a corrective plan of action.

**Dismissal Policy**
A student will be subject to a dismissal recommendation when any one or more of the following conditions are met:

1. Two or more course failures
2. Failure to meet technical standards
3. A second probationary period with a cumulative grade point average less than 2.33
4. Failure to uphold the UUCOP Code of Professionalism

Students who meet any of the above criteria will meet with the ASPR or Professionalism Committee. Actions of the Committee will be communicated to the student.

**Graduation Policy**
An applicant must have completed all degree requirements to receive their Doctor of Pharmacy degree. Additionally, they must comply with the following conditions:

1. Completion of the coursework for the Doctor of Pharmacy with a minimum cumulative grade point average of 2.33.
2. Successful completion of 4-year co-curriculum.
3. All didactic and experiential course requirements must be successfully completed.
4. File an application for graduation with the UUCOP Office of Student Services and the Academic Center.
5. Pay in full the student’s account balance with the UUCOP and the University Business Office.
6. Discharge all other obligations (fines, credentials, fees, etc.) at the University.
Academic Recognition Policy

Student graduates with a final GPA of greater than 3.50 will be recognized during graduation exercises based on the following GPA ranges:

3.500-3.666: Honors  
3.667-3.833: High Honors  
3.834-4.000: Highest Honors

Appeals Policy

Academic Standing and Progressions Review Committee Action
Students may appeal any academic action rendered by ASPR to the Associate Dean of Academic Administration. The student may appeal the second ASPR decision to the Dean of the College of Pharmacy. All internal appeals must be submitted in writing (email is acceptable) within five business days of receipt of notification of action. Students who desire to appeal the Dean’s decision should submit their appeal to the University Graduate Appeals Committee as outlined in the Campus Life Handbook.

Grade Appeal
Grade appeals should follow the process outlined in the Campus Life Handbook.

Professionalism Committee Action
Students may appeal any action rendered by the Professionalism Committee to the Assistant Dean of Student Services. The student may appeal the second Professionalism Committee decision to the Dean of the College of Pharmacy. All internal appeals must be submitted in writing (email is acceptable) within five business days of receipt of notification of action. Students who desire to appeal the Dean’s decision should submit their appeal to the University Graduate Appeals Committee as outlined in the Campus Life Handbook.
Oath of a Pharmacist

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

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

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

Code of Professionalism

Professionalism is defined as “the conduct, aims, or qualities that characterize or mark a profession or a professional person.” Professionalism is woven through everything that we do as pharmacists. At Union University, our goal is for our graduates to be distinctly different. For this reason, professionalism is of the upmost importance and ties directly to the mission and vision of our great University. This document will serve as the foundation that students of the College of Pharmacy will follow.

As further described in the Adult Community Values Statement, Union University upholds the highest standards of honesty. Student pharmacists must exhibit academic behaviors consistent with professional expectations. The things students choose to do in and out of the classroom should reflect a strict adherence to a professional code of ethics. Student pharmacists must protect their patients’ confidentiality and commit to preparing themselves to provide pharmaceutical care to the best of their ability. They must also demand high professional standards from their peers, as they are preparing to be colleagues in a life-saving profession. For this reason, student pharmacists cannot tolerate academic misconduct of any kind as this would undermine what society expects of them as professionals. Professionalism requires pharmacists to assure that their peers in the field are behaving in society’s best interest. Therefore, it is critical that students not only exhibit ethical behavior but that they develop skills in confronting unethical actions among their colleagues as well.

This Code of Professionalism was constructed in consideration of these principles. It defines expectations of student conduct in, and relating to, the classroom, the laboratory, and the Experiential Education Program. It dictates a responsibility on the part of students and faculty to ensure ethical academic and professional behaviors, and it outlines procedures for dealing with allegations of misconduct.
Characteristics or tenets of professionalism have been previously described in work published by the American Pharmacists Association (APhA)² and the American College of Clinical Pharmacy (ACCP).³ Examples of these characteristics and how they align with our four guiding core values are described below.

- **Excellence-driven**
  - Dedication and commitment to excellence: strive for excellence and assume responsibility for your learning and professional development
    - Commit to life-long learning and betterment of one’s self
    - Engage in a variety of continuing education opportunities
    - Be willing to learn from others and from one’s own mistakes

- **Christ-centered**
  - Honesty and integrity: display honesty and integrity in all that you do
    - Maintain proper classroom and experiential learning behavior
    - Be responsible for completion of your own work
    - Preserve patient confidentiality
    - Utilize ethics and morality in decision-making
  - Respect for others: treat others as you would want to be treated
    - Treat patients, peers, faculty, preceptors, and other health-care providers as people
    - Demonstrate empathy, compassion and respect for privacy in all patient-provider interactions
    - Listen attentively and without judgment

- **People-focused**
  - Altruism: make an unselfish commitment to serve the best interests of the patient above your own
    - Recognize the patient is the priority
    - Understand that doing the best for others often means a sacrifice of one’s own desires or time
    - Advocate for patients and for the profession
  - Professional presence: instill trust through professional presence
    - Recognize that professionalism extends beyond the classroom and work environment
    - Commit to maintaining appropriate dress in the work environment
    - Maintain an enthusiastic and caring attitude in any setting where one represents the profession

- **Future-directed**
  - Professional stewardship: actively participate and engage in classes, organizations, and other worthwhile endeavors in the profession of pharmacy
    - Lead by example through local, state, and national pharmacy organizations as students and practitioners
    - Identify a mentor, both in College and in practice
    - Contribute to the betterment of the profession by sharing your work
    - Contribute to the betterment of your local community through service activities

The pharmacy profession has a long tradition of respect and trust by the general public. As health professionals, it is important that pharmacists maintain the highest standards of honesty, integrity and ethical behavior. Student pharmacists are expected to acquire not only the knowledge and skill required to become experts in drug therapy but also the professional attitudes, ethics and behaviors necessary to adhere to the Code of Ethics for Pharmacists as adopted by the American Pharmacists Association in 1994. These principles include:

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

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

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

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

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

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

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.
When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
VII. A pharmacist serves individual, community, and societal needs.
The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.
When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.


Academic Misconduct Violations

Dishonesty of any sort, including cheating (giving or receiving aid on a test or other work that is required to be performed independently) and plagiarism, will not be tolerated. Plagiarism is defined as copying more than six consecutive words verbatim or more than two sentences that reflect the original author’s phrasing, sentence structure, or meaning. Academic misconduct is a violation of the Code of Professionalism. Violations of the UUCOP Code of Professionalism related to academic misconduct include but are not limited to the following:

- Violating any course, experiential education, or other program syllabi, policies, regulations, or guidelines
- Feigning an illness to avoid taking an exam
- Reviewing a stolen copy of an exam
- Stealing or selling an exam
- Copying/photographing or memorizing the content and/or answers of exams in courses and passing them on to future test-takers
- Submitting plagiarized work
- Fabrication of information or literature citation
- Submitting the same, or substantially similar, work to satisfy requirements for a course that has been submitted in another course without prior permission of the instructor
- Knowingly reporting false laboratory, research or patient data
- Altering, or attempting to alter, a grade in a course
- Altering, or attempting to alter, an official form or record, or submitting an official form or record known to be false
- Placing other students at an unfair academic disadvantage (e.g., taking actions to prevent other students from having access to academic information)
- Failing to protect patient or practice site confidentiality
- Retaliating against those who make an allegation of a Code of Professionalism infraction
- Knowingly making a false allegation of a Code of Professionalism violation against another student
- Failing to report another student for known violation of the Code of Professionalism
- Violation of other applicable University policies, regulations or guidelines, or relevant federal, state or local laws
- Any other conduct or activity that tends to compromise academic integrity or subvert the educational process
Professional Behavior Misconduct Violations

Violations of the UUCOP Code of Professionalism related to professional behavior misconduct include but are not limited to the following:

- Purposely falsifying applications, forms (including but not limited to immunization records and criminal background checks) or records prior to admission or while enrolled at Union University
- Knowingly producing false evidence (or rumors) against another person or providing false statements or charges in bad faith against another person
- Knowingly publishing or circulating false information (including but not limited to use of email, social media, or other technology) concerning any member of Union University’s faculty, staff, student body members or members of the community
- Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research or experiential programs of the COP or Union University, on campus or at experiential sites
- Verbally threatening or purposely committing physical violence (including but not limited to sexual harassment) against any member of Union University’s faculty, staff, student body members or members of the community
- Misusing or misrepresenting one’s status as a student pharmacist or the right to use any Union University property and facilities
- Engaging in any facet of pharmacy practice prior to graduation unless under the direct supervision of a licensed practitioner or otherwise allowed by law
- Use, possession, or participating in the trafficking of illegal drugs or substances
- Possession, use, purchase, or distribution of alcoholic beverages on campus
- Unauthorized accessing or revealing of information about faculty, staff, or students of the COP, or patients/clients, that is private or confidential
- Failure to adhere to COP dress code(s)
- Failure to meet co-curriculum requirements
- Using offensive language, gestures or making inappropriate remarks to faculty, staff, students, or members of the community
- Maligning the character of Union University’s faculty, staff, students or members of the community
- Failure to attend scheduled faculty meetings, required lectures, laboratory sessions, experiential rotations, group sessions or examinations
- Failing to protect patient or practice site confidentiality
- Failure to comply with a request, written or verbal, of an authorized Union University faculty (including adjunct faculty) or staff member
- Failure to comply with COP policy
- Using a cell phone (including texting) or other electronic devices during class or on experiential rotation, unless approved by course instructor or preceptor (Cell phones must be on silent mode during class and on experiential rotation. If the student has a special situation that will require use of their phone, they need to inform the professor at the beginning of class.)
- Eating during class times or laboratory sessions (unless an approved function of the COP)
- Failure to meet requirements in place to progress in the curriculum including, but not limited to, receiving immunizations, obtaining intern license, and passing background checks
- Violating any laws of the local, state, national and international governments
- Failure to properly report known violations of the COP Code of Professionalism

Responsibilities for Students
Students who believe that academic or professional misconduct has taken place are obligated to bring their concerns to the attention of the instructor for the course or to the Assistant Dean of Student Services. Anonymous accusations of misconduct will not be considered.

Responsibilities for Faculty
Faculty are responsible for encouraging professional conduct. They are to make every effort to provide physical conditions that deter cheating. They are to be aware at all times of activity in the testing area. If the instructor believes that academic misconduct has occurred, the faculty member should report potential academic misconduct to the Assistant Dean of Student Services. The Assistant Dean of Student Services will determine if the violation will be heard by the Professionalism Committee, which may lead to further sanctions up to and including dismissal from the pharmacy program and expulsion from the University.


Attendance Policy
Attendance and timeliness in and to class is considered an important component of professionalism and is expected of Doctor of Pharmacy candidates. The COP maintains a Calendar of Events that is shared with students prior to the beginning of the academic year. The COP will make every effort to give at least a two-week notice before requiring attendance at a COP-related function that was not included on the COP Calendar of Events. Recognizing at some times, this advance notice may not be possible, the COP appreciates student flexibility and attendance. Expectations for attendance throughout components of the COP program are outlined below. Students should be aware that faculty may choose to exercise alternative classroom attendance expectations as deemed necessary for a specific course (one day vs. multiple day meeting times).

Classroom
Attendance in all class and laboratory sessions (if applicable) is mandatory and all material presented in class is considered essential and important for a pharmacy course. In the event of an emergency and/or an absence, communication with the course coordinator prior to the absence is expected from all students. Any in-class exercises, quizzes or discussions that are missed due to an unexcused absence cannot be made up.

Professional Meetings and College of Pharmacy Activities
Student attendance at professional meetings is encouraged. Students should request approval in writing, from the Assistant Dean of Student Services (via Professional Meeting Attendance Request Form found on COP website - http://www.uu.edu/programs/pharmacy/studentlife/). This request should occur before contacting faculty or experiential education preceptors. Only students in good academic standing will be granted approval. If meeting attendance is approved, the Assistant Dean of Student Services will work in conjunction with the Office of Experiential Education when necessary. Students will be notified of the decision regarding meeting attendance and will be then responsible for communication with the appropriate faculty and preceptors. Any meeting request during the experiential component of the curriculum should be submitted so that a decision can be made in time so that communication with the preceptor can occur prior to or at the beginning of the rotation.
Students may be excused from rotations to attend College-related functions or professional meetings. However, attendance does not eliminate the required achievement of learning objectives. Students may be expected to make up time missed at the preceptor’s convenience. Work-related absences do not qualify as professional meetings and will not be considered as excused.

**Experiential Education**
Please refer to your Experiential Education Manual for specific language regarding attendance during IPPEs and APPEs.

**Excused Absences**
The following are defined as excused absences:

- Student illness or illness of a student’s immediate family
- Death of a member of student’s immediate family (up to three day leave allowed)
- Travel for participation in intercollegiate events; approved travel to professional meetings; travel for College of Pharmacy classes; travel by individual students representing the College of Pharmacy in special circumstances

Documentation of absence must be provided on the day of return to classes to the course coordinator. Requests for absences beyond what is outlined above should be communicated to the Assistant Dean of Student Services.

Students missing an exam or quiz must notify the course coordinator by email or phone prior to the exam or quiz unless prohibited by serious illness or injury. In case of an illness, the student must provide a verified physician’s excuse, or an approved licensed designee, to the appropriate course coordinator. Failure to provide prior notification and appropriate documentation of illness may result in a grade of zero on the missed exam or quiz. The format of make-up exams or quizzes are left to the discretion of the course coordinator or instructor. Make-up exams or quizzes must be taken within three working days of the student’s return to class.

For all other excused absences, permission must be obtained from the course coordinator (or Assistant Dean of Student Services in the case of professional meeting attendance) prior to the absence and appropriate evidence/documentation must be presented at the request of the course coordinator in order to make-up the missed exam or quiz.

**Unexcused Absences**
Unexcused absences or failure to notify the course coordinator prior to the examination or quiz will result in a grade of zero.

Faculty reserve the right to apply the following policy regarding unexcused absences: For each unexcused absence, the student will lose one percentage point from his/her final average in the course. Additionally, a student with ≥ 3 unexcused absences may incur a letter grade (10%) deduction to his/her final average in the course. Exceptions to this policy will be outlined in the specific course syllabus.

**Tardiness**
Tardiness is considered to be an unexcused absence. A student is considered to be tardy if he/she arrives after the lecture or presentation has started. All students are expected to be present and on time for all exams and quizzes. Students will not be allowed to take an exam or quiz after the first student has completed the exam or quiz and left the room; the student will receive a grade of zero for the missed exam or quiz. No exams or quizzes will be rescheduled for reasons of tardiness. Students arriving late but
before the first exam or quiz is completed must submit his/her exam at the end of the designated exam/quiz time. Compensatory time will not be given.

**Dress Code**

Demonstrating professionalism as a student is very important in the classroom and in the community. If for religious, medical or cultural reasons there is a need to deviate from the stated policy, the student must make a request to the Assistant Dean of Student Services in writing, and be willing to provide requested documentation in support of the request. Written approval from the Assistant Dean of Student Services will be granted where appropriate.

**Casual attire** is appropriate in the classroom environment. Clothes or accessories that should not be worn include the following:

- Hats, caps or head wraps/scarses
- Shorts (casual or dress) or skorts
- Skirts or dresses which are inappropriately tight or short
- Skirts with inappropriate splits
- Provocative or revealing tops including spaghetti strap shirts, tube/tank tops, halter tops, or low cut blouses. Ladies’ sleeveless shirts should extend to the shoulder.
- Frayed or torn jeans
- Sweatpants, spandex or other exercise attire
- Sweatshirts (Exceptions: UUCOP sweatshirts may be worn at any time.)
- T-shirts (Exceptions: UUCOP T-shirts or sweatshirts may be worn on Fridays.)
- Scrubs (Exceptions: Scrubs may be worn on Physical Assessment, Pharmaceutics or Gross Anatomy labs days only. Open-toed shoes are not permitted in labs.)
- Sunglasses

Any violation of the casual attire dress code should be reported to the Assistant Dean of Student Services. The first casual dress code violation will result in a warning. A second violation will result in a full Professionalism Committee hearing. Any violation of the UUCOP casual dress code may result in the student being dismissed from class in order to go home and change.

**Professional attire** is required for all pharmacy practice experiences, introductory and advanced, as well as didactic lab sessions (exception: Pharmaceutics lab) and the Applied Therapeutics course. Students are required to wear a clean, long-sleeve, waist-length white lab coat and nametag identifying them as a student pharmacist. Personalized embroidery is not allowed on student white coats. If deemed necessary by a particular institution, the student must wear any institution specific name badge as well.

Men should wear a dress shirt, tie and socks with dress shoes. Women should wear a knee-length or longer dress, blouse with slacks or knee length or longer skirt. Perfumes or cologne should not be worn as many individuals and patients may be offended by or allergic to the fragrance. Jewelry should be conservative - no dangling earrings or clanging bracelets. Fingernails must be clean, short and neatly trimmed. Avoid “loud” polish colors and artificial nails, tips or wraps.
Clothes or accessories that should not be worn include the following:

- Hats, caps or head wraps/scarves (unless worn for religious purposes)
- Shorts (casual or dress) or skorts
- Skirts or dresses which are inappropriately tight or short
- Skirts with inappropriate splits
- Provocative or revealing tops including spaghetti strap shirts, tank tops, tube tops, halter tops, or low cut blouses. Ladies’ sleeveless shirts should extend to the shoulder.
- Jeans or denim pants (in any color)
- Sweatshirts, sweatpants, spandex or other exercise attire
- T-shirts (as the outer shirt)
- More than one pair of earrings for women. No earrings allowed for men.
- Any body piercing (including tongue rings)
- Any body art which is visible
- Tennis shoes, sandals or any open-toed shoes. Crocs are not permitted due to the risk of potential injury from accidental needle-sticks, dropped vials, etc.
- Sunglasses
- Boots over/outside leggings/pants

If a preceptor/site has established a stricter dress requirement, students are expected to abide by those standards. If the preceptor/site has a more relaxed dress code, the student may abide by those standards.

Students dressed inappropriately on experiential rotations may be sent home to change. Students may be required to make up the time lost at the site at the convenience of the preceptor. Violations should be reported to the Assistant Dean or Assistant Director of Experiential Education.

**Online Resource and Social Media Policy**

Online resources, including but not limited to blogs, email, chat rooms, and websites created specifically for student conversation and academic file-sharing have changed the landscape of graduate education in recent years. In addition, social networking sites such as Facebook, Instagram, LinkedIn, Instagram, Snapchat, and Twitter (from this point collectively referred to as social media) have become very popular mechanisms for social interaction and communication. Professionals and professional students are using online resources and social media sites to assist with the learning process and to augment or maintain communication lines, a term referred to as “e-professionalism.” Recently, there has been a great focus on online communication and social media sites and the impact communication in such a public forum can have on the way health professionals are viewed. Employers are increasingly using internet search engines (Google, Yahoo, etc.) and social media sites to gain information on potential employees or resident candidates. While there are mechanisms in place to limit content seen on an individual’s online page, often these privacy settings are overlooked or not updated consistently, allowing for the unintentional access of personal information. Accessible internet postings are subject to the same professional standards as any other personal interaction. The written nature, persistence and potential accessibility of these postings make them subject to particular scrutiny. By identifying themselves publically using online resources and social media, student pharmacists in the UUCOP are creating perceptions about the College, the University and the profession of pharmacy. To decrease the likelihood that a student pharmacist’s online page could be viewed as inappropriate or unprofessional, the following guidelines for online and social media use should be followed:
• Students should not share the personal health information of other individuals.
• Students should not represent his/herself as an official representative or spokesperson of the institution.
• Students should not upload any UUCOP instructor’s lecture notes, powerpoints, or exam or quiz questions to online resources or social media sites.
• Students should not ask faculty of the UUCOP to become their “friend” on any personal social media page. Students are encouraged to friend the UUCOP Facebook page.
• Unprofessional public postings by others (non-UUCOP students) on a student’s social media can reflect poorly on the student. Students should monitor their sites and ensure that the content will not be viewed as unprofessional. This includes inappropriate content about a fellow classmate, staff or faculty member of the UUCOP, or member of the Union University community.
• Students should avoid use of foul or offensive language, avoid displays of language or photographs that convey disrespect to any individual or group due to race, age, gender, ethnicity or sexual orientation.
• Students should ensure photographs cannot be misinterpreted as condoning irresponsible use of alcohol, substance abuse or sexually inappropriate behaviors.
• Postings, both photographs and written communication, should not violate the Union University Community Values Statement.

At all times, whether an action is intentional or otherwise, student pharmacists must be aware that the violation of legal statutes (e.g., HIPAA, etc.) and University and College policies and procedures in their online and social media activities may result in disciplinary action. Violations of such policies may result in the student appearing before the Professionalism Committee of the COP. Additionally, public postings on social media may have legal ramifications. Comments made by students concerning patients, or comments where students portray themselves, other students, faculty or other colleagues in an unprofessional manner can be used by the courts or professional licensing boards.


Disciplinary Action

Sanctions for Code of Professionalism infractions should be commensurate with the violation(s). In determining the appropriate sanction(s) in a specific case, the Professionalism Committee may take into account any mitigating circumstances and any aggravating factors including, but not limited to, past misconduct by the student, failure of the student to fully comply with previous sanctions, and the severity of the conduct that constituted the violation. Sanctions for students found to be in violation of the Code of Professionalism more than once are expected to be severe, up to and including dismissal from the program when appropriate. A student may receive more than one of the following sanctions for a single incident imposed or authorized by the Assistant Dean of Student Services upon the direction of the Professionalism Committee (and approval of the Academic Standing and Progression Review Committee for suspensions or dismissals) when a student is found to be in violation of the Code of Professionalism.

• Formal written reprimand: As directed by the Professionalism Committee, the Assistant Dean of Student Services shall issue a written letter of reprimand to the student. This letter will remain in the student’s permanent record.
• Community service: The student may be required to engage in community service for a specified period of time. As directed by the Professionalism Committee, the Assistant Dean of Student Services shall issue a written letter to the student outlining the expected duration and type of community service, as well as the timeframe and mechanism for reporting the completion of this service to the Professionalism Committee.

• Removal from office: Students may be ineligible to represent the College or University in any official function or leadership position for any amount of time period deemed by the Professionalism Committee. As directed by the Professionalism Committee, the Assistant Dean of Student Services shall issue a written letter regarding loss of leadership privileges to the student.

• Conduct or disciplinary probation: The student may be placed on probation for a specified period of time. This action may also involve the loss of specific privileges. Further violation of University or UUCOP policies, regulations and guidelines during the probationary period will be viewed not only as a violation based on the act itself but also as a violation of probation, which may result in further action up to and including suspension or dismissal. As directed by the Professionalism Committee, the Assistant Dean of Student Services shall issue a written letter of probation to the student.

• A failing or lowered grade on an assignment: As directed by the Professionalism Committee, the Assistant Dean of Student Services shall issue a written letter authorizing the course coordinator to implement this sanction and forward a copy to the student.

• A failing or lowered grade in a course: As directed by the Professionalism Committee, the Assistant Dean of Student Services shall issue a written letter authorizing the instructor of the course to implement this sanction and forward a copy to the student.

• Suspension: As authorized by the Professionalism Committee and approved by the Academic Standing and Progression Review Committee, the Assistant Dean of Student Services shall issue a written letter of suspension to the student. Suspension is a sanction that terminates the student’s enrollment opportunities in the College of Pharmacy for a specified period of time. Satisfactory completion of specified stipulations may be required for re-enrollment at the end of the suspension period.

• Dismissal: As authorized by the Professionalism Committee and approved by the Academic Standing and Progression Review Committee, the Assistant Dean of Student Services shall issue a written letter of dismissal to the student. Dismissal is a sanction which permanently separates a student from the College of Pharmacy without the opportunity to re-enroll in the future.

• Restitution: Repayment to Union University or to an affected party for damages resulting from a violation from this Code of Professionalism. As directed by the Professionalism Committee, the Assistant Dean of Student Services shall issue a written letter regarding restitution to the student.

• Other Sanctions: The Professionalism Committee may impose other appropriate sanctions singularly or in combination with any of the above-listed sanctions, including a Plan for Professional Success (PPS).

All notifications of sanctions imposed on the student shall be delivered via any of the following means: in person or e-mail to the student’s e-mail address. All instances where a student comes before the Professionalism Committee will be noted in the student’s permanent file.
ADA / Accommodations Policy

Any student with a documented disability needing academic adjustments or accommodations is encouraged to speak with the course instructor immediately at the beginning of the semester. In addition, the student is responsible for applying for accommodations through the Office for Disability Services. All information disclosed during this process will remain confidential. No accommodations can be given before the student presents a letter of accommodations from the Office for Disability Services to the instructor. To contact Gregory Bohner, Director for Disability Services, email gbohner@uu.edu or call (731) 661-6520. The office is located in PAC, Learning Resources Suite, F-32.

The following steps must be followed for accommodations to be granted:
If a letter of accommodations is granted from the Office for Disability Services, the student is required to send a copy of the letter to the Assistant Dean of Student Services. The Assistant Dean will then share the letter with the appropriate course coordinators on the student’s behalf. Upon receipt of the accommodations letter, the UUCOP will assume the student will be using all accommodations for the remainder of the semester.

Should a student choose not to use his/her approved testing accommodations, the student must communicate this via email to the course coordinator by 3:00 p.m. one business day prior to the scheduled examination. Failure to do so is consistent with the Professional Behavior Misconduct Violations for missing an examination and will be viewed as a breach of the UUCOP Code of Professionalism (see pp. 31).

Calculator Policy

The TI-30XIIS has been approved by the College of Pharmacy for use on classroom assignments and quizzes/examinations. Other calculators are not permitted for use.

Communications Policy

E-mail
E-mail is the official method of communication to be utilized by faculty and students of the College of Pharmacy. Students are responsible for checking Union University email daily and will be held accountable for all information transmitted in this fashion.

Faculty Appointments
Due to complexity in scheduling, students must email or call faculty members to make an appointment. All students are expected to enter the Pharmacy Administration Suite and use the Office Suite phone to call the faculty member regarding arrival for a scheduled appointment or to request a drop by visit, pending faculty availability.
Complaints Policy

External
Complaints regarding a potential violation of ACPE Standards should be initiated at the College level. Complaints should be submitted in writing to the Assistant Dean of Student Services. These complaints will be recorded and addressed by the Leadership Team of the COP. Should a student wish to file a complaint directly with ACPE, complaints may be submitted in writing to the following email address: csinfo@acpe-accredit.org. Students wishing to view the Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree may visit https://www.acpe-accredit.org.

Internal
Academic complaints are handled through the policies outlined in the Campus Life Handbook. Non-academic complaints should be submitted through elected class officers to the Student/Faculty Relations Committee. Complaints related to faculty, staff or student unprofessionalism or student academic misconduct should be submitted via the Code of Professionalism Misconduct Reporting Form, http://www.uu.edu/programs/pharmacy/studentlife/resources.cfm, to the Assistant Dean of Student Services. The Office of Student Services will maintain a record of internal and external complaints and the action steps taken for resolution.

Computer/Internet Policy

All incoming pharmacy students must own a laptop as it’s necessary for online testing and for various clinical learning experiences in your 3rd and 4th years. Personal laptops must have Microsoft Office. General purchasing recommendations can be found at www.uu.edu/it/help/hardware.cfm. Students must have high-speed internet access at their place of residence in the instance the University is unexpectedly closed. The COP will utilize internet technology to continue daily classes where appropriate. Students are responsible for the ensuring the functionality of their laptops. Students are responsible for all e-mail sent via the campus email system to their assigned e-mail accounts.

Everything you need to know about technology at Union University is located at www.uu.edu/it. Here you’ll find information to help you navigate all of the services and resources available to you as a student. Visit www.portal.uu.edu for classes, email, grades, calendars, announcements and more!

Minimum Computer Requirements

- Please refer to the following link for specifics regarding minimum system requirements for online testing through ExamSoft. https://ei.examsoft.com/GKWeb/login/unionpharm.
- Major releases to operating systems are often released in the fall. To ensure compatibility with the testing software (ExamSoft) used in our curriculum, you should avoid upgrading until it has been determined that all software will work correctly.
- Please consider the screen size carefully. Smaller screens (such as those found in lower-end netbooks) may not be optimal for examinations; remember, you will be taking course examinations (many with images) on this screen and should feel comfortable using it.
- Wireless networking capability
- Microphone and webcam capability for online classroom (Zoom)
- Anti-virus program
- Adobe Acrobat Reader (downloadable free of charge from www.adobe.com)
- Web browser (Google Chrome or Mozilla Firefox required for ExamSoft testing)
Course Withdrawal Policy

Required courses are not eligible for withdrawal/drop. Elective courses may be dropped if less than 50% of the course has been completed at the time of the withdrawal request. In instances where a student has been enrolled for greater than 50% of the course duration, the student will not be allowed to withdraw/drop the class.

Examination and Quiz Policy

ExamSoft
The following applies to all UUCOP courses that utilize online testing with ExamSoft:

- All assessments are subject to the UUCOP Code of Professionalism and the UUCOP Examination and Quiz Policy. Students acknowledge their agreement with both the Code of Professionalism and the Examination and Quiz Policy electronically by starting the exam.
- Students will space themselves evenly in the exam room or sit in pre-assigned seats.
- Students will leave all personal belongings (bags, books, notes, study aids, coats, purses, and any banned electronic devices) at the front or side of the exam room. Banned electronic devices include but are not limited to the following: Google glass, smart watches or comparable devices. The only items permitted at the student desk include: laptop computer, power cord, pencil and calculator (if approved by proctor). Only UUCOP approved, non-programmable calculators are permissible during an exam or quiz. Calculators may not be shared during an exam or quiz.
- Cell phones must be turned off and stored with personal belongings at the front or side of the exam room.
- Students must complete studying before entering the exam room and all materials should be put away before exam room entry.
- Scratch paper may be requested from the proctor but must be turned into the proctor before exiting the exam room.
- Food is prohibited; drinks in a closed container are permitted.
- In the event of technology issues during the exam, students should raise their hand to receive assistance from the proctor.
- Students should collect their belongings and quietly leave the exam room after completing the exam. Students will not be allowed to re-enter the exam room until after the end of the exam or quiz. Students should avoid hallway conversations after exiting the exam room.
- Restroom breaks are only permissible in an emergency and a same-sex escort will be provided. If students leave their seat prior to submitting the exam, the student will need to enable the privacy screen through Examplify.
- Students must have their exam downloaded from Examplify before entering the exam room. In the instance of a "pop" quiz, this download can occur at the time of the quiz.
- It is strongly recommended that students arrive to the testing room at least 15 minutes before exam time, when possible, to ensure computer functionality.
- Upon completion of an assessment, students must raise their hand to alert the proctor they are finished. They must turn their computer to show the green screen (Congratulations Screen) to a proctor from their exam seat. The proctor will acknowledge when it is permissible for them to leave the exam room.
ExamSoft Challenges
Challenge of exam questions will only be considered if the student writes out an explanation of the challenge using the Questions/Notes/Feedback function in ExamSoft. There will be no opportunity for challenging exam questions once the exam has been completed and uploaded.

ExamSoft Reviews
Exam reviews are offered at the discretion of the course coordinator. Once the proctor has shared the exam review password, students may not enter the exam room and talking is no longer allowed. Only laptops are permitted at the student’s seat. Should a student have a question, he or she should raise his/her hand and proctors will answer at their discretion.

Exams will not be available for review until after posting of the final exam grade for the course. Questions may not be contested for content during this review. Students must contact the course coordinator within 2 business days following the posting of final exam grades to Moodle if they wish to review any examination from the course.

Paper Exams
The following applies to all UUCOP courses that utilize paper testing:

- All assessments are subject to the UUCOP Code of Professionalism and the UUCOP Examination and Quiz Policy. Students acknowledge their agreement with both the Code of Professionalism and the Examination and Quiz Policy signing and dating the exam cover sheet.
- Students will space themselves evenly in the exam room or sit in pre-assigned seats.
- Students will leave all personal belongings (bags, books, notes, study aids, coats, purses, and any banned electronic devices) at the front or side of the exam room. Banned electronic devices include but are not limited to the following: Google glass, smart watches or comparable devices. Only pencils, a pencil sharpener, and erasers should be carried to the seat. Only UUCOP approved, non-programmable calculators are permissible during an exam or quiz. Calculators may not be shared during an exam or quiz.
- Cell phones must be turned off and stored with personal belongings at the front or side of the exam room.
- Students must complete studying before entering the exam room and all materials should be put away before exam room entry.
- Scratch paper may be requested from the proctor but must be turned into the proctor before exiting the exam room.
- Food is prohibited; drinks in a closed container are permitted.
- If assistance is needed during the exam, students should raise their hand to receive assistance from the proctor.
- Students should collect their belongings and quietly leave the exam room after completing the exam. Students will not be allowed to re-enter the exam room until after the end of the exam or quiz. Students should avoid hallway conversations after exiting the exam room.
- Restroom breaks are only permissible in an emergency and a same-sex escort will be provided. In case of an emergency, a faculty member of the same sex will escort the student to the restroom. The student must hand their test papers to the proctor before leaving the exam room.

Paper Exam Challenges
Challenge of exam questions will be considered if the student writes out an explanation of the challenge on the back of the AccuScan™ form. There will be no opportunity for challenging exam questions once the exam has been completed and submitted.
Paper Exam Reviews
Exam reviews are offered at the discretion of the course coordinator. Should an exam review occur, neither exams nor AccuScan™ forms will be returned to students during the exam review session. Exams will not be available for students to review upon request until after posting of the final exam grade. Students must contact the course coordinator within 2 business days following the posting of final exam grades to Moodle if they wish to review any examination from the course.

Exams will not be available for review until after posting of the final exam grade for the course. Questions may not be contested for content during this review. Students must contact the course coordinator within 2 business days following the posting of final exam grades to Moodle if they wish to review any examination from the course.

Financial Policy

Tuition is $33,775 for the 2017 – 2018 academic year. Fees are $2000 per year. Full payment for a term (Fall, Winter, Spring, Summer Semesters or other non-regular terms) is expected at the time of registration for classes. All accounts must be paid in full by the last day of class in order for you to register for the following semester. Audit of a course is $415/hr. All financial information is subject to change without notice.

Additional Costs
  1. Supplemental Application Fee ($50)
  2. Laptop (actual cost)
  3. Cap & Gown Purchase (~$80)
  4. Annual Background Check (~$150)
  5. Students must pay for an annual criminal background check. The average cost for this service is ~ $150.
  6. Graduation regalia must be purchased by the student. The average cost is ~$80.

Federal Stafford Loan
The Stafford loan application process will require that you:

  1. Complete and forward the FAFSA (Free Application for Federal Student Aid) to the federal government with Union University’s code of 003528.
  2. Complete the Stafford Master Promissory Note and Graduate Entrance Counseling on studentloans.gov.
  3. For more information, contact the Financial Aid Office at 731-661-5015.

If Federal Stafford loan is not approved and available at the time of registration, the student must assume the cost by paying in full by check, cash, credit card, or FACTS.

Acceptance Deposits
The Doctor of Pharmacy requires a $1000 tuition deposit. This deposit is non-refundable if the student elects not to enroll.

Refunds
Please refer to the Union University Graduate Catalogue for information regarding refund policies - http://www.uu.edu/catalogue/graduate/.
Inclement Weather Policy

Didactic
Students must sign up for UU text alerts to receive information regarding opening and closing of the University due to inclement weather. If the University closes or opens on a delayed schedule, the College of Pharmacy will follow the University schedule (e.g., University opens at 9am for faculty/staff, begins classes at 10am – the SOP will do the same). The Assistant Dean of Student Services will communicate to all students via email regarding the adjusted classroom schedule for student pharmacists.

Experiential
In the event of inclement weather, the preceptor will determine any change in the student’s schedule. Experiential education schedules will not be determined by Union University classroom schedules. Each preceptor should review the site’s inclement weather policy and student attendance and timeliness expectations with the student.

Preceptors are asked to be cognizant of the driving distances to and from the site for students. If inclement weather ensues during the day, the preceptor should use discretion in determining if the student should be dismissed early.

Preceptors should also make reasonable accommodation for those students who, due to unavoidable weather circumstances, cannot reach the rotation site. In the event that a student cannot reach the rotation site due to inclement weather, the student should promptly notify the preceptor. Failure to notify the preceptor may result in an unexcused absence.

If inclement weather extends beyond one (1) day during an introductory pharmacy practice experience or two (2) days during an advanced pharmacy practice experience, the student may be required to make up hours. The decision to require make up work or hours is at the discretion of the preceptor and the Assistant Dean for Experiential Education. For further information, please refer to the Experiential Manual.

Class of 2019 Celebrating National Wear Red Day
STUDENT PHARMACIST LIFE

Chapel and Spiritual Life

Chapel is one of the distinctive features of the Christian college and is for the strengthening of faith in God, for instruction, and for the enrichment of the spiritual life of the total university family. Chapel attendance is not mandatory for student pharmacists. However, student pharmacists are invited to participate, as well as in other spiritual activities including activities sponsored by Campus Ministries.

Opportunities for Personal and Professional Development

Students who wish to serve in an elected/appointed position should maintain a GPA > 2.33 and successfully meet all academic progression requirements.

CAMPUS

Pharmacy Student Government
As decided and approved by majority vote by the inaugural class of 2012, each pharmacy class will have its own governing body. Bylaws have been established and must be followed by all classes.

Offices include an Executive Council consisting of a President, Vice-President, Secretary and Treasurer. Duties for each officer are clearly articulated in the Student Pharmacist Government Bylaws.

Other leadership opportunities include:
- Intramural Chairman (male and female)
- Social Chairman
- Class Counselor (up to two for 1st and 2nd professional year)

Student Committees
Student representatives will either be elected or appointed to serve on various College of Pharmacy committees. For election, the student must write an essay (one page, single spaced, 12 pt font) describing his/her reasons for wanting to serve on that specific committee. All essays must be turned into the Assistant Dean of Student Services by the assigned date to be eligible for faculty review. The Honors and Awards Committee will review all essays and cast a vote regarding appointment. Students may write an essay for more than one committee. Students who serve on faculty committees are expected to serve as the communication link back to his/her respective class.

Committee opportunities and faculty chairs are listed below:

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<th>Committee</th>
<th>Chair</th>
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<td>Assessment/Evaluation</td>
<td>Dr. Ashok Philip</td>
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<tr>
<td>Admissions</td>
<td>Dr. Blake Watkins</td>
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<td>Student/Faculty Relations</td>
<td>Dr. David Kuhl</td>
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<td>Curriculum</td>
<td>Dr. Jodi Taylor</td>
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<td>Experiential Learning</td>
<td>Dr. Mark Stephens</td>
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<td>Interprofessional Education</td>
<td>Dr. Kim Lindsey-Goodrich</td>
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<td>Missions and Community Outreach</td>
<td>Dr. Bethany Murphy</td>
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<td>Scholarship</td>
<td>Dr. Luna Bennett</td>
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The timeline for committee service is as follows: Students currently serving on committees have the option to continue as members of their respective committee from the initial year of service through the student’s fourth year. New members will be elected/appointed to faculty committees in the fall of the academic year. Students serving as class President or Vice-President will be automatically appointed to the Student/Faculty Relations Committee.

**Student Ambassadors**
Pharmacy Ambassadors assist the Office of Admissions by giving campus tours, meeting with prospective students, and serving as College of Pharmacy representatives at University and community functions such open houses and recruitment fairs. Students interested in becoming a Pharmacy Ambassador should see the Director of Admissions and Recruitment in the Office of Admissions.

**University Wide Intramurals**
Student pharmacists and faculty are encouraged to participate in campus wide intramurals. Some options include: Football, Softball, Soccer, Volleyball, Basketball

Dr. Addo’s Championship Soccer Team!

**LOCAL**

**West Tennessee Pharmacists Association (WTPA)**
WTPA serves as an organization to provide information and continuing education for West Tennessee pharmacists and technicians. Members represent the majority of counties in West Tennessee with the exception of Shelby County. Student membership is free and they are invited to attend all meetings. If dinner is served at the educational meeting, students will pay for the meal. There are approximately six to eight meetings per year.

**STATE**

**Tennessee Pharmacists Association (TPA)**
Each year, pharmacy faces unprecedented legislative challenges at the state and national levels. Ensure that your voice is heard, through membership in the Tennessee Pharmacists Association, the collective voice of pharmacy in Tennessee. Benefits of membership include:

- Opportunity to network with your professional colleagues and broaden your professional contacts and employment possibilities
- Full access to the TPA website (www.tnpharm.org), including the Members-Only pages with up-to-the-minute information, downloadable documents, links to other sites relevant to your practice, and more
- Frequent e-mail updates to keep you informed regarding legislative, regulatory and health-care related issues
- Excellent continuing education opportunities - and preferred member registration rates for TPA meetings
- Opportunities to support our aggressive advocacy efforts regarding current legislative issues at the State and National levels
• Frequent Legislative Bulletins with up-to-date information on pending legislation
• Complimentary subscription to the quarterly Tennessee Pharmacist and monthly NEWStream
• Opportunities to talk with TPA leaders and exchange ideas about TPA activities
• Special professional and personal insurance programs through Pharmacists Mutual
• Opportunities to participate in the development of positions, policies and legislation affecting pharmacy practice in Tennessee
• Representation for pharmacists on governmental agencies, task forces, and national pharmacy organizations
• Full access to the Tennessee Pharmacists Recovery Network, providing assistance for pharmacists with drug or alcohol problems and advocacy for pharmacists in recovery

Tennessee Society of Student Pharmacists (TSSP)
Advisor: Dr. Kim Jones
Student pharmacists from all six Colleges of Pharmacy statewide come together via TSSP. This is the perfect opportunity to learn how pharmacy works in the state of Tennessee, meet and network with colleagues from other universities and gain leadership experience along the way. Union will always have two elected Members-at-Large and elected delegates to serve on TSSP Executive Council and in the House of Delegates. The office of TSSP President will rotate yearly among the six universities. Other pharmacy Colleges in the state of Tennessee include:

Belmont University College of Pharmacy, Nashville, TN
East Tennessee State University Bill Gatton College of Pharmacy, Johnson City, TN
Lipscomb University College of Pharmacy, Nashville, TN
South College School of Pharmacy, Knoxville, TN
University of Tennessee College of Pharmacy, Memphis, TN

NATIONAL

American Association of Pharmaceutical Scientists (AAPS)
Advisor: Dr. Joel Owen
Union University College of Pharmacy provides a professional and exciting learning environment in the field of pharmaceutical sciences. Our mission is to advance our knowledge and assume significant leadership positions within the field of pharmaceutical sciences. Our primary goal is to work closely with the department’s faculty in an effort to advance our knowledge and learn about opportunities in the field. We spread the word about our chapter’s existence and enlighten our peers of the opportunities that exist within this organization. We strive to be active in our community and encourage participation in the American Association of Pharmaceutical Sciences activities at the local, regional, and national level.

American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)
Advisors: Drs. Bethany Murphy and Ashley Pugh
Union’s ASP chapter was established in the fall of 2008 and formally accepted its charter at the APhA Annual Meeting in San Antonio, TX in spring of 2009. Establishment of the chapter included creation and acceptance by majority vote of founding bylaws. All students are welcome to join and membership drives are held annually. Leadership opportunities include the following:

- President-elect – P1 year
- President – P2 year
- Vice-President – P2 year
- Membership Vice-President – P2 year
- Secretary – P2 year
- Treasurer – P2 year
- SPAN Liaison – P2 year
- Historian – P2 year
- Various Committee Chair opportunities – P1 – P4 year

**American Society of Health-System Pharmacists (ASHP) – Student Society of Health-Systems Pharmacists (SSHP)**

**Advisors: Drs. Kim Jones and Jodi Taylor**

The SSHP of ASHP will serve to educate students about the role of health-systems pharmacy. The SSHP will be established in conjunction with leaders from Tennessee Society of Health-Systems Pharmacists (TSHP). Students interested in pursuing clinical practice and a residency would greatly benefit from membership in Union’s SSHP. Student membership in SSHP is $20. Membership in ASHP is recommended and is $40.

**Christian Pharmacists Fellowship International (CPFI)**

**Advisors: Drs. Alfred Custer and Deidra Easley**

Students will have the opportunity to participate in a monthly fellowship hour, led by students or faculty. Pharmacy faculty, staff and students are welcome to attend.

**Kappa Psi Pharmaceutical Fraternity Inc. (KY)**

**Advisor: Dr. Samantha Duncan**

Founded in 1879, Kappa Psi is the oldest and largest professional pharmacy fraternity in the world. Through strong brotherhood, service, leadership, and networking, Kappa Psi strives to develop more competent and prepared pharmacy professionals whose common interest is the prosperity of the profession of pharmacy. The objectives of Kappa Psi also include fostering high ideals, scholarship, and pharmaceutical research, while cultivating brotherhood and fellowship. This organization is open to both male and female students. Membership expectations include active involvement, financial obligations, and academic good standing.

**National Community Pharmacists Association (NCPA)**

**Advisor: Dr. Chris Stoltz**

NCPA is dedicated to the continuing growth and prosperity of independent community pharmacy in the United States and serves as the national pharmacy association representing the professional and proprietary interests of independent community pharmacists. NCPA is committed to high-quality pharmacist care and to restoring, maintaining, and promoting the health and well-being of the public we serve.

**Paws4Peds-Pediatric Pharmacy Advocacy Group (PPAG)**

**Advisor: Dr. Zachery Halford**

Paws4Peds is the Union chapter of PPAG with the purpose of promoting safe and effective pediatric medication management and supporting the pediatric communities of West Tennessee. Through pediatric-focused didactic and experiential education, we strive to equip student pharmacists to safely and effectively engage in pediatric pharmacotherapy and advocate for optimal pharmaceutical education for pediatric patients and their caregivers. Membership in Paws4Peds is $20. Student membership in PPAG is recommended and is $40.

**Phi Lambda Sigma (PLS)**

**Advisor: Dr. Brad Spencer**

The Gamma Sigma chapter of Phi Lambda Sigma was founded in 2009-2010. PLS is a leadership recognition society that serves to honor those who establish themselves as leaders in the profession. PLS
Membership is offered to a selective group of individuals that are selected by current student and faculty members. Membership is awarded in the P2, P3, or P4 year.

Rho Chi
Advisor: Dr. Kim Lindsey-Goodrich
The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members. Membership is awarded in the P2 or P3 year.

Student College of Clinical Pharmacy (SCCP)
Advisors: Drs. Jennifer Byrd, Deidra Easley, and Jodi Taylor
The purpose of the organization is to orient students to the practice of clinical pharmacy by providing information to students about careers and opportunities within the field of clinical pharmacy, promoting dedication to excellence in patient care, research, and education, and encouraging skill development necessary to function within an interdisciplinary team. Cost of membership is $10.

Pharmacy Organization Website Listing

American Association of Colleges of Pharmacy (AACP): http://www.aacp.org/
American Association of Pharmaceutical Scientists (AAPS): http://www.aaps.org
American College of Clinical Pharmacy (ACCP): http://www.accp.com/
Academy of Managed Care Pharmacy (AMCP): http://www.amcp.org
Accreditation Council for Pharmacy Education (ACPE): http://www.acpe-accredit.org
American Pharmacists Association (APhA): http://www.aphanet.org
American Society of Consultant Pharmacists (ASCP): http://www.ascp.com/
American Society of Health System Pharmacists (ASHP): http://www.ashp.org/
National Association of Chain Drug Stores (NACDS): http://www.nacds.org
National Community Pharmacists Association (NCPA): http://ncpanet.org/
Phi Lambda Sigma (PLS): http://www.philambdasigma.org/
Tennessee State Board of Pharmacy: http://health.state.tn.us/Boards/Pharmacy/
Tennessee Pharmacists Association (TPA): http://www.tnpharm.org/
Fundraising

All solicitations should be approved by the Director of Pharmacy Outreach and Student Support in the UUCOP Office of Student Services before any solicitation takes place. The College of Pharmacy does not approve individual fundraisers. The UUCOP Office of Student Services and the Office of University Relations reserve the right to approve both who can be solicited, as well as the type of solicitation.

The UUCOP Office of Student Services and the Office of University Relations desires that every donor and potential donor be treated with the utmost of care and professionalism. Positive relationship management, based on Union’s four core values, is the necessary foundation for fruitful gift solicitations.

For additional information regarding fundraising at Union, please see http://www.uu.edu/studentservices/organizations/policies.cfm#fundraising.

All items designed with the College’s name or logo, including but not limited to apparel, blankets, mortar and pestles, etc., should first be approved by the Director of Pharmacy Outreach and Student Support in the UUCOP Office of Student Services before items can be presented for purchase.

New Organization Approval Policy

Students wishing to begin a new professional organization on campus must do so in conjunction with the Office of Student Services. The following procedure should be followed:

- Submit proposal outlining need for organization to the Director of Pharmacy Outreach and Student Support. Proposal should include draft bylaws, description for self-funding, and have faculty member signature of support as organization advisor.
- Submit a petition with current student or alumni signatures in favor of new organization.

The Director of Pharmacy Outreach and Student Support will ensure the proposal meets the intent of the greater University and if so, will forward the request to the Assistant Dean of Student Services. The Assistant Dean of Student Services will make a decision regarding organization fit with the mission and vision of the COP. If the organization aligns with the COP mission and vision, the proposal will be forwarded to the COP Leadership Team for administrative approval. Following COP Leadership Team approval, the founding student leaders and organization advisor must complete all University documentation and submit to the University Student Services Committee for action. The decision of this Committee is final.

Printing and Copying

Student pharmacists have access to a printer/copier in Providence Hall in the Drug Information Center. The Center door has a keypad lock. Students will be given the access code. This code should not be shared with non-pharmacy students. The door to the Center should not be left open at any time. Each student cohort will also have a printer access code that must be entered prior to fulfilling print requests.

Student pharmacists may utilize the student printer/copier, at no charge, for up to 1000 clicks per semester. A “click” is counted per page (e.g., double-sided copying = 2 clicks; scanning a 4 page document to email = 4 clicks). Printing beyond 1000 clicks must be purchased by the student.
Students may utilize printing services, located in the Student Union Building. Color copies can be made at $0.25 per copy; black and white copies at $0.05 per copy.

Parking

Student pharmacists should only park in designated areas during the workday (8:00 am – 4:30 pm). After 4:30 pm, students may park in faculty/staff parking, designated by blue markings. Student parking permits expire at the end of August each year. Returning students are responsible for updating vehicle information with the Office of Safety and Security (located in the Student Union Building) by August 31, in order to receive a new parking permit.

Adult Community Values Statement

I. WORTH OF THE INDIVIDUAL
We value the intrinsic worth of every individual. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 “But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows.”; Galatians 6:1-2 “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.” NIV)

A. PERSONAL ABUSE. Personal abuse is defined as any behavior that results in bullying, harassment, coercion, threat, disrespect and/or intimidation of another person, or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological well being of a person. Inappropriate narrative or cyber-bullying on social media (e.g. Twitter, Facebook, blog, texting, etc.) may be considered personal abuse.

B. HAZING. Hazing in any form is prohibited by Union University and Tennessee Law. This regulation also governs off-campus initiation activities. Hazing is to be interpreted as any activity that endangers the physical safety of a person, produces mental or physical discomfort, causes embarrassment, fright, humiliation or ridicule, or degrades the individual—whether it is intentional or unintentional. It is defined as doing any act or coercing another to do any act of initiation of a student into an organization that causes or creates a substantial risk bringing mental, emotional, or physical harm to a person. Hazing is also any act that injures, degrades, harasses, or disgraces any person. It is understood as any forced or required intentional or negligent action, situation, or activity that recklessly places any person at risk of physical injury, mental distress or personal indignity. All initiation activities are subject to the approval of the Dean of Students. Violators will also be subject to state fines and/or imprisonment.

C. SEXUALLY IMPURE RELATIONSHIPS. Sexually impure relationships include but are not limited to participation in or appearance of engaging in premarital sex, extramarital sex, homosexual activities, or cohabitation. Union affirms that sexual relationships are designed by God to be expressed solely within a marriage between a man and a woman. The Bible condemns all sexual relationships outside of marriage (Matt. 5:27-29; Gal. 5:19). The promotion, advocacy, defense or ongoing practice of
a homosexual lifestyle (including same-sex dating behaviors) is also contrary to our community values. Homosexual behaviors, even in the context of a marriage, remain outside Union’s community values. We seek to help students who face all types of sexual temptation, encouraging single students to live chaste, celibate lives, and encouraging married students to be faithful to their marriage and their spouse.

D. GENDER IDENTITY. Union adheres to the biblical tenet that God created only two genders, that He fashioned each one of us and thus designated our gender/sex. Therefore, identifying oneself as a gender other than the gender assigned by God at birth is in opposition to the University’s community values. Further, engaging in activities or making any efforts to distinguish or convert one’s gender/sex to something other than the gender/sex to which you were biologically born and which was God-given (i.e. transvestites, transsexuals, transgenders, etc.) is prohibited.

E. PUBLIC AFFECTION. The University expects behavior both on and off campus to be above reproach. We ask all students to prohibit participating in inappropriate displays of public affection so that it does not cause offense or distraction to others.

F. PORNOGRAPHY. Pornography is defined as viewing, possession, purchase, or distribution of any pornographic materials in any form (Websites, photos, text messages, phone applications, games, computer games, magazines, etc.). See the Information Technology department’s Acceptable Use policy for the appropriate use of the Internet and the University’s computers. www.uu.edu/it/policies/aup.cfm. (Ephesians 5:1-5 “Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ and of God.” NIV)

II. SELF-DISCIPLINE
We value personal responsibility and recognize the individual’s need for physical, intellectual, spiritual, social, and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression. (Galatians 5:22-24 “But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires.” NIV)

A. ALCOHOLIC BEVERAGES. The possession, use, purchase, distribution or manufacturing of alcoholic beverages is prohibited on campus. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus is also prohibited. In addition, drunkenness as off campus functions and driving under the influence of alcohol are inconsistent with the values of Union University.

B. USE OR POSSESSION OF ILLEGAL SUBSTANCES. The purchase, possession, use, distribution, or manufacturing of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. A substance of abuse includes but is not limited to any form of narcotics, stimulants, hallucinogenic, sports enhancement or “street drug,” and any other controlled substances as defined by law. Additionally, the University does not tolerate the misuse and/or abuse of prescription drugs. Local law enforcement may be called. If a student is suspected of drug use, he or she may be asked to submit to testing.
Refusal or attempts to evade testing will be interpreted as evidence of drug use and will result in disciplinary action. The complete policy and testing procedures can be found at: http://www.uu.edu/studentservices/accountability/

C. GAMBLING. To play a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

D. TOBACCO/VAPORIZERS. Union University is a smoke-free, tobacco-free campus. The use of or possession of tobacco or vaporizers (including, but not limited to, cigarettes, e-cigarettes, vapor products, chewing tobacco, etc.) in any form is prohibited everywhere on Union’s campus (including student apartments on campus.) Tobacco cessation classes are available for those wishing to quit a smoking and/or tobacco addiction.

III. ACADEMIC & PERSONAL INTEGRITY

We value a campus community that encourages personal growth and academic development in an atmosphere of Christian influence. We affirm the necessity of both academic and personal standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. (Proverbs 12:22 “The Lord detests lying lips, but he delights in men who are truthful.” NIV)

A. ACADEMIC INTEGRITY. Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids on examinations and all graded assignments, to refuse to give or receive information on examinations and all graded assignments and to turn in only those assignments which are the result of their own efforts and research. Faculty are to accept the responsibility for discouraging cheating. They are to make every effort to provide physical conditions which will deter cheating. They are to be aware at all times of activity in the testing area. Any student found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the Program Director. If the student deems this action unfair, he/she may request a hearing before the Program Director and instructor. A written report of this hearing and decision will be retained by the Program Director. If either the student or faculty member involved deems the Program Director’s action unsatisfactory, he/she may request a hearing before the academic dean. The decision of academic dean is final.

B. PERSONAL INTEGRITY. Lying or committing fraud on any level.

IV. RESPECT FOR PROPERTY & THE ENVIRONMENT

We value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property we recognize the accountability of our actions to the future Union community. (Exodus 20:15 “You shall not steal.”; Psalm 24:1 “The earth is the Lord’s, and everything in it, the world, and all who live in it.”; Genesis 2:15 “The Lord God took the man and put him in the Garden of Eden to work it and take care of it.”; I Cor. 4:2 “Now it is required that those who have been given a trust must prove faithful” NIV)

A. LITTERING. Intentional and inappropriate disposal of trash/waste outside of designated containers/areas. Please keep our campus beautiful!
B. PROPERTY DESTRUCTION/ROOM DAMAGE CHARGES. Actions that violate this Community Value include damaging, destroying, defacing (in any way) property belonging to others or to the University.

C. UNAUTHORIZED ENTRY. This occurs when one enters into any University building, vehicle, office, gated parking lot, student room or window or onto any building without prior authorization. Resident Advisors are not permitted to unlock residents’ doors without the prior permission of the resident living in that particular apartment or room.

D. STEALING AND POSSESSION OF STOLEN OR LOST PROPERTY. This is defined as the unauthorized taking, borrowing and/or keeping of property belonging to the University or others.

E. SETTING A FIRE AND ARSON. Deliberately lighting a fire.

F. POSSESSING FIREARMS, WEAPONS OR FIREWORKS. This is the possession, whether open or concealed, of any weapon (including, but not limited to air guns, firearms, paintball guns, illegal knives and swords) that could be used to intimidate, scare, or harm others. Further, possession of materials used to manufacture bombs, firearms, or weapons are also prohibited. Union University does not permit the storage of recreational sporting/hunting equipment inside the residential facilities on campus or in vehicles. Per TN- 142, please see student accountability website www.uu.edu/studentservices/accountability for details regarding firearm exceptions for vehicles.

G. TAMPERING WITH FIRE SAFETY EQUIPMENT / INTERCOMS / NETWORK CABINETS. Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, computer networking cabinets or other safety equipment puts others at risk of injury. Tampering with such equipment is strictly prohibited.

H. RESPONSIBILITY FOR GUESTS. Students are held responsible for the conduct of their guests on campus. Overnight visitors staying on campus must sign in at the Bowld or McAfee Student Commons before midnight. Failure to sign in guests may result in the loss of guest privileges.

I. MISUSE OF UNIVERSITY EMAIL/NETWORK. Responsible, appropriate usage is always ethical, reflects honesty in all work, shows stewardship in the consumption of shared resources and is guided by Christian principles. A complete policy for the appropriate use of the Internet and the University’s computers can be found at www.uu.edu/it/policies/aup.cfm.

V. RESPECT FOR COMMUNITY AUTHORITY

We value our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including University, municipal, state and federal laws. (Romans 13:1, 2 “Everyone must submit himself to governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.” NIV)
A. BREACH OF PEACE. Breach of peace is considered any action which disrupts the peace or which endangers or tends to endanger the safety, health, or life of any person. It also includes the disruption of the functional processes of the University by individuals and/or organizations.

B. INSUBORDINATION. Failure to comply with a request, written or verbal, of an authorized University faculty or staff member constitutes insubordination. Failure to comply based on a difference of opinion is not an acceptable response.

C. CREATING A NUISANCE WITH NOISE. Talking, yelling, singing, playing a musical instrument, electronic device, etc., loud enough to disturb other members of the University community is strictly prohibited.

D. RECKLESS BEHAVIOR. Any behavior which creates a risk of danger to one’s self or others in the University community is strictly prohibited. This includes but is not limited to reckless driving, propping exterior doors ajar in the residence complexes, throwing/launching/setting fire to objects, and disclosing or giving building/room access to unauthorized persons.

E. BREAKING A CITY, STATE OR FEDERAL LAW. All students are required to abide by the laws of the local, state, and federal governments and are subject to University judicial action. Formal charges, complaints or indictments by government entities are not prerequisite for University action under this section.