



SCHOOL OF PHARMACY
SUPPLEMENT TO THE UNIVERSITY
CAMPUS LIFE HANDBOOK
2012 – 2013

Table of Contents

Overview of Campus Life Handbook (relevant page numbers referenced below)

University Phone Numbers and Hours of Operation	5-8
Profile of the University	11-15
Statement of Faith	15
Students' Privileges and Responsibilities	17
University Community Values Statements	18-23
Values Violations Sanctions and the Judicial Process	23-27
Campus Services and Activities	27-57
Student Activities and Organizations	57-69
Residence Life	70-80

Union University School of Pharmacy Supplement

Dean's Message	4
Handbook Introduction	5
Accreditation Disclosure Statement	5
Complaints Submission to ACPE	5
Statement of Mission and Vision	5
Faculty and Staff Information	8
Pharmacy Web Site Contacts	11
Admissions and Prerequisite Coursework	12
Class of 2016 Curriculum Map	13
Student Prerequisites for Experiential Education	14
Financial Information	15

School of Pharmacy Policies

Oath of the Pharmacist	17
Code of Professionalism	18
Code of Ethics for Pharmacists	19
Academic Misconduct Violations	21

Professional Behavior Misconduct Violations	22
Student Dress Code	23
Examination and Quiz Policy	24
Online Resources and Social Media Policy	26
Attendance Policy	27
Disciplinary Action	28
Professionalism Committee Process	30
Code of Professionalism References	31
Statement of Nondiscrimination	31
Criminal Background Checks Policy	31
Computer Policy	32
Inclement Weather Policy	33
ADA/Accommodations Policy	34
Communications Policy	34
Drug Screening Policy	34
UU Student Alcohol and Drug Testing Policy	35
Grading Policies and Procedures	
Academic Guidance and Mentoring	43
Academic Standards and Grading	43
Remediation Policy	46
Pharmacy Student Life	
Chapel and Spiritual Life	49
Opportunities for Student Involvement	49
Fundraising	52
Printing and Copying	53
Parking	53
Adult Community Values Statement	53

Dear Student,

Welcome to Union University School 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 School 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 School 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.

A handwritten signature in black ink that reads "Sheila Mitchell". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Sheila Mitchell, Pharm.D., FASHP
Dean, School of Pharmacy

Handbook Introduction

The Union campus life handbook serves as the main university handbook. The School of Pharmacy Handbook serves as a supplement to the campus life handbook. The campus life handbook and School 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 School of Pharmacy website.

Accreditation Disclosure Statement

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.

Complaints Submission to ACPE

Any student who wishes to submit a complaint regarding a potential violation of ACPE standards, policies or procedures may do so in writing at 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 <http://www.acpe-accredit.org>.

Statement of Mission and Vision

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 mission of the Union University School of Pharmacy is to develop compassionate, comprehensively trained practitioners who are equipped to meet the immediate and future demands of pharmaceutical science and patient care in an ever changing health care environment.

The vision of the Union University School of Pharmacy is to:

- provide 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
- promote an excellence-driven academic culture that instills knowledge and advances understanding of biomedical, pharmaceutical, social/behavioral/ administrative, and clinical sciences
- develop pharmacy students as practitioners who are people-focused in providing optimum interdisciplinary care based on evidence and best-practice standards
- support an academic environment that fosters the future-directed growth of students and faculty as it relates to education, practice, research, and scholarship initiatives

The vision for Union University's School of Pharmacy is established in congruence with the University's core values (Christ-centered, excellence-driven, people-focused, and future-directed) and the standards found in the 2006 *Joint Commission of Pharmacy Practitioners (JCPP) Future Vision of Pharmacy Practice* vision statement noted in the *Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree*.

The faculty of the School 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.

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 School 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.

Faculty and Staff Contact Information

UUSOP Faculty/Staff Members	Office Phone	Email	Office
Addo, Richard B.Pharm., Ph.D. Associate Professor of Pharmaceutical Sciences	731-661-5973	raddo@uu.edu	PH 149
Blane, Marty Pharm.D., J.D. Adjunct Professor		mlblane611@aol.com mlblane@uu.edu	PH 135
Byrd, Jennifer Pharm.D. Assistant Professor of Pharmacy Practice	731-661-5642	jbyrd@uu.edu	PH 132
Conaway, Rita Administrative Assistant to the Dean	731-661-5958	rconaway@uu.edu	
Cross, Adrian Pharm.D. Adjunct Professor	731-422-1131	jcross@uu.edu	
Day, Mary Pharm.D. Assistant Professor of Pharmacy Practice	731-661-5631	mdday@uu.edu	PH 123
DeMaagd, George Pharm.D., BCPS Associate Dean of Academic Administration Professor of Pharmacy Practice	731-661-5938	gdemaagd@uu.edu	PH 110
Easley, Deidra Pharm.D. Assistant Professor of Pharmacy Practice	731-661-5967	deasley@uu.edu	PH 130
Fisher, Cindy Pharm.D. Adjunct Professor		cfisher@uu.edu	
Greene, Joy Pharm.D. Assistant Director of Experiential Education Associate Professor of Pharmacy Practice	731-661-5913	jgreene@uu.edu	PH 142
Humphreys, Aven Director of Pharmacy Outreach	731-661-5979	ahumphreys@uu.edu	PH 108
Jones, Kim Pharm.D., BCPS Assistant Dean of Student Services Assistant Professor of Pharmacy Practice	731-661-5983	kjones@uu.edu	PH 109
King, Sean Ph.D. Assistant Professor of Pharmaceutical Sciences	731-661-5920	sking@uu.edu	PH 145
Kuhl, David Pharm.D. Professor of Pharmacy Practice	731-661-5934	dkuhl@uu.edu	PH 127

Ladymon, Laura MBA Coordinator, Continuing and Experiential Education	731-661-5321	lladymon@uu.edu	PH 118
Lindsey, Kim Pharm.D., BCPS Assistant Professor of Pharmacy Practice	731-661-5991	klindsey@uu.edu	PH 129
Martin, Andrew Pharm.D. Associate Professor of Pharmacy Practice	731-661-5958	amartin@uu.edu	PH 148
Martin, Kristina Pharmacy Admissions Coordinator	731-661-5910	khmartin@uu.edu	PH 120
Michael, Melanie Pharm.D. Assistant Professor of Pharmacy Practice	731-661-6531	mmichael@uu.edu	PH 131
Mitchell, Sheila Pharm.D., FASHP Founding Dean	731-661-5958	smitchel@uu.edu	PH 111
Murphy, Bethany Pharm.D. Assistant Professor of Pharmacy Practice	731-661-5641	bmurphy@uu.edu	PH 121
Onuoha, Catherine B. Pharm., Ph.D. Associate Professor of Pharmaceutical Sciences	731-661-6526	conuoha@uu.edu	PH 139
Owen, Joel Ph.D. Associate Professor of Pharmaceutical Sciences	731-661-5984	jowen@uu.edu	PH 147
Peyton, Lauren Pharm.D., CDE Assistant Professor of Pharmacy Practice	731-661-5989	lpeyton@uu.edu	PH 140
Philip, Ashok RPh., Ph.D. Assistant Professor of Pharmaceutical Sciences	731-661-5913	aphilip@uu.edu	PH 143
Steinbach, Janie Coordinator, Continuing Education and Faculty Support	731-661-6509	jsteinbach@uu.edu	PH 118
Stephens, Mark Pharm. D., BCPS Director of Experiential Education Associate Professor of Pharmacy Practice	731-661-5975	mstephens@uu.edu	PH 126
Stoneking, Kent Pharm.D., CDE Chair, Pharmacy Practice	731-661-5630	kstoneking@uu.edu	PH 113

Taylor, Jodi Pharm.D., BCPS Assistant Professor of Pharmacy Practice	731-661-5922	jltaylor@uu.edu	PH 128
Watkins, Blake E. Ph.D. Chair, Pharmaceutical Sciences Assistant Professor of Pharmaceutical Sciences	731-661-5937	bwatkins@uu.edu	PH 112
Williams, Amy Pharm.D., BCOP Assistant Professor of Pharmacy Practice	731-661-5948	awilliam@uu.edu	PH122
University Faculty Members			
Barnard, Justin Ph.D. Director, Carl F.H. Henry Institute for Intellectual Discipleship Associate Professor of Philosophy	731-661-5963	jbarnard@uu.edu	PAC C-4C
Gruenke, Jennifer Ph.D. Associate Professor of Biology	731-661-5912	jgruenkue@uu.edu	PH 139
Huggins, Jim Ph.D. Director, Edward P. Hammons Center for Scientific Studies University Professor of Biology	731-661-5144	jhuggins@uu.edu	WH 139
Lockett, Marc Ph.D. Assistant Professor of Biology	731-661-5960	mlockett@uu.edu	WH 131
Mahan, James T. Ph.D. Associate Professor of Biology	731-661-6552	jmahan@uu.edu	WH
Peirson, Brenda Ph.D. Professor of Chemistry	731-661-5914	bpeirson@uu.edu	WH 325
Walker, Douglas C Ph.D. Southern Baptist Theological Seminary Associate VP for Advancement Executive Director of the Union Foundation	731-661-5932	dwalker@uu.edu	PAC
		Updated 7/5/2012	

Pharmacy Web Site Contacts

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/>

Christian Pharmacists Fellowship International (CPFI)
<http://www.pharmacy.umaryland.edu/studentorg/cpfi>

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/>

Admission and Prerequisite Coursework

Admission to the Union University School of Pharmacy is by committee action, based on the overall record and aptitude of the applicant. To be considered for admission to the school, applicants must be eligible for admission to Union University and complete all of Union University's pre-pharmacy requirements.

A grade-point average of 2.75 or greater on a 4.0 scale is required for pre-pharmacy coursework with a grade "C" or higher for each required pre-pharmacy course. The overall academic average for all courses completed must not be less than 2.5 on a 4.0 scale. All candidates are required to take the Pharmacy College Admission Test (PCAT). Three references must also be submitted. An on-site interview is required as a part of the admission process; a writing sample will be required as a part of the interview process. Interviews are conducted by invitation only. While there is a deadline of March 1 of the year in which admission is desired, applicants are encouraged to apply early, as space is limited, and applications will reviewed on a rolling basis throughout the year until the class is filled. The School of Pharmacy admits only one class per year.

Admission to the School of Pharmacy requires the completion of pre-professional coursework, as follows:

Course	Semesters	Quarters
*Biology or Zoology	2	3
*General Chemistry	2	3
*Organic Chemistry	2	3
*Human Anatomy and Physiology	2	3
*Physics I	1	2
*Microbiology	1	1
*Calculus	1	2
*Statistics	1	1
Written Composition	2	3
Communications/Speech	1	1
+Humanities Electives	2	3
+Social Sciences Electives	2	3
+General Electives	1	2

Union University students will follow either a Chemistry or Biology track with additional coursework required for the terminal degree.

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 pharmacy student 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.

General Electives may be taken in any area(s) the student desires (Christian studies, sciences, mathematics, humanities or social sciences).

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

Class of 2016 Curriculum Map

Course Name	Course #	Credits	Hour Type	Component	Course Name	Course #	Credits	Hour Type	Component
1st Professional Year									
Year 1 Fall					Year 1 Spring				
Gross Anatomy	BIO510	2	Lecture	Biomed	Applied A&P I	BIO505	3	Lecture	Biomed
Gross Anatomy Lab	BIO510L	1	Lab	Biomed	Applied A&P II	BIO507	3	Lecture	Biomed
Medical Biochemistry	CHE585	3	Lecture	Biomed	Drug Information and Informatics	PHRM723	3	Lecture	Clin Sci
Intro to Pharmacy	PHRM700	2	Lecture	SBA	Pharmacological Basis of Drug Action I	PHRM726	3	Lecture	Pharm Sci
Christian Faith and Pharmacy	PHRM785	2	Lecture	SBA	Chemical Basis of Drug Action I	PHRM728	3	Lecture	Pharm Sci
Pharmaceutical Calculations	PHRM705	2	Recitation	Pharm Sci	Immunization	PHRM729	1	Lect / Lab	Clin Sci
Medical Terminology	PHRM710	1	Online	SBA	Clinical Laboratory Medicine	PHRM739	1	Recitation	Clin Sci
Principles of Pharmaceutical Sciences	PHRM716	2	Lecture	Pharm Sci	Introductory Didactic Elective*		2		
Non-prescription Drugs / Counseling	PHRM718	3	Lecture	SBA / Clin Sci					
Non-prescription Drugs / Counseling Lab	PHRM718L	1	Lab	SBA / Clin Sci					
Semester Total		19			Semester Total		19		
Year 1 Winter or Summer					Year 1 Winter or Summer				
Intro to Community Exp 1	IPPE730	2	Experiential	Clin Sci	Intro to Institutional Exp 1	IPPE731	2	Experiential	
2nd Professional Year									
Year 2 Fall					Year 2 Spring				
Immune Response to Infectious Disease	BIO585	3	Lecture	Biomed	Pharmaceutics II (3/1)	PHRM734	4	Lect / Lab	Pharm Sci
Pharmaceutics 1 (3/1)	PHRM733	4	Lecture	Pharm Sci	Chemical and Pharmacological Basis of Drug Action III	PHRM738	4	Lecture	Pharm Sci
Chemical and Pharmacological Basis of Drug Action II	PHRM736	4	Lecture	Pharm Sci	Pharmacy Jurisprudence	PHRM744	2	Lecture	SBA
Pharmacotherapy I	PHRM740	3	Lecture	Clin Sci	Applied Therapeutics w/ simulation	PHRM749	1	Small Group	Clin Sci
Pharmacotherapy II	PHRM741	3	Lecture	Clin Sci	Pharmacotherapy III	PHRM750	3	L - 8wk	Clin Sci
Moral Reasoning in Health Care	PHRM743	2	Lecture	SBA	Pharmacotherapy IV	PHRM751	3	L - 8wk	Clin Sci
Semester Total		19			Semester Total		17		
Year 2 Winter or Summer					Year 2 Winter or Summer				
Intro to Community Exp 2 (either winter or summer)	PHRM746				Intro to Community Exp 2 (either winter or summer)	PHRM746	2	Experiential	
3rd Professional Year									
Year 3 Fall					Year 3 Winter*				
Pharmacotherapy V	PHRM760	3	Lecture	Clin Sci	Advanced Didactic Elective*	PHRM7XX	2	Small Group	January
Pharmacotherapy VI	PHRM761	3	Lecture	Clin Sci	Experience 1 - Ambulatory Care	APPE720	4	Experiential	February
Pharmacoeconomics / Health Systems Management	PHRM765	2	Lecture	SBA	Experience 2 - Acute Care	APPE730	4	Experiential	March
Patient Assessment and Interviewing (1/1)	PHRM766	2	Lect / Lab	SBA	Experience 3 - Independent Community	APPE710B	4	Experiential	April
Applied Therapeutics w/ simulation	PHRM769	1	Small Group	Clin Sci	Experience 4 - Retail Community	APPE710A	4	Experiential	May
Pharmacokinetic Principles and Application (3/1)	PHRM770	4	Lect / Lab	Clin Sci					
Literature Evaluation / Landmark Trials (1/1)	PHRM772	2	Lect / Recit	Clin Sci					
Advanced Didactic Elective*		2	Small Group		*Order of experiences 1-10 and electives during 3rd and 4th year will vary for each student				
Semester Total		19			Semester Total		18		
4th Professional Year									
Year 4 Fall					Year 4 Winter				
Experience 5 - Institutional	APPE700	4	Experiential	August	Experience 9 - Elective	APPE7XX	4	Experiential	January
Experience 6 - Elective	APPE7XX	4	Experiential	September	Experience 10 - Elective	APPE7XX	4	Experiential	February
Experience 7 - Elective	APPE7XX	4	Experiential	October	Advanced Didactic Elective*	PHRM7XX	2	Small Group	March
Experience 8 - Elective	APPE7XX	4	Experiential	November	Advanced Didactic Elective*	PHRM7XX	2	Small Group	March
Advanced Drug Information (Either Spring or Fall)	PHRM704	1	Experiential	Longitudinal	MPJE / NAPLEX Review	PHRM785	2	Lecture	April
					Top 200 Seminar	PHRM785	2	Seminar	April
Semester Total		17			Semester Total		16		
					Total Hours		150		

* - Introductory didactic electives may be taken during the spring semester of the first year or through summer offerings after the first and second professional year. Advanced didactic electives can be taken during the third or fourth professional year and will be coordinated with advanced pharmacy practice experiences. Ten (10) elective hours required (with up to 4 additional hours) for the Class of 2016.

Student Prerequisites for Experiential Education

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 participate in pharmacy practice experiences in Mississippi, all students must register with the Mississippi State Board of Pharmacy prior to beginning advanced pharmacy practice experiences.
- 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. Coverage is available through Union University or through other sources. 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 advanced 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 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 documentation of a history of chicken pox (varicella) or positive titer.
- C. Hepatitis B.** Students must provide proof of Hepatitis B immunization or immunity.
- 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 of that they are currently undergoing treatment.
- E. Influenza.** Union will strongly encourage all students to receive an annual influenza vaccine.

Financial Information

Tuition is \$28,990 for the 2011 – 2012 academic year. Fees are \$1600 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.

Books will cost approximately \$300 per semester for Years 1-3 and are available for purchase from LifeWay Christian Stores.

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 and return the Union Graduate Application for Financial Assistance to the Office of Student Financial Planning.
3. Complete the Stafford Master Promissory Note and Graduate Entrance Counseling on studentloans.gov.
4. 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. Applicants accepted on a waiting list basis will receive a full refund if status is not changed to "accepted" by the first day of class.

Refund Policies

The School of Pharmacy will handle tuition and fee refunds on a case by case basis. When possible, all final decisions will be made by the School of Pharmacy Dean. For other outstanding issues, the Dean will delegate final decisions to the University Business department.

SCHOOL of PHARMACY POLICIES

Oath of a Pharmacist

The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association.

"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.”¹ This concept 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 School of Pharmacy will follow.

The mission of the Union University School of Pharmacy (UUSOP) is to develop compassionate, comprehensively trained practitioners who are equipped to meet the immediate and future demands of pharmaceutical science and patient care in an ever changing health care environment.

The vision of the Union University School of Pharmacy is to:

- provide 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
- promote an excellence-driven academic culture that instills knowledge and advances understanding of biomedical, pharmaceutical, social/behavioral/ administrative, and clinical sciences
- develop pharmacy students as practitioners who are people-focused in providing optimum interdisciplinary care based on evidence and best-practice standards
- support an academic environment that fosters the future-directed growth of students and faculty as it relates to education, practice, research, and scholarship initiatives

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.

- **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
- **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

- **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 school 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

Code of Ethics for Pharmacists⁴

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. Pharmacy students 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.

Professionalism at Union University

As further described in the Adult Community Values Statement, Union University upholds the highest standards of honesty. Pharmacy students 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. Pharmacy students 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, pharmacy students cannot tolerate academic misconduct of any kind – 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. Students in violation of the Code of Professionalism will be reported to the Assistant Dean of Student Services and the Professionalism Committee.

Academic Misconduct Violations^{5,6,7}

Violations of the Union University School of Pharmacy 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 [Note: Plagiarism is “the representation of another’s work or ideas as one’s own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person’s work, and/or the inappropriate unacknowledged use of another person’s ideas.”]
- 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 or mark 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

Students who believe that academic misconduct has taken place are obliged to bring their concerns to the attention of the instructor for the course or other faculty or officers of the school as may be appropriate. Anonymous accusations of misconduct will not be considered.

Professional Behavior Misconduct Violations

Violations of the Union University School of Pharmacy 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 to the School of Pharmacy, 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 School of Pharmacy or Union University, either on the campus or at experiential rotation 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 pharmacy student 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 School of Pharmacy, or patients/clients, that is private or confidential
- Failure to adhere to UUSOP dress code
- Using offensive language, gestures or remarks to faculty, staff, students, or members of the community
- Communication to faculty, staff, students, or members of the community that attempts, directly or indirectly, by way of intimidation, coercion, disrespect, deception, or any unwanted sexual attention towards another person
- Maligning the character of Union University's faculty, staff, students or members of the community
- Failure to attend required lectures, laboratory sessions, experiential rotations, group sessions or examinations
- Failure to comply with a request, written or verbal, of an authorized University faculty (including adjunct faculty) or staff member
- Using a cell phone (including texting) and other electronic devices during class and on experiential rotation, unless otherwise 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 UUSOP)
- 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 UUSOP Code of Professionalism

Responsibilities for Faculty

Faculty are responsible for encouraging professional conduct. Faculty must report all instances of student unprofessional behavior. Faculty are to accept the responsibility of discouraging academic misconduct. 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 will file charges of academic misconduct which may lead to further sanctions up to and including dismissal from the pharmacy program and expulsion from the University. Instructors must report all violations of the UUSOP Code of Professionalism to the Assistant Dean of Student Services so that the matter can be brought before the Professionalism Committee for further review. The reporting form can be accessed at <http://www.uu.edu/programs/pharmacy/studentlife/>.

Student 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/scarves
- Skirts or dresses which are tight or shorter than one inch above the knee
- Skirts with splits up to one inch above the knee
- 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
- Sweatshirts, sweatpants, spandex or other exercise attire
- T-shirts (Exceptions: UUSOP T-shirts or sweatshirts may be worn on Fridays.)
- Scrubs (Exceptions: Scrubs may be worn on Physical Assessment or Gross Anatomy labs days only. Open-toed shoes are not permitted in these 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 UUSOP 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 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 and 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 tight or shorter than one inch above the knee
- Skirts with splits up to one inch above the knee
- 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

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 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. Repeated violations should be reported to the Professionalism Committee or to the Assistant Dean of Student Services.

Examination and Quiz Policy

All students of the Union University School of Pharmacy must comply with the School of Pharmacy's Code of Professionalism when taking examinations and/or quizzes. Unless otherwise specified in the course syllabus, the following policies will be in effect for all School of Pharmacy courses.

Excused Absences

Students missing an exam or quiz MUST notify the course coordinator by email or voicemail prior to the exam or quiz unless prohibited by serious illness or injury. In case of an illness, the student must provide a verified primary care physician's excuse, or an approved licensed designee, to the appropriate course coordinator on the day of the student's return. 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 and rescheduling of make-up exams are left to the discretion of the instructor. Make-up exams must be taken within a time period as specified by the course coordinator.

For all other excused absences (family member illness or death, travel to professional meetings, etc.), permission must be obtained from the course coordinator 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 examination or quiz.

Unexcused Absences

Unexcused absences or failure to notify the instructor prior to the examination or quiz will result in a grade of zero.

Tardiness

All students are expected to be present and on time for all examinations 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. No exams or quizzes will be rescheduled for reasons of tardiness. If allowed to take the exam or quiz, at the discretion of the course coordinator, the student will have to submit his/her exam at the end of the designated exam/quiz time. Compensatory time will not be given.

Exam Room

Students must:

- Maintain at all times a decorum and demeanor that is consistent with accepted academic and professional standards
- Space themselves evenly in the exam room or sit in pre-assigned seats
- Leave all personal belongings (bags, books, notes, study aids, coats, purses, and any electronic devices) at the front or side of the exam room
- Turn off cell phones and store them with personal belongings at the front or side of the exam room
- Carry only pencils, pencil sharpener, and erasers to their seats
- Use only UUSOP approved, non-programmable calculators during an examination or quiz
- Not share calculators during an examination or quiz
- Not carry food with them to their seat (Drinks in a closed container are permitted.)
- Refrain from talking in the exam room
- Approach the proctor at the front of the exam room for questions related to typos or formatting. Student questions pertaining to exam content may not be answered by the proctors. Students are advised to make a note on the back of the exam for any content related issues
- 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 examination or quiz
- Not stand around and engage fellow students in a conversation in the hallway after exiting the exam room
- Not use the restroom after the exam has started (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 examination room.)

The Professionalism Committee strongly encourages students to keep their hands above the desk at all times. Not doing so is regarded as suspicious behavior and may be viewed as an attempt to cheat.

Online Resource and Social Media Policy^{8,9}

Online resources, including but not limited to blogs, email, chat rooms, and websites created specifically for student conversation and academic file-sharing (e.g. ScribD, Course Hero; from this point collectively referred to as online resources) have changed the landscape of graduate education in recent years. In addition, social networking sites such as Facebook, MySpace, LinkedIn, 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.”⁸ 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. To decrease the likelihood that a pharmacy student’s online page could be viewed as inappropriate or unprofessional, the following guidelines for online and social media use should be followed.

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 School policies and procedures (e.g., Union University School of Pharmacy (UUSOP) Code of Professionalism, Sexual Harassment Policies, etc.) in their online and social media activities will result in disciplinary action. All violations of such policy will result in the student appearing before the Professionalism Committee of the School of Pharmacy.

Guidelines for Appropriate Online Resource and Social Media Use

- Accessible postings on online resources and on social media sites 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 UUSOP are creating perceptions about the School, the University and the profession of pharmacy.
- Students must assure that all public content is consistent with the values and professional standards of the School and the profession.
- Uploading of any School of Pharmacy instructor’s lecture notes, powerpoints, or quiz / test questions to academic online resources by a student is considered a violation of the online resource and social media policy, as well as the UUSOP Code of Professionalism.
- 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.
- It is imperative that students and faculty members maintain a professional relationship; therefore, students should not ask faculty or staff members of the UUSOP to become their “friend” on any personal social media page. However, students are encouraged to friend the UUSOP Facebook page.
- Unprofessional public postings by others (non-UUSOP 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 School of Pharmacy, or member of the Union University community, as well as the use of foul or offensive language.

- Postings, both photographs and written communication, should not violate the Union University Community Values Statement.

Attendance Policy

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. Any in-class exercises, quizzes or discussions that are missed due to an unexcused absence cannot be made up. 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. Attendance and timeliness in and to class is considered an important component of professionalism and is expected of Doctor of Pharmacy candidates. In the event of an emergency and/or an absence, prior communication is expected from all students.

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.

Students that are late for or miss an exam should refer to the Exam Policy.

Professional Meetings and 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 SOP website - <http://www.uu.edu/programs/pharmacy/studentlife/>). This request should occur before contacting faculty or experiential education preceptors. 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 be 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 School-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.

Experiential Education

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

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 Promotion 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.
- 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 University in any official function or leadership position for any amount of time period deemed by the Professionalism Committee.
- 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 UUSOP 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 instructor of the course 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 Promotion 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 School of Pharmacy for a specified period of time.

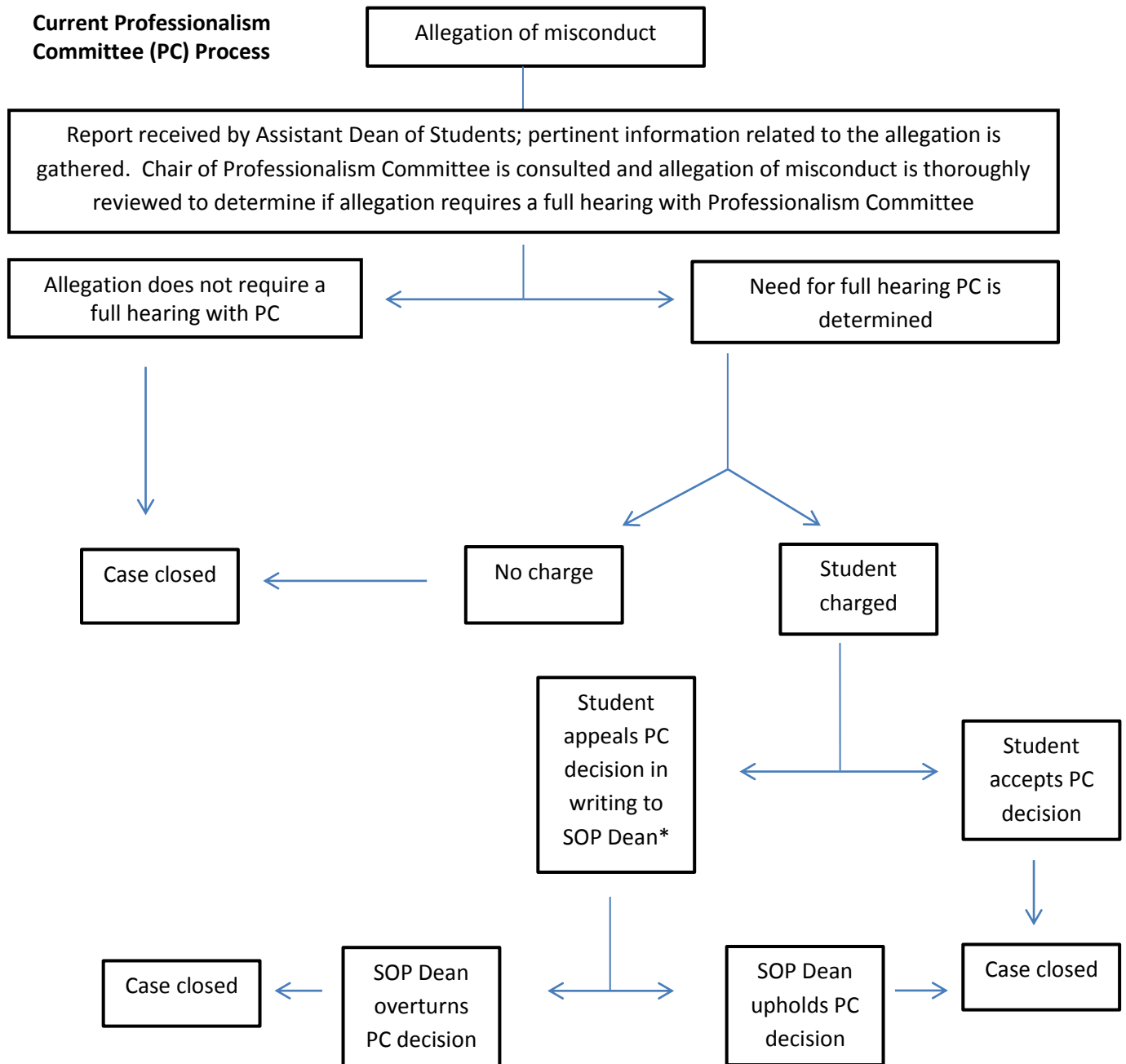
Satisfactory completion of specified stipulations may be required for re-enrollment at the end of the suspension period.

- Dismissal: As authorized by the Professionalism Committee and approved by the Academic Standing and Promotion 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 School 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.
- Other Sanctions: The Professionalism Committee may impose other appropriate sanctions singularly or in combination with any of the above-listed sanctions.

All notifications of sanctions imposed on the student shall be delivered via any of the following means: in person, first class or certified mail, 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.

Students have the right to due process as outlined in the Union University Campus Life Handbook.

Current Professionalism Committee (PC) Process



*Students should refer to pages 24-26 of the Campus Life Handbook for specific language regarding Students' Rights and The Appeals Process

Code of Professionalism References

1. Merriam-Webster Online. Professionalism. Merriam-Webster online dictionary, 2011. Available from <http://www.merriam-webster.com/dictionary/professionalism>. Accessed July 20, 2011.
2. American Pharmaceutical Association Academy of Students of Pharmacy-American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism. White paper on pharmacy student professionalism. *J Am Pharm Assoc* 2000;40:96-102.
3. ACCP National StuNet Advisory Committee. Tenets of Professionalism for Pharmacy Students. *Pharmacotherapy* 2009;29(6):757-59.
4. Code of Ethics from the American Pharmacists Association. American Pharmacists Association Web site. Available at: <http://www.pharmacist.com/AM/Template.cfm?Section=Search1&template=/CM/HTMLDisplay.cfm&ContentID=2903>. Accessed August 7, 2011.
5. Honor Code for Doctor of Pharmacy Students. The Ohio State University College of Pharmacy Web site. Available at: <http://pharmacy.osu.edu/services/students/forms/HonorCode.pdf>. Accessed August 4, 2011.
6. Wayne State University Doctor of Pharmacy Student Honor Code. Wayne State University Eugene Applebaum College of Pharmacy & Health Sciences Web site. Available at: http://cphs.wayne.edu/pharmd/pharmacy_honor_code.pdf. Accessed August 4, 2011.
7. Vines, EL. Honor Codes at Schools and Colleges of Pharmacy. *American Journal of Pharmaceutical Education* Vol. 60, Winter 1998.
8. Cain J, Scott DR, Akers P. Pharmacy Students' Facebook Activity and Opinions Regarding Accountability and E-Professionalism. *Am J Pharm Educ*. 2009;73(6):Article 104.
9. Guidelines and Best Practices for Online Social Media Use by Student Pharmacists. UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences Web site. Available at: http://pharmacy.ucsd.edu/current/pdf/Social_Media_Guidelines.pdf. Accessed July 3, 2011.

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.

Criminal Background Checks Policy

The Union University School of Pharmacy requires all students to submit to a criminal background check prior to admission to the Doctor of Pharmacy program and annually thereafter. 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 School 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 School 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 Director 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 School of Pharmacy or will be immediately expelled from the School 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 Director of Experiential Education. The criminal background report and the written explanation will be reviewed by the Academic Standing and Progression Committee. 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.

Computer Policy

The School of Pharmacy at Union University does require that all incoming pharmacy students own a laptop. A laptop computer is necessary as you will be traveling to various clinical learning experience sites in your 3rd and 4th years. The laptop will also be required in various courses throughout the curriculum. Personal laptops must have Microsoft Office.

Successful completion of the program will require that you have routine and full access to a computer and the Internet so that you may download and print course materials that are necessary for classroom learning. You will be responsible for printing a large majority of online lectures, handouts and other course-related documents.

Union students can get a discount from most computer manufacturers. The student must tell the sales representative that they are a student at Union University. General purchasing recommendations can be found at www.uu.edu/it/help/hardware.cfm.

- **Technology Overview:** Union University provides each student with filtered Internet access, an e-mail account (an official means of university communication), file storage space on the network, online access to grades, and access to research databases. These resources can be accessed on or off campus. Also see www.uu.edu/it/training/accounts.cfm
- **Computer Labs:** The main student labs with approximately fifty Windows workstations are located in the Penick Academic Complex (PAC) across from the Library. These computers have all of the necessary software required for general academic use, including Microsoft Office (Word, Excel, PowerPoint, etc.). There is also a laser printer available for academic needs. The helpdesk in the lab area is staffed during posted lab hours. Lab hours can be found at www.uu.edu/it/help/labhours.cfm. For password problems, how-to questions, lab hours, etc., call use <http://ithelp.uu.edu> , help@uu.edu or 731-661-HELP. There are additional computers available for student use located in the Providence Hall Drug Information Center.
- **Productivity Software:** We recommend that you purchase the latest version of Microsoft Office for your laptop. See www.uu.edu/it/help/software.cfm for discounts and details. This will make it easier for you to edit files seamlessly between the computer labs and your personal computer.
- **Wireless:** UU_Wireless network/internet access is available in all academic buildings and in the Student Union Building.
- **Security Software:** See www.uu.edu/it/help/software.cfm#free for free antivirus software and www.uu.edu/it/help/hardware.cfm#8a for tips on keeping your computer running well.
- **Support:** If you have problems with your laptop, there are local stores that can provide

troubleshooting and repair services for a fee. Also see www.uu.edu/it/help/hardware.cfm#9 to learn where you can get help with your personally-owned computer.

- **Union University's Acceptable Use Policy:** www.uu.edu/it/policies/aup.cfm

Inclement Weather Policy

Didactic Education

The responsibility for closings and for declaration of Snow Day schedules rests with the President, with his seeking counsel as he desires. The first word in Union University closings will be made on the Info Snow Dawg Line. The Info Snow Dawg Line may be reached at (731) 661-5048 and will be updated as soon as a decision is made. Additionally, the following radio and television stations will be notified:

Bolivar:	WMOD
Brownsville:	WTBG
Humboldt:	WHMT/WLSZ
Dyersburg:	WTRO/WASL
Savannah:	WORM
Trenton:	WTNE/WWEZ
Memphis:	WMC-TV, WHBQ-TV, WREG-TV, WPTY-TV
Jackson:	WBBJ-TV, WNWS, WWYN, WYNU, WTJS/WTNC, WWGM, WAMP, WHHM, WZDQ, WFKY

The notification will be made to stations by 6:00 a.m. of the day, and persons should listen until 6:30 a.m. for announcements. Announcements will be made only of closings or Snow Day Schedules, with the assumption that classes meet and offices will be open unless notified to the contrary.

Students who sign up for UU texting alerts will receive snow closing information via text message. If the University closes or opens on a delayed schedule, the School 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 regarding the adjusted classroom schedule.

Experiential Education

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 receptor should review the site's inclement weather policy and student attendance and timeliness expectations.

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 Director or Experiential Education.

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. 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 without first registering with the Office for Disability Services. To contact Jon Abernathy, Director of the Office for Disability Services, email jabernathy@uu.edu or call (731) 661-6520. The office is located in Penick Academic Complex, Hallway F, Room 19.

Communications Policy

E-mail

E-mail is the official method of communication to be utilized by faculty and students of the School of Pharmacy. Students are responsible for checking his/her 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/call faculty members to make an appointment. Faculty are happy and willing to meet with students but ask that students be respectful of faculty time. All students are expected to enter the Pharmacy Administration Suite and alert Lizzy Belew, Administrative Assistant to the Dean of their appointment with a faculty member. Mrs. Belew will inform the appropriate faculty member the student has arrived. Students are expected to be on time.

Drug Screening Policy

The Union University School of Pharmacy 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 Director 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 Academic Standing and Progression Review Committee. The committee will draft a recommendation on an individual case basis. The recommendation will be submitted to the Dean, who will make a final decision including admission or continued enrollment.

Students testing positive for an illegal substance must submit a written explanation of the results to the Director of Experiential Education. The results of the drug screen and the explanation of the results will be reviewed by the Academic Standing and Progression Review Committee. The committee will draft a recommendation on an individual case basis. The recommendation will be submitted to the Dean, who

will make a final decision including admission or continued enrollment. Enrolled students with a positive drug screen for an illegal substance will be immediately removed from courses, pending the decision of the Dean.

All decisions will be made in congruence with the University Student Alcohol and Drug Testing Policy.

Union University Student Alcohol and Drug Testing Policy to Maintain Wellness

Introduction

All students enrolled in Union University are expected to have the responsibility, accountability, and competence to make positive choices that maintain and improve their physical, mental and spiritual well-being.

“Or do you not know that your body is the temple of the Holy Spirit who is in you,, whom you have from God, and you are not your own? For you were bought at a price, therefore glorify God in your body and in your spirit, which are God’s.”
1 Corinthians 7:19-20

Union University firmly believes that the use of alcohol and drugs can have a negative effect on the performance of the student’s intellectual and spiritual development. The potential for alcohol and drug abuse threatens the viability of the student’s professional development, the public’s confidence in Union’s programs and its academic reputation among colleges and universities. Most importantly, alcohol and drug abuse affects individual wellness which is imperative in maintaining a healthy mind and body to serve within God’s kingdom and be productive for His purposes.

In furtherance of these beliefs, Union University has instituted an alcohol and drug testing policy to maintain wellness for students with the following goals:

- To encourage students to develop and engage in healthy, responsible lifestyles.
- To promote the health, academic and professional progress of each student at Union University.
- To deter alcohol and drug use and abuse.
- To provide early detection and treatment of alcohol and drug abuse.
- To reduce the risk and threat of injury to students and the public.

Students enrolled in health related programs may be required by clinical agencies to demonstrate that they are alcohol and drug free. This policy statement is specifically for those students and its purpose is to delineate the procedures for required clinical testing, and to establish actions to be taken in the event of positive testing.

Applicability

This policy applies to:

- All students enrolled in health related academic programs at Union University

Confidentiality

All alcohol and drug test results, evaluation and counseling reports and other related information obtained as a result of this policy will be treated in a confidential matter. Access to this information will be limited to those who have a need to know and will be kept separately from a student's academic record.

Definitions

"Alcohol" means any product of distillation of any fermented liquid or any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits, and alcohol used in the manufacture of denatured alcohol, flavoring extracts, syrups, or medicinal, mechanical, scientific or culinary preparations.

"Assistance program" means an established and approved program capable of providing expert assessment of alcohol or drug abuse; confidential and timely identification of services with regard to alcohol or drug abuse; referrals of students for appropriate diagnosis, treatment and assistance; and follow-up services for students who participate in the program or require monitoring if returned to their academic program.

"Drug" means any controlled substance identified in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812). Such drugs include, but are not limited to, amphetamines, barbiturates, benzodiazepines, cocaine, methaqualone, opiates (codeine, heroine, morphine, papaverine), phenycyclidine (PCP) and cannabinoids (THC, marijuana). In accordance with this policy, "drug" also means any legend drug obtained in violation of any Food and Drug Administration enforced statute or regulation. The abuse and/or dependence upon legally permitted substances such as, tobacco, prescription drugs, etc. is also prohibited.

"Drug paraphernalia" means any equipment, product or material that is used or intended for use in concealing a drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body a drug or controlled substance.

"Drug test" or "test" means any chemical, biological or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites. Tests may be based on breath, saliva, urine, blood and/or hair samples and are conducted by qualified and licensed personnel.

"Reasonable-suspicion drug testing" means alcohol or drug testing based on a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific, objective facts and reasonable inferences drawn from those facts in light of experience. Among other things, the facts and inferences may be based upon:

- (A) Observable phenomena such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of alcohol or a drug;
- (B) Abnormal conduct or erratic behavior or a significant deterioration in performance;
- (C) A report of alcohol or drug use, provided by a reliable and credible source;
- (D) Evidence that an individual has tampered with an alcohol or drug test while in the academic program; and
- (E) Evidence that a student has used, possessed, sold, solicited or transferred drugs or used alcohol.

“Refusal to test” means:

- (A) Failure to provide adequate urine, hair, swab or other biological material for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for testing;
- (B) Engaging in conduct that obstructs or interferes with the testing process;
- (C) Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing;
- (D) Failure to be readily available for requested testing;
- (E) Failure to report to, and undergo prohibited substances testing as required; and
- (F) Alteration or adulteration of a specimen or admission to the collector that you adulterated or substituted a specimen.

“Under the influence” means a condition which alters, impairs, diminishes or affects the body’s sensory, cognitive or motor function due to alcohol or drug consumption; drug consumption may include extensive use of prescribed medications as well as illegal use of drugs. This also means the detectable presence of substances within the body, regardless of when consumed, having an alcohol test result of 0.04 or greater alcohol concentration and/or having a positive alcohol or drug test

“Use of Prescription Stimulants” means the appropriate treatment of Attention-Deficit/Hyperactivity Disorder (ADHD) as evidenced by a recent (within the previous 6 months) psychosocial evaluation by an appropriately licensed/certified psychologist or other relevantly trained physician that includes a clear description of the impact of ADHD, summary of relevant information, diagnosis, history (including the presence of any co-psychological disorders), educational assessment, summary, and recommendations and the possession of a current, valid prescription for the stimulant. A student’s use of stimulants (as evidenced by a positive drug screen) without a current psychosocial evaluation and prescription will be considered to be abuse of prescription drugs and a “positive” test as noted below.

General Policy Prohibition

Any of the following actions constitutes a violation of the policy and may subject a student to disciplinary action including immediate termination from the program:

- Consuming or being under the influence of alcohol, smoking or using smokeless tobacco on University property, at a clinical site, or as a representative of Union University.
- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while on University property, in a clinical site or as a representative of Union University.
- Using any prescription drug without a current, valid prescription or being under the influence of any prescription drug without a current, valid prescription. A valid prescription is one that is issued by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date. This includes prescription stimulants without a valid, current (within 6 months) psychosocial evaluation.
- Using any drug (over the counter or prescription, regardless of possession of a valid prescription), that has the potential to impair judgment while on University property, a clinical site or while serving as a representative of Union University.
- Refusal to test.
- Conviction of illegal possession and/or illegal distribution of drugs or alcohol.

Types of Testing

Applicant Testing: All applicants accepted into a health-related academic program may, depending on the program requirements, be required to submit to an initial drug screen upon enrollment. This will be *at the student's expense*.

Random Testing: The student may be selected at random for drug and/or alcohol testing at any interval determined by the University. When selected for random testing the student must visit the designated laboratory within twenty-four (24) hours of notification.

Reasonable Suspicion Testing: Union University may ask the student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

Post-Incident Testing: Any student involved in an on-campus or clinical site incident which injures the student, another student or a patient under circumstances that suggest possible use or influence of drugs or alcohol in the incident may be asked to submit to a drug and/or alcohol test.

Monitoring Testing: Any student participating in a prescribed treatment program will be required to submit to drug testing as indicated by that treatment plan *at the student's expense*.

Testing Procedure/Collection of Samples

All testing will be performed by designated laboratories certified by either the SAMHSA (Department of Health and Human Services) or other governmental entity. Testing shall be in accordance with industry standards and in accordance with any applicable federal and state laws. The collection procedures shall be designed to ensure the security and integrity of the specimen provided by each student and those procedures shall follow chain-of-custody guidelines.

A Medical Review Officer shall be designated to receive all laboratory results from every type of test and assure that an individual who has tested positive has been afforded an opportunity to justify the test result. If the MRO determines that there is no legitimate explanation for the positive result, such result will then be considered a verified positive test result.

When testing is accomplished by urinalysis testing, it shall be accomplished by split specimen collection. The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, the split will be retained for testing if so requested by the student through the Medical Review Officer. When notified of a positive test result, a student may request a retest of the split specimen within forty-eight (48) hours of notification. The student will be responsible for the costs associated with the retest.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test.

Self-Reporting

Students are expected to have the responsibility, accountability and competence to make positive choices that maintain and improve their physical, mental and spiritual well-being. Union University desires to assist all students in achieving their educational goals. With this in mind, Union University allows self-reporting of alcohol or drug abuse by those who have erred but wish to make responsible choices in the future.

The student may self-report his or her violation of this policy, except where it is done to evade an unannounced, random drug test. Self-reporting will also not be allowed after a test has been taken but prior to the results.

The student will only be given one opportunity to self-report. When a student self-reports it will be treated as a first “positive” test.

Disciplinary Procedures

- First “positive” test

Students receiving a first “positive” test for alcohol or drugs will be suspended and referred for evaluation by an appropriate and approved assistance program. After receiving appropriate recommendations and/or completing treatment, the student will be reinstated to continue with the original cohort or will be reenrolled with a later cohort. The student will be responsible for complying with all recommendations made by the assistance program. The testing results will be reported to the appropriate state licensing board either by Union University or the approved treatment facility, if applicable. Upon reinstatement or reenrollment, a student is subject to random testing or monitoring testing as indicated in the treatment plan and/or in accordance with this policy. If the duration of the student’s suspension is unresolved at the end of the semester, the student will receive an incomplete (“I”) for that semester’s classes. If the student withdraws from the academic program and University, those incomplete grades will be converted to F’s. If the student is reinstated to continue in the academic program, the incomplete grades will be replaced with permanent grades once the course requirements are fulfilled. Failure to attend or cooperate with recommendations made will subject the student to being dismissed from the program.

- Second “positive” test

Students receiving a second “positive” test will be dismissed from their academic program and the University. All courses that the student is enrolled in will be given a grade of an “F.”

The following are additional disciplinary consequences:

- Any violation of this policy that causes injury, illness or mortality for a patient will result in automatic and immediate dismissal from their academic program and the University.
- A “refusal to test,” as defined by this policy, will be treated as a “positive” test.
- The University reserves the right to suspend any student who has been arrested for criminal offenses related to the manufacture, possession, sale, use, distribution, dispensation, receipt or transport of any illegal substance pending resolution of the charges to the University’s satisfaction. A verdict of guilty will result in dismissal from their academic program and University. At the conclusion of any matter involving the arrest of a student for the aforementioned criminal offenses, the University reserves the right to discipline the student in accordance with the evidence presented in the matter.

Alcohol/Drug Related Convictions

Students who are convicted of any alcohol or drug related violation under state or federal law or who plead guilty or nolo contendere (i.e. no contest) to such charges must inform the University in writing within five (5) days of the conviction or plea. Failure to report a conviction will result in disciplinary action, up to and including dismissal from their academic program and University.

Cost of Process

Union University will be responsible for costs associated with the random, reasonable suspicion and post incident screening process. However, students are responsible for costs associated with enrollment and pre-clinical drug testing, participation in an approved assistance programs, outpatient and/or inpatient recommended treatment plans and follow-up. Failure to comply will result in program dismissal.

Miscellaneous

- While it is the desire to the University to promote a wellness plan that supports the grace filled community of the University, there are many external factors (e.g. licensing boards and clinical facility requirements) that may prohibit the student's ability to complete program requirements and may therefore result in program and University dismissal. If this occurs, the University is not liable for any effects this may cause in being unable to foster the student's completion of the program's academic requirements.
- If a student is allowed to reenroll in the academic program, an individualized plan will be established by the chair, program director, and/or dean in providing an avenue to promote academic success. The student will have the option to abide by the plan or withdraw from the academic program and University. Reinstatement to continue with original cohort may occur if the suspension is cleared promptly within the semester it occurs. Reenrollment to continue with a subsequent cohort may occur if the suspension is cleared after more than one semester.

Union University Student Alcohol and Drug Testing Policy to Maintain Wellness**Consent to Test Form**

I understand fully that my performance as a student at Union University and the reputation of Union University are dependent, in part, on my conduct as an individual.

I hereby acknowledge that I have received a copy of the student Alcohol and Drug Testing policy To Maintain Wellness and that I have read and understand it.

I hereby agree to accept and abide by the standards, rules and regulations set forth by the Union University and the academic program.

I authorize Union University to conduct all related alcohol and drug tests that are subject to the policy, including random drug tests. I further authorize and give full permission to have the University and/or its personnel send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the University and/or to any governmental entity involved in a legal proceeding or investigation connected with the test.

I also authorize the release of information concerning the results of such tests to designated University personnel, its clinical partners, to any assistance program to which I may be referred, and to the appropriate licensing boards, if applicable.

I will hold harmless Union University, its personnel and any testing laboratory the University might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of right to participation in the academic program, ineligibility to test for the national certification exam, employment or any other kind of adverse action that might arise as a result of the drug or alcohol test, even if a Union University or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless Union University, its personnel and any testing laboratory the University might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

I understand that this consent form remains in effect during my enrollment in a health-related academic program at Union University.

Date: _____

Student Signature

Printed Student Name

GRADING POLICIES and PROCEDURES

Academic Guidance and Mentoring

Upon admission to the School of Pharmacy, the student will be assigned to a pharmacy faculty member who will serve as their advisor. The advisor will review the student's progression at the end of each semester prior to registration for the next semester. This is a time in which the student and advisor can discuss any concerns of the student. If a student has difficulty in his/her studies during the semester, the faculty member teaching the class or providing a clinical experience will provide individualized student services. This may occur through individualized discussions with the faculty member or the student being given additional resources to study. It will be the decision of the School of Pharmacy Assistant Dean of Student Services to determine the need for a tutorial support system for pharmacy students.

In order to provide our students the best opportunity for academic success in a timely manner, students are required to meet with their assigned faculty advisor following any exam on which they make a "C" or less. The advisor and student will determine (with aid from the teaching faculty member) a plan for success.

Academic Standards and Grading

Academic Standards: Requirements for Progression, Probation, Dismissal and Graduation

Progression

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. 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) subcommittee as outlined in the remediation policy.

Students who wish to serve as a class officer or student organization officer must successfully meet all academic progression requirements. Failure to do so will result in the student's removal from the elected/appointed position. Students may resume involvement in student leadership positions once the probationary period has ended.

Probation

A period of academic probation includes the semester immediately following successful completion or successful remediation of the deficient course, or the semester immediately following an earned cumulative GPA of less than 2.33. The student will be notified by ASPR when the academic probationary period ends. Each semester that the student meets conditions for probation will count as a separate probationary period. Academic probation will be imposed upon a student when the student's academic 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 required 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 Academic Standing and Progression Review subcommittee.

Dismissal

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

1. A period of probation is imposed for a second time and the cumulative grade point average is less than 2.33. These probationary periods do not have to be sequential semesters.
2. A period of probation is imposed for a third time, regardless of the cumulative grade point average.
3. A student who receives two or more grades of "F" in required courses, regardless of the cumulative grade point average.

Students who meet any of the above criteria will be contacted by phone or email regarding the need to come before the ASPR subcommittee. This meeting will allow the student to explain and clarify the situation. The ASPR subcommittee will make a decision on the student's case. Depending on the subcommittee decision, the action will be communicated to the student during the meeting or by certified mail and/or email.

Students may appeal any academic action to the ASPR subcommittee via the Associate Dean of Academic Administration. The appeal must be submitted, in writing (email is acceptable), within five business days of receipt of notification of action. The ASPR subcommittee will make a recommendation to the Dean who will make a final decision on the appeal.

Introductory (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs)

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 clerkship, 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. In all cases, failure of two IPPE/APPEs will result in dismissal from the School. The student may appeal this dismissal as outlined above.

Failure of a completed IPPE/APPE:

In the event that a student fails a completed IPPE/APPE based on the evaluation of the assigned preceptor, the Director or Assistant Director of Experiential Education will be notified and documentation of the student's performance reviewed by the student and the Chair individually. The student's schedule of IPPE/APPEs will be rearranged based on the availability of experiences and preceptors to accommodate the need to repeat a required course or select another elective opportunity. The failure will result in academic probation for the student regardless of existing GPA. Failure of one additional IPPE/APPE will result in dismissal from the School.

Failure prior to completion of an IPPE/APPE:

In the event a student's performance and/or behavior (e.g., violation of the Honor Code or 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 Director 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, and the student will be placed on academic probation regardless of existing GPA.

A student may appeal the removal in writing to the Associate Dean of Academic Assessment within five business days of preceptor action. The ASPR subcommittee will review the student's appeal and forward a recommendation to the Dean for action.

A student may not progress to another IPPE/APPE until action has been taken by the Office of Experiential Education or the ASPR subcommittee.

Graduation

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. Didactic and experiential courses in which an "F" is received must be successfully repeated.
3. File an application for graduation with the UUSOP Office of Student Services and the Academic Center.
4. Pay in full the student's account balance with the UUSOP and the University Business Office.
5. Discharge all other obligations (fines, credentials, fees, etc.) at the University.

Academic Standards: Grading

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 the tenths; 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., 70 accumulated course points 88 maximum points = 79.5% = 80% = B; 59 accumulated course points 85 maximum points = 69.4% = 69% = F).

To determine the Grade Point Average (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.

Academic Recognition at Graduation

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

Remediation Policy

Remediation is defined as the correction of a deficiency, secondary to course failure that 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. IPPEs/APPEs cannot be remediated.

Didactic

For students who meet defined criteria, the ASPR subcommittee will consider allowing remediation and the opportunity to continue progression through the curriculum despite setbacks in didactic courses. IPPEs/APPEs cannot be remediated and therefore, must be repeated.

Process for Remediation

The ASPR subcommittee 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 come before the ASPR subcommittee by phone or email. This meeting will allow the student to explain and clarify the situation. The ASPR subcommittee will make a decision on the student's case. Depending on the subcommittee decision, the action will be communicated to the student during the meeting or by certified mail and/or email.

Students have the right to appeal the decision made by ASPR as outlined in the Probation and Dismissal sections above.

Qualifications for Remediation

Remediation is considered if the student has a final percentage average $\geq 59.5\%$. Students whose average is below 59.5% may be required to repeat the course in its entirety.

1. The student's semester grade point average is ≥ 2.00 and overall academic grade point is ≥ 2.33 on a 4 point scale.
2. The student must have no academic misconduct violations.
3. 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 $\geq 69.5\%$. (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 $\geq 69.5\%$.
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.
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 students 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.

Further Student Appeals

If a student wishes to appeal beyond what is outlined in the above policies, he/she should refer to the academic grievance procedures outlined in the University Campus Life Handbook.

PHARMACY STUDENT 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 pharmacy students. However, pharmacy students are invited to participate as well as in other spiritual activities including activities sponsored by Campus Ministries.

Opportunities for Student Involvement

Students who wish to serve as a class officer or student organization officer must successfully meet all academic progression requirements and maintain a 2.75 GPA. Failure to do so will result in the student's removal from the elected/appointed position for the remainder of that academic year.

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 Pharmacy Student Government Bylaws.

Other leadership opportunities include:

- Intramural Chairman (male and female)
- Social Chairman
- Class Counselor

Student Committees

Student representatives will either be elected or appointed to serve on various School 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:

Assessment/Evaluation Committee	Chair: Dr. Ashok Philip
Admissions Committee	Chair: Dr. Blake Watkins
Student/Faculty Relations Committee	Chair: Dr. Kim Lindsey
Curriculum Committee	Chair: Dr. Jodi Taylor
- Experiential Learning Subcommittee	Chair: Dr. Mark Stephens
- Information Services Subcommittee	Chair: Dr. Andrew Martin
Scholarship Committee	Chair: Dr. Sean King

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 School of Pharmacy representatives at University and community functions such as open houses and recruitment fairs. Students interested in becoming a Pharmacy Ambassador should see Aven Humphreys in the Office of Admissions.

University Wide Intramurals

Pharmacy students and faculty are encouraged to participate in campus wide intramurals. Some options include: Football, Softball, Soccer, Volleyball, Basketball

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 may have to 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:

- News and information regarding matters that affect YOUR practice
- Opportunity to network with your professional colleagues and broaden your professional contacts and employment possibilities
- Membership in one of the societies related to your practice (see list under Membership Dues/Society Dues, below)
- Opportunity to serve on a Committee or Task Force
- 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
- Access to TPA staff for answers to your questions
- 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 and UT CE 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

- Discounted prices on several products, publications, and services
- 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)

Student pharmacists from all five Schools/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, respectively. The office of TSSP President will rotate yearly among the five universities. Other pharmacy schools in the state of Tennessee include:

Belmont University School of Pharmacy, Nashville, TN

East Tennessee State University Bill Gatton College of Pharmacy, Johnson City, TN

Lipscomb University College of Pharmacy, Nashville, TN

University of Tennessee College of Pharmacy, Memphis, TN

NATIONAL

American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)

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

Christian Pharmacists Fellowship International (CPFI)

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.

National Community Pharmacists Association (NCPA)

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.

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

The SSHP of ASHP will serve to educate students about the role of hospital 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.

Phi Lambda Sigma (PLS)

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

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.

Fundraising

All solicitations should be approved by the Director of Pharmacy Outreach in the UUSOP Office of Student Services before any solicitation takes place. The School of Pharmacy does not approve individual fundraisers. The UUSOP 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 UUSOP 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 School'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 in the UUSOP Office of Student Services before items can be presented for purchase.

Printing and Copying

Pharmacy students 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.

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

Pharmacy students 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)

1. PERSONAL ABUSE

Personal abuse is defined as any behavior that results in 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 on a personal blog (e.g. myspace, facebook) may be considered personal abuse. Because of the intensive cohort nature of adult/graduate programs, and the expectation that students entering Union’s BSOL/graduate programs are mature adults, students demonstrating ongoing personal abuse with classmates or faculty will be asked to step away from the program for a semester and/or be dismissed from the program. There is an expectation of maturity, collegiality and professionalism in all programs.

2. SEXUAL IMPROPRIETY

Sexual impropriety includes but is not limited to participation in or appearance of engaging in premarital sex, extramarital sex, homosexuality, homosexual activities, or cohabitation. It is inconsistent with Union University values for a student to live with a non-related peer of the opposite gender, even if the relationship is not sexual.

3. PUBLIC DISPLAYS OF AFFECTION

Participation of inappropriate displays of affection in public areas of the campus.

4. PORNOGRAPHY

Pornography is defined as viewing, possession, purchase, or distribution of any pornographic materials in any form (magazines, photos, CD ROM, games, computer games, Web sites, etc.). Information Technology has a complete policy available 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 5:22-26 *"By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, and self-control. There is no law against such things. And those who belong to Christ Jesus have crucified the flesh with its passions and desires."* NIV)

1. ALCOHOLIC BEVERAGES

The possession, use, purchase, or distribution 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 at off campus functions and driving under the influence of alcohol are inconsistent with Union University values.

2. USE OR POSSESSION OF ILLEGAL DRUGS

The purchase, possession, use, or distribution of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. A substance of abuse is any form of narcotics, hallucinogenic, sports enhancement or "street drug," and any other controlled substances as defined by law. Local law enforcement may be called. In addition, Union University does not tolerate prescription drug misuse and abuse. The University has a zero tolerance policy for the use and possession of illegal drugs. For students in programs with clinical settings, please refer the discipline specific handbook for further guidelines about registration of prescription drug.

3. GAMBLING

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

4. TOBACCO

Realizing that the use of tobacco is harmful to health, Union University does not allow the use of tobacco in any form inside any of its facilities. In addition, the University strongly encourages individuals to respect themselves, others and the overall community enough to abstain from all tobacco use in any location. Union University is a smoke-free campus and smoking is not permitted. Smoking cessation classes are available for those wishing to quit an 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)

1. 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.

2. PERSONAL INTEGRITY

This is considered lying or committing fraud on any level.

IV. RESPECT FOR PROPERTY AND 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 *"Moreover it is required of stewards that they be found trustworthy."* NIV)

1. LITTERING

Intentionally throwing trash on the ground.

2. PROPERTY DESTRUCTION

Actions that violate this Community Value include damaging, destroying, defacing (in any way) property belonging to others or to the University.

3. 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.

4. 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.

5. SETTING A FIRE AND ARSON

Deliberately lighting a fire.

6. POSSESSING FIREARMS, OR WEAPONS

This is the possession, whether open or concealed, of any weapon (including, but not limited to paintball guns, slingshots and airsoft guns) that could be used to intimidate, scare, or harm others or possession of materials used to manufacture bombs, firearms, or weapons.

7. TAMPERING WITH FIRE SAFETY EQUIPMENT/INTERCOMS/NETWORK CABINETS

Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, or other safety equipment puts others at risk of injury. Tampering with such equipment is strictly prohibited.

8. MISUSE OF UNIVERSITY E-MAIL/NETWORK

Students are held responsible for abiding by the computer acceptable use policy 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 *"Let every person be subject the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God. Therefore whoever resists authority resists what God has appointed, and those who resist will incur judgment."* NIV)

1. BREACH OF PEACE

Breach of peace is 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.

2. INSUBORDINATION

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

3. BREAKING A CITY, STATE OR FEDERAL LAW

All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints or indictments by government entities are not prerequisite for University action under this section.