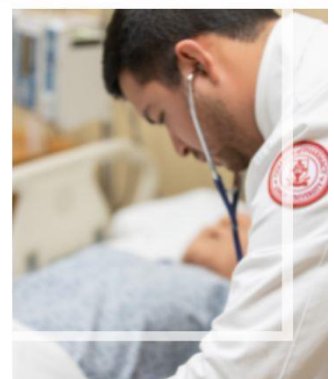
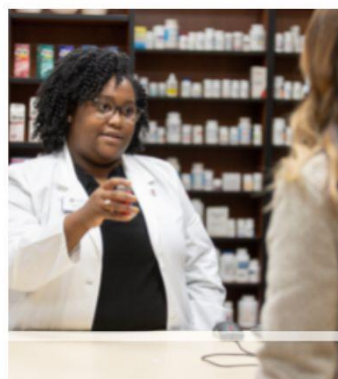


COLLEGE OF PHARMACY STUDENT HANDBOOK

UNION



2025-2026

TABLE OF CONTENTS

Welcome to Union!	5
Letter from the Dean	5
Letter from the Assistant Dean for Student Services	6
Union University Campus Life Handbook Overview	7
Statement on Accreditation	7
Statement of Vision, Mission, and Goals	8
Statement of Nondiscrimination	9
Helpful Union University Website Links	10
Faculty and Staff Contact Information	11
Admissions Policies & Procedures	13
Pharmacy Early Admissions Program (PEAP)	13
PharmD Admissions Prerequisites	14
Admissions	15
Technical Standards	15
Transfer Application	17
Course Waiver	17
Experiential Education Requirements on Admission	18
Leave of Absence	20
Withdrawal	20
Readmission	20
Curricular Policies & Procedures	21
Curriculum Overview	21
Educational Outcomes	22
Dual-Degree Option	23
3.5-Year PharmD Track	23
Elective Classification	24
Grading	26
Early Intervention	26
Progression	27
Probation	28
Remediation	29
Dismissal	30
Appeals	31
Graduation	32
Academic Recognition	32

Professionalism Policies & Procedures	33
Oath of a Pharmacist	33
Code of Professionalism.....	33
Code of Ethics	35
Academic Misconduct Violations.....	36
Professional Behavior Misconduct Violations	37
Responsibilities for Students	38
Responsibilities for Faculty	38
Attendance.....	38
Dress Code	40
Online Resource and Social Media	42
Disciplinary Action	44
COLLEGE of PHARMACY POLICIES.....	46
ADA / Accommodations.....	46
Breastfeeding Policy for Students.....	46
Calculator	46
Classroom Visitation Policy	46
Communication.....	47
Complaints	47
Computer/Internet	47
Course Withdrawal	48
Examination and Quiz	48
Financial	49
Health Insurance	50
Inclement Weather	50
Recording	51
Travel	52
Student Pharmacist Life.....	53
Chapel and Spiritual Life	53
Opportunities for Personal and Professional Development.....	53
Fundraising.....	57
New Organization Approval.....	58
Printing and Copying.....	58
Parking	58

WELCOME TO UNION!

LETTER FROM THE DEAN

Dear Student,

Welcome to Union University College of Pharmacy (UUCOP)! You have selected a wonderful profession, one that offers many opportunities for you to grow and serve in local communities and beyond. Pharmacists are the most accessible health care provider and are key to meeting the healthcare needs of Americans. At the conclusion of your time here, you will be equipped to provide care to those in need, able to meet the disease state needs of diverse populations, ever confident in your abilities to improve the quality of life of your patients.

As you begin your tenure here as a student, know that you will be taught and mentored by faculty members who go above and beyond expectation each and every day. Our clinicians and scientists are committed to excellence in the classroom, at their respective practice sites, and in their research settings. Additionally, College of Pharmacy faculty members are leaders in the profession at the local, state, and national level. In the classroom, our faculty work diligently to appeal to all learning styles through various pedagogical approaches. Faculty and staff are committed to the student experience, dedicated to challenging students both inside and outside the classroom. Most importantly, UUCOP faculty and staff are also dedicated to student centered higher education where faith and learning are integrated. At Union, we aim to develop outstanding pharmacists, never losing sight of the opportunity to develop the whole person as well.

As your Dean, I am thrilled that you have chosen Union University's College of Pharmacy as the home for your future career. Our goal at Union is to graduate pharmacists who are distinctly different, equipped to advocate for patients, for pharmacists, and for the profession of pharmacy. Trust that you will soon be that graduate! Take confidence in your work to date. Take advantage of the opportunity before you – working daily to make it count! It is my sincere hope that you will enjoy the opportunity to learn and grow in a Christian environment, develop lasting friendships, and have pride and commitment to Union University and the profession of pharmacy throughout your lifetime.

Best regards,



Kim M. Jones, PharmD, BCPS, FASHP
Dean and Professor of Pharmacy Practice
College of Pharmacy



LETTER FROM THE ASSISTANT DEAN FOR STUDENT SERVICES

Dear Student,

We are thrilled that you have chosen to pursue your Doctor of Pharmacy degree with us. It is my prayer that these next few years of your academic journey will be fulfilling for each of you both academically and personally. When I think back to my experience in pharmacy school, my most vivid memories are of spending time with classmates who became lifelong friends, learning what type of pharmacist I wanted to be during one-on-one interactions with faculty and preceptors, and staying involved in the local community through student organizations and service events. I would encourage each of you to make the most of your experience during your time at Union University College of Pharmacy. Get involved, build community, ask questions, and push yourself to explore areas of pharmacy that are new to you.

I hope that this handbook serves as a guide and an encouragement to you as you walk through didactic, experiential, and co-curricular learning opportunities. These pages don't just contain rules but provide a framework for supporting you and advocating for you in the highs and lows of being an adult learner. Know that you are cared for, prayed for, and rooted for each day by the faculty and staff within Providence Hall. It is an honor to be a part of your story as you work toward the calling the Lord has for your life!

Wishing you all the best,



Taylor Mathis, PharmD, MS, BCACP
Assistant Dean for Student Services
Associate Professor of Pharmacy Practice



UNION UNIVERSITY CAMPUS LIFE HANDBOOK OVERVIEW

Adult and graduate students are bound by the policies and procedures listed in the current [Campus Life Handbook](#). It is maintained by the Union University Office of Student Life. An up-to-date version can be found on our website (<http://www.uu.edu/studentlife/handbook/>). This webpage also houses Union University's community values for our students in graduate and non-traditional programs. Stated differently, the Union campus life handbook serves as the primary student handbook. All other handbooks (e.g., handbooks specific to a school, college, academic discipline – such as this one) serve as a supplement to the Union University Campus Life Handbook.

The Campus Life Handbook and College of Pharmacy supplement are not contracts; however, students are bound by the policies and community values listed in these student handbooks. The most recent handbook supersedes prior versions. Any changes to these handbooks after printing and before the new academic year will be sent to students via email and will also be included as an addendum at <http://www.uu.edu/studentservices/handbook> and on the College of Pharmacy website. It is important for students to recognize that policies and procedures may change during the academic year as necessary.

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

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

STATEMENT ON ACCREDITATION

Union University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 190 South LaSalle Street, Suite 3000, Chicago, IL 60603, 312/664-3575; FAX 866/228-2631, web site www.acpe-accredit.org.

STATEMENT OF VISION, MISSION, AND GOALS

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

Our Core Values

- **Excellence-Driven:** We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of a desire to do all things for God's glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily life. Thus, we will pursue excellence, without arrogance.
- **Christ-Centered:** A cohering core value of our guiding vision is a call to faith, a call to be Christ-centered in all that we are and in all that we do. We will seek to build a Christian liberal arts based community where men and women can be introduced to an understanding and appreciation of God, His creation and grace, and to humanity's place of privilege and responsibility in this world. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. To be a Christ-centered institution calls for us to establish the priority of worship and service in the Christian life while seeking to develop a generation of students who can be agents of reconciliation to a factious church in a hurting and broken world. This commitment calls for all faculty and staff to integrate Christian faith in all learning and doing, based on the supposition that all truth is God's truth and that there is no contradiction between God's truth made known to us in Holy Scripture and that which is revealed to us through creation and natural revelation.
- **People-Focused:** A third pillar on which we will build our common commitments is the core value of being people-focused. At the heart of our commitment to being people-focused is the visible demonstration of valuing one another. We will give honor to one another through our words and actions, and by committing to each person's success. We therefore jointly commit ourselves to the success of Union University.
- **Future-Directed:** We will seek to maximize the windows of opportunity the Lord has presented to us to the greatest degree that resources allow. All of our resources and efforts must, by God's grace, be maximized to fulfill our common mission. A commitment to being future-directed means we want to have a short-term focus and a long-term view. We want to involve ourselves in efforts that prepare us effectively to impact the world of the 21st Century.

The vision of the Union University College of Pharmacy (UUCOP) is to develop compassionate pharmacists of distinctive character committed to exceptional patient care, service, and lifelong learning.

The mission of UUCOP is to equip student pharmacists through excellent, Christ-centered education, scholarship, and service to practice in an ever-changing healthcare environment.

The UUCOP strives to fulfill its mission by:

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

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

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

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

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

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

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

STATEMENT OF NONDISCRIMINATION

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

HELPFUL UNION UNIVERSITY WEBSITE LINKS

- Campus Recreation: <https://www.uu.edu/studentlife/campus-recreation/>
- Counseling Services: <https://www.uu.edu/studentlife/counseling-services/>
- Disability Services: <https://www.uu.edu/studentlife/disability-services/>
- Financial Aid: <https://www.uu.edu/financialaid/>
- Health Services: <https://www.uu.edu/studentlife/health-services/>
- Information Technology (IT): <https://www.uu.edu/it/>
- Life in Jackson: <https://www.uu.edu/studentlife/life-in-jackson.cfm>
- Logos (Library): <https://www.uu.edu/library/>
- Safety & Security: <https://www.uu.edu/studentlife/safety-security/>
- Writing Center: <https://www.uu.edu/academics/writing-center/>
- University Printing & Mailing: <https://www.uu.edu/studentlife/university-services/>



Class of 2021 Graduation

FACULTY AND STAFF CONTACT INFORMATION

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ADMISSIONS POLICIES & PROCEDURES

PHARMACY EARLY ADMISSIONS PROGRAM (PEAP)

The purpose of the Pharmacy Early Admission Program (PEAP) is to recruit highly qualified students early in their college careers and to streamline their admission to the Doctor of Pharmacy (Pharm.D.) program at Union University.

PEAP guarantees admission to the College of Pharmacy (COP), pending successful adherence to progression criteria and completion of an onsite interview.

PEAP PROGRAM PROGRESSION CRITERIA

To enter the PEAP program or to maintain eligibility, students must

- Notify the College of Pharmacy of interest in PEAP upon admission to Union University or upon completion of qualifications for PEAP (if a current student or transfer student). This notification should be given to the COP admissions office no later than October 15. Registration with the COP is critical as space is limited for each admitted class. [Download Freshmen Student Form](#) (.pdf). [Download Current Student Form](#) (.pdf).
- Maintain a cumulative GPA of ≥ 2.5 .
- Achieve an ACT ≥ 22 or CLT ≥ 72 prior to matriculation into the College of Pharmacy.
- Complete all pharmacy prerequisites prior to matriculation into the College of Pharmacy with a grade of "C" or above in each course.
- Attend one announced COP event annually.
- Meet each semester with their pharmacy mentor.
- Register for and complete a minimum of 14 hours per semester (fall and spring) at Union University while in PEAP.
- Be an active member in the Pre-Pharmacy Student Organization (PPO), attending 75% of events.

PEAP MATRICULATION

To matriculate into the College of Pharmacy via the PEAP, students must:

- Complete the [PharmCAS Application](#) by September 1 of the year prior to matriculation.
- Participate in an onsite interview. The interview will be scheduled by the COP Office of Admissions once the application is complete.

PEAP students are eligible to matriculate into the COP upon successful completion of prerequisite courses or the Bachelor's degree. Conditional admission will be granted to a PEAP student until the completion of the final undergraduate semester (contingent upon satisfactory completion of spring courses). In some cases, PEAP students will be able to apply to have a Bachelor's degree awarded after the first year of their Pharm.D. coursework. For information on this, the student is encouraged to contact their undergraduate advisor. The COP admits only one cohort class per year (August). It is also strongly recommended that candidates for a Doctor of Pharmacy program gain work experience in a pharmacy setting prior to matriculation.

PEAP PREREQUISITE COURSES

Courses	Semesters
*Biology or Zoology	2
*General Chemistry	2
*Organic Chemistry	2
*Human Anatomy and Physiology	2
*Upper-Level Science/Math	1
*Microbiology	1
*Calculus	1
*Statistics	1
Written Composition	2
Communications/Speech	1
+Humanities Electives	1
+Social Sciences Electives	1

Notes regarding prerequisites:

Courses that will increase the strength of the applicant's candidacy include biochemistry, immunology, genetics, and a second semester of physics. Not all introductory courses in the sciences, calculus, or statistics will be accepted in fulfillment of pre-pharmacy requirements.

*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.

+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.

PHARMD ADMISSIONS PREREQUISITES

Admission to the College of Pharmacy requires the completion of prerequisite 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
**Upper-level science/math	1	2
*Microbiology	1	1
*Calculus	1	2
*Statistics	1	1
Written Composition	2	3
Communications/Speech	1	1
+Humanities Electives	1	2
+Social Sciences Electives	1	2

Notes regarding prerequisites:

Courses that will increase the strength of the applicant's candidacy include biochemistry, immunology, genetics, and physics.

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

** Upper-level Science/Math would be defined as any 200+ level course in the natural sciences (Lab required) or field of mathematics. Recommended examples include Physics, Biochemistry, Cell Biology, and Calculus II.

+Elective courses must conform to the following distribution and requirements:

- Humanities Electives include courses from arts, history, language, literature, or philosophy.
- Social Sciences Electives include courses from anthropology, economics, political science, psychology, or sociology.

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

ADMISSIONS

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

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

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

TECHNICAL STANDARDS

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

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

I. COMMUNICATION AND OBSERVATION SKILLS

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

II. MOTOR SKILLS

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

III. INTERPRETATIVE, CONCEPTUAL, AND QUANTITATIVE ABILITY

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

IV. BEHAVIORAL, SOCIAL, AND EMOTIONAL ATTRIBUTES

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

V. STAMINA

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

TRANSFER APPLICATION

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

A decision about transfer status will be relayed to the applicant upon receipt of the following and completion of a successful interview:

- Union University College of Pharmacy Transfer Application
- Letter of intent outlining reason for transfer request
- Letter from previous institution's Dean of Students outlining current academic status and terms of departure (academic/professionalism status)
- Two letters of recommendation (one from a pharmacist or faculty member – faculty member preferred)
- Official pre-requisite and pharmacy transcripts from all institutions
- Updated resume or CV
- Additional documentation may be requested by the Admissions Committee

The aforementioned documents should be submitted to the Director of Pharmacy Admissions and Recruitment within the Office of Student Services. In the instance a curricular deficiency is identified, applicants may be offered a competency assessment to demonstrate knowledge and, therefore, secure transfer credit for a particular course. Transfer credit will only be awarded when the applicant has earned a grade of C or better. Pass/Fail courses will not be transferred. Students must complete at least 50% of the hours required for graduation (75 h) at Union University. A unique curricular plan will be developed for each applicant, based upon this information. Transfer students seeking admission will be required to complete a background check through the Office of Experiential Education. The Assistant Dean for Student Services, in conjunction with the Chairs of the Admissions and Curriculum Committees, will present a recommendation for transfer to the Admissions Committee. The decision of the Admissions Committee will be final.

COURSE WAIVER

REQUIRED COURSES

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

ELECTIVE COURSES

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

EXPERIENTIAL EDUCATION REQUIREMENTS ON ADMISSION

Following admission to the Doctor of Pharmacy program, students are required to submit proof of the following requirements. Sites may require additional screening or documentation throughout your experiential education. Specific Policies and Procedures for Experiential Education can be found in CORE ELMS.

ADMINISTRATIVE REQUIREMENTS

1. **Registration with State Board of Pharmacy.** Students are not required to register with the Tennessee Board of Pharmacy. Because students may work and/or participate in pharmacy practice experiences in other states, students must register with the respective state Board of Pharmacy to work and prior to beginning experiential learning.
2. **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.
3. **Medical Insurance.** Proof of medical insurance is required for all students prior to beginning experiential training. Proof of insurance may be in the form of a photocopy of the insurance card or policy. *It is the responsibility of the student to immediately inform the Office of Experiential Education of any changes in medical insurance coverage.*
4. **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.
5. **Basic Life Support for the Health Care Provider.** Current certification in Basic Life Support for the Health Care Provider is required for all students prior to beginning professional practice experiences. Documentation may be in the form of a photocopy of the course completion card.
6. **Criminal Background Check.** Union University requires that all students submit to an annual criminal background check. Union will also make a reasonable inquiry as to the status of each student by reviewing the HHS/OIG List of Excluded Individual/Entities or the General Services Administration's List of Parties Excluded from Federal Programs.
7. **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. **Physical Exam.** Students must provide proof of a physical exam.
- B. **Measles (rubeola), Mumps, Rubella.** Students must provide proof of immunization for measles (rubeola), mumps and rubella or of a positive titer.
- C. **Chicken Pox (varicella).** Students must provide physician documentation of a history of chicken pox (varicella), proof of two varicella immunizations, or have a positive titer for varicella.
- D. **Tdap.** Students must provide proof of Tdap immunization in last 10 years or receive Tdap vaccine.
- E. **Hepatitis B.** Students must provide proof of a complete series of Hepatitis B immunization or positive titer.
- F. **Tuberculosis Screening** Proof of a negative tuberculin skin test (2-step testing required on admission) or a negative interferon-gamma release assay (IGRA) is required annually. Students with a positive IGRA must have a chest x-ray through the health department.
- G. **Influenza.** Union University requires all students to receive an annual influenza vaccine.
- H. **COVID-19 Vaccination.** Students are strongly encouraged to receive COVID-19 vaccination. Some experiential training sites require students to show proof of vaccination. Vaccinated students should upload a picture of their card to CORE for COP documentation.

BACKGROUND CHECKS

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

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

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

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

DRUG SCREENING

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

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

Students testing positive for an illegal substance must submit a written explanation of the results to the Assistant Dean of Experiential Education. The results of the drug screen and the explanation of the results will be reviewed by the Assistant Dean for Experiential Education, who will make a recommendation

regarding admission or progression to the College of Pharmacy Dean, who will make a final decision regarding admission or continued enrollment.

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

LEAVE OF ABSENCE

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

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

A student taking a leave of absence 6 months or longer should immediately contact the Office of Student Financial Planning to discuss implications of the leave of absence on loan repayment requirements.

WITHDRAWAL

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

1. The student must meet with the Associate Dean for Academic Administration and the Assistant Dean for Student Services.
2. The student must submit a formal letter outlining the reason for withdrawal to the Associate Dean for Academic Administration.
3. The student should then log into mobile.uu.edu to officially withdraw from the University

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

READMISSION

Students who leave the COP for any reason may be considered for readmission upon reapplication through PharmCAS. Exceptions to this policy will be handled by the Dean of the COP on a case-by-case basis.

CURRICULAR POLICIES & PROCEDURES

CURRICULUM OVERVIEW

DIDACTIC

The required didactic curriculum at UUCOP is contained in the first 2.5 years and during April of the fourth professional year. Highly motivated students may choose to enter the 3.5-year PharmD track.

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

See <http://www.uu.edu/catalogue/> for a full description of COP courses. A curriculum map spanning the course of the 4-year PharmD program can be found on page 24.

EXPERIENTIAL

Experiential education at Union University includes introductory pharmacy practice experiences (IPPEs) during the first 2.5 years of the curriculum and advanced pharmacy practice experiences (APPEs) after all required didactic courses have been completed.

Students first complete introductory rotations in community practice and institutional practice during the summer following the P1 spring semester. Students complete the second introductory community or institutional practice rotation during the summer following the P2 spring semester. These experiences give students the opportunity to apply knowledge gained in the classroom to pharmacy practice. Students are assigned to work with Clinical Preceptors at pharmacies primarily in West Tennessee.

Students also complete two longitudinal clinical practice IPPEs over the course of two semesters (P2 spring and P3 fall). During these capstone introductory rotations, students are assigned patients at Jackson-Madison County General Hospital. Students collect pertinent medical and medication data, analyze data, and design a pharmacotherapy plan. Students also participate in interprofessional education (IPE) activities in each of the courses.

APPEs occur following the completion of all required didactic courses. Students complete from nine to eleven month-long rotations in a variety of practice settings. Six required APPEs include:

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

Three to five elective APPEs may include pharmacy management, various specialty practice settings (e.g. nuclear, informatics, veterinary practice, etc.) and research, as well as additional rotations from the required APPE categories. Up to two non-direct patient care rotations are allowed.

CO-CURRICULUM

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

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

Students must complete required activities in the indicated year (e.g., P1, P2, P3, P4) to progress to the next cohort year. Failure to complete required expectations will delay graduation. Co-curricular requirements for each cohort can be found on the [UUCOP Student Life Webpage](#) within the Current Student Resources.

EDUCATIONAL OUTCOMES

The UUCOP's Educational Outcomes are statements that reflect desired knowledge, skills, abilities, attitudes and behaviors of UUCOP students in order for them to be APPE-ready, Team-ready, and Practice-ready.

1. **Learner:** Seek, analyze, integrate, and apply foundational knowledge of medications and pharmacy practice (biomedical; pharmaceutical; social, behavioral, administrative; and clinical sciences; drug classes; and digital health).
2. **Problem-solver:** Use problem solving and critical thinking skills, along with an innovative mindset, to address challenges and to promote positive change.
3. **Communicator:** Actively engage, listen, and communicate verbally, nonverbally, and in writing when interacting with or educating an individual, group, or organization.
4. **Ally:** Mitigate health disparities by considering, recognizing, and navigating cultural and structural factors (e.g., social determinants of health, diversity, equity, inclusion, and accessibility) to improve access and health outcomes.
5. **Provider:** Provide whole person care to individuals as the medication specialist using the Pharmacists' Patient Care Process.
6. **Advocate:** Promote the best interests of patients and/or the pharmacy profession within healthcare settings and at the community, state, or national level.
7. **Steward:** Optimize patient healthcare outcomes using human, financial, technological, and physical resources to improve the safety, efficacy, and environmental impact of medication use systems.
8. **Collaborator:** Actively engage and contribute as a healthcare team member by demonstrating core interprofessional competencies.
9. **Promoter:** Assess factors that influence the health and wellness of a population and develop strategies to address those factors.
10. **Leader:** Demonstrate the ability to influence and support the achievement of shared goals on a team, regardless of one's role.
11. **Self-aware:** Examine, reflect on, and address personal and professional attributes (e.g., knowledge, metacognition, skills, abilities, beliefs, biases, motivation, help-seeking strategies, and emotional intelligence) that could enhance or limit growth, development, and professional identity formation.
12. **Professional:** Exhibit attitudes, behaviors, and values that are consistent with tenets of the pharmacy profession.

DUAL-DEGREE OPTION

Union University's College of Pharmacy and the McAfee School of Business offer a dual degree program. Combining the Master of Business Administration (MBA) with the Doctor of Pharmacy program provides students with the opportunity to simultaneously or post-graduation, obtain two versatile and valuable degrees. In today's competitive market, having an MBA in addition to a Doctor of Pharmacy degree equips individuals with the competitive edge they need to succeed in both the worlds of pharmacy and business. Union's MBA program is AACSB accredited, an honor awarded to less than 5% of business schools world-wide.

Students will follow the curriculum as outlined in the MBA section of the Graduate Catalogue, which includes 30 hours of MBA coursework. MBA coursework can be done completely online or on either Union's Jackson or Germantown campuses or a combination of the two. Please contact the McAfee School of Business Graduate Program Director (gradbusiness@uu.edu, 731-661- 5367) or the College of Pharmacy PharmD/MBA Advisor (Mr. Mike Renfrow, Director for Pharmacy Admissions and Recruitment) for any questions you may have regarding the PharmD/MBA Dual Degree Program.



Zach McLeod, PharmD, MBA
Class of 2019

3.5-YEAR PHARM D TRACK

Candidates must meet the minimum requirements (described below) to be considered for the 3.5-year track. Students interested in pursuing the 3.5-year PharmD Track should contact the Assistant Dean for Experiential Education regarding the application process as soon as possible.

- Submission of track application to the Assistant Dean for Experiential Education no later than November of P2 year
 - For entering P1s: a minimum 3.0 GPA is required at the end of the P1 spring semester to remain in the track
 - For entering P2s: a minimum 2.75 GPA is required at the end of the P2 spring semester to remain in the track
- No course failures requiring full remediation or retake
- Students are allowed up to one in-course remediation during the P1/P2 years

Upon review of application and pending track acceptance, candidates will be assigned a 3.5-year track advisor.

ELECTIVE CLASSIFICATION

All COP electives are two credit hour courses. The COP Curriculum Committee has designated approved COP electives as a board-prep elective (BPE) or non-board-prep elective (NBPE). These designations may also be found in the University Graduate Catalogue. Elective hours earned depend on the educational path chosen by the students.

	3.5-year Accelerated	Traditional 4-year
Total Elective Hours	24	24
• Didactic	12	8
○ Board-Prep	≥6	≥4
• APPE	12	16
Total Didactic Elective Courses	6	4
*≥ 50% must be board-prep		
Total APPE Courses	9	10
• Required APPEs	6	6
• Elective APPEs	3	4

A complete listing of COP electives can be found within the Graduate Catalogue:

<http://www.uu.edu/catalogue/graduate/>

Class of 2029 Curriculum Map

Curriculum - Class of 2029



UNION UNIVERSITY
COLLEGE of PHARMACY

Course Name	Course #	Credits	Course Name	Course #	Credits
1st Professional Year					
Year 1 Fall			Year 1 Spring		
Intro to Pharmacy	PHRM700	2	Immunology Concepts	PHRM524	1
Pharmaceutical Calculations	PHRM705	3	IPE I (continued from fall)	PHRM714	1
Pharmaceutical Calculations Lab	PHRM705L		Non-prescription Drugs / Counseling (2/1)	PHRM718	3
PASS: Pathway to Student Success	PHRM707	1	Non-prescription Drugs / Counseling Lab	PHRM718L	
IPE I (enrolled spring semester)	PHRM714	0	Drug Information and Informatics	PHRM723	3
Principles of Pharmaceutical Sciences	PHRM716	3	Pharmacological Basis of Drug Action I	PHRM726	3
Principles of Pharmacology I	PHRM725	2	Chemical Basis of Drug Action I	PHRM728	3
Immunization	PHRM729	1	Clinical Laboratory Medicine	PHRM739	2
Principles of Pharmacology II	PHRM749	2	Christian Faith and Pharmacy	PHRM752	2
Top 100 Drugs and Patient Counseling	PHRM763	3	Didactic Elective*		2
Top 100 Drugs and Patient Counseling Lab	PHRM763L		Semester Total		20
Semester Total		17	Summer		
			Intro to Community Exp 1	PHRM730	2
			Intro to Institutional Exp 1	PHRM731	2
2nd Professional Year					
Year 2 Fall			Year 2 Spring		
Clinical Microbiology	PHRM519	2	IPE II (continued from fall)	PHRM715	1
IPE II (enrolled spring semester)	PHRM715	0	Pharmaceutics II	PHRM734	2
Pharmaceutics I	PHRM733	3	Drug Action IV	PHRM748	3
The Union Pharmacist	PHRM735	2	Pharmacotherapy III	PHRM750	3
Drug Action II	PHRM736	3	Pharmacotherapy IV	PHRM751	3
Drug Action III	PHRM738	2	Drug Action V	PHRM758	2
Pharmacotherapy I	PHRM740	2	Pharmacoeconomics / Health Systems Management	PHRM765	2
Pharmacotherapy II	PHRM741	3	Applied Therapeutics I	PHRM767	2
Pharmaceutics I Lab - Compounding	PHRM764	1	Pharmaceutics II Lab - Sterile Products	PHRM773	1
Semester Total		18	Semester Total		19
			Year 2 Summer		
			Intro to Community or Institutional Exp 2	PHRM746	2
3rd Professional Year					
Year 3 Fall			Year 3 Spring^f		Month
IPE III	PHRM720	1	Pharmacy Practice & Applied Jurisprudence	PHRM722	1 January
Pharmacy Jurisprudence	PHRM744	2	Pharmacotherapy VII	PHRM769	2 January
Pharmacotherapy V	PHRM760	3	Didactic Elective*	PHRM7	2 February
Pharmacotherapy VI	PHRM761	2	Experience 1 - Adv. Institutional Practice	APPE700	4 March
Patient Assessment and Interviewing	PHRM766	2	Experience 2 - Retail Community Prac.	APPE710A	4 April
Patient Assessment and Interviewing Lab	PHRM766L		Semester Total		13
Applied Therapeutics II	PHRM768	2			
Pharmacokinetic Principles and Application	PHRM770	3	Year 3 Summer		
Pharmacokinetic Principles and Application Lab	PHRM770L		Experience 3 - Independent Community Prac.	APPE710B	4 May
Literature Evaluation / Landmark Trials (1/1)	PHRM772	2	Experience 4 - Ambulatory Care	APPE720	4 June
Semester Total		17	Didactic Elective*	PHRM7	2 July
4th Professional Year					
Year 4 Fall			Year 4 Spring		Month
Didactic Elective*	PHRM7	2	Experience 8 - Elective	APPE7	4 January
Experience 5 - Internal Medicine	APPE730A	4	Experience 9 - Elective	APPE7	4 February
Experience 6 - Acute Care	APPE730	4	Experience 10 - Elective	APPE7	4 March
Experience 7 - Elective	APPE7	4	Clinical Foundations	PHRM774	2 April
Off			Pharmacy Foundations	PHRM775	2 April
Semester Total		14	Semester Total		16
			Total Hours		150

* - Didactic electives can be taken at any time during the curriculum. A total of 24 hours of electives are required for graduation (didactic and APPE). The typical balance of electives would be 8 hours of didactic electives and 16 hours of APPE electives. Students must take a minimum of 4 credit hours of didactic electives and 12 credit hours of APPE electives. At least 4 credit hours of didactic electives must be Board-prep electives. A student may take an additional direct patient care APPE (total of 11) in place of 4 credit hours of didactic electives.

E - Order of experiences 1-10 and electives during 3rd and 4th year will vary for each student

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 one decimal point; any score ≥ 0.5 will be rounded up to the next whole number and any score < 0.5 will be rounded down to the next whole number (e.g., 79.5% = 80% = B; 69.4% = 69% = F).

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

The final course grade earned following a course retake or remediation will replace the first earned course grade, even if the new grade is lower. The grade earned from the most recent course offering will be used in the GPA calculation.

EARLY INTERVENTION

Upon admission to the UUCOP, students are assigned to a pharmacy faculty member who will serve as their mentor. The mentor will serve to provide professional guidance throughout the curriculum and will monitor academic progression, intervening accordingly to ensure the student's best opportunity for success.

DIDACTIC

First-year students earning below 75% on any course exam should contact their mentor via email within 2 business days of grades being posted. Other students should communicate with their mentor for any failing grade on an exam. The mentor and student will determine (with aid from the teaching faculty member or course coordinator) a plan for success. This may occur through individual discussions with the faculty member or the student being referred for additional student services including the Office of Disability Services, Office of Counseling Services, Student Health/Wellness services or the Office of University Ministries.

Additionally, first-year students failing more than one exam during the first round of testing in any course during the Fall and Spring semesters are required to meet with the Assistant Dean for Student Services. A second meeting may be required should the student not pass the next exam in the course(s) where the first failing grade was obtained.

Students with a failing course average at the midpoint of the semester will be referred to the Associate Dean for Academic Administration.

EXPERIENTIAL

Students earning a "C" or less on any component of the APPE evaluation will be contacted by the Assistant Dean of Experiential Education for intervention as needed.

CO-CURRICULAR

Co-curricular progress will be checked during the fall and spring semesters of the P1, P2, and P4 years and in the fall of the P3 year. Concerns regarding inadequate progression will be addressed by the Assistant Dean for Student Services. Incomplete co-curricular requirements may inhibit progression through the curriculum.

PROGRESSION

DIDACTIC

To progress to the next academic year, students must successfully complete all required coursework with a grade of “C” or better, meet established grade point average (GPA) requirements as outlined below in the Probation section of this Handbook, and complete all assignments within the co-curriculum. A grade of “I” or incomplete is not congruent with academic progression. Any course in which remediation is necessary must be successfully completed 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 ASPR Committee, as outlined in the remediation policy. Co-curricular deficiencies will be addressed by ASPR. In addition to meeting technical standards upon admission, students must continue to meet these standards to progress in the program (see Technical Standards in Admissions Policies & Procedures).

EXPERIENTIAL

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

Failure prior to completion of an IPPE/APPE

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

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

Failure of a completed IPPE/APPE

If a student fails a completed IPPE/APPE, the Assistant Dean for Experiential Education will be notified, and documentation of the student’s performance will be reviewed.

A student may appeal the IPPE/APPE failure to the Assistant Dean for Experiential Education within five business days of receiving the failing grade.

CO-CURRICULAR

The co-curriculum includes required activities that map to CEPHS outcomes. Students must complete required activities as indicated on the cohort year contract (e.g., P1, P2, P3, P4) to progress to the next cohort year. Failure to do so may impede progression to APPEs and/or may delay graduation.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

In compliance with Title IV of the Higher Education Act of 1965, as amended, all institutions that participate in federal financial aid programs (including federal loans, grants, and work-study) must establish and enforce a Satisfactory Academic Progress (SAP) policy for financial aid eligibility. This policy applies to all students receiving Title IV financial aid. The purpose of this policy is to ensure that students receiving federal financial aid maintain satisfactory academic progress toward their degree or certificate. Students who fail to meet these standards may lose their eligibility for federal financial aid. Within the College of Pharmacy, minimum GPA requirements for Satisfactory Academic Progress are defined as:

Curriculum Year	Credit Hours Accumulated	Minimum GPA
P1	0-41	2.0
P2	42-80	2.2
P3	81-120	2.33
P4	121-150	2.33

The university will evaluate SAP for financial aid eligibility once a year after the completion of the spring semester. All students receiving Title IV financial aid will be reviewed at this time, regardless of whether they are currently enrolled in the upcoming term. If a student does not meet the SAP standards, they will lose eligibility for federal financial aid for the following academic year or until the GPA is corrected, whichever is longer.

The complete policy regarding Satisfactory Academic Progress, including the appeal process can be found on the Office of Student Financial Aid's [policy webpage](#).

PROBATION

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

1. Students not meeting the specified GPA requirement for Satisfactory Academic Progress per the policy above.
2. A single semester GPA of ≤ 2.00 .

Students on probation due to academic deficiencies will receive a letter from ASPR outlining all requirements necessary for correcting the deficiencies. Compliance with the letter is necessary for the student to fulfill probation requirements. Students will remain on probation until all academic deficiencies are corrected. The student will be notified by the Associate Dean for Academic Administration when all probation requirements have been satisfied.

Students on probation who serve in an elected or appointed position must successfully maintain a GPA \geq 2.33 and meet all academic and/or professional progression requirements as outlined by ASPR. Failure to meet progression requirements may result in the student's removal from the elected/appointed position. Students are ineligible to hold future elected/appointed positions until all deficiencies are corrected. Students on probation are ineligible for COP travel funds and may not be excused from class for professional meetings.

REGISTRATION FOR NON-PHARMACY COURSES WHILE ON PROBATION

During the Doctor of Pharmacy program, students may register for and complete non-pharmacy courses as electives or in pursuit of an additional academic degree. Successful completion of Doctor of Pharmacy courses must remain the primary responsibility of students. Students on academic probation, due to either course failure(s) in the previous semester or a GPA $<$ 2.33, may not register for non-pharmacy courses unless the student has the written approval of the Associate Dean for Academic Administration.

REMEDIATION

Remediation is defined as the correction of a curricular deficiency. It is not a guaranteed right of the student. Remediation will only be allowed in accordance with UUCOP policy at the discretion of the ASPR Committee. Remediation may delay the timeline for student graduation from the Doctor of Pharmacy program.

DIDACTIC COURSE REMEDIATION

For students who meet defined criteria, ASPR will consider allowing remediation (in-course (ICR) or full course remediation) and the opportunity to continue progression through the curriculum despite failure in a required didactic course. ASPR will review the student's overall academic performance and communicate with the course coordinator regarding the feasibility of remediation. Multiple course failures in a semester or academic year may prevent student progression.

No more than two successful ICRs will be allowed per academic year. Additionally, no more than two ICRs will be allowed in a given semester. ICR only applies to regularly scheduled didactic courses. Electives, course retakes, or full course remediations are not ICR eligible.

First-year students with any fall failures, including deficiencies corrected by ICR, will not be registered for P1 spring electives. Students with failures are on academic probation until corrected by remediation (full or in-course). Students on probation at any point in the didactic program will not be registered for elective courses until after the deficiency has been corrected.

In-course Remediation (ICR): Student Qualifications

In-course remediation is a single reassessment that may be completed after the semester ends and prior to the start of the next academic term. ICR may be offered with the following qualifications:

1. The final course exam average, excluding the lowest exam grade is \geq 69.5%
2. Replacement of the lowest exam grade with 69.5% or better will allow a passing course grade to be obtained.
3. Course failure should not be due to unexcused absences, failure to complete assigned work, or a professionalism issue.
4. Approved by the ASPR Committee in consultation with the course coordinator.

In-course Remediation (ICR): Grading

1. Students must receive a passing grade (\geq 69.5%) on the ICR exam to pass the class.
2. Successful completion of the ICR exam will result in the grade being changed from F to C.

Full Course Didactic Remediation: Qualifications and Procedures

Full course didactic remediation may be offered with the following qualifications:

1. The student has a final grade percentage average $\geq 59.5\%$. Students whose average is below 59.5% may be required to repeat the course in its entirety.
2. The student has no professionalism charges that resulted in disciplinary action by the ASPR Committee.
3. Remediation must be approved by the ASPR Committee in consultation with the course coordinator.
4. The ASPR Committee may make exceptions to these qualifications in situations where uncontrollable circumstances impacted the student's performance.

Full course didactic remediation will adhere to the following procedures:

1. Remediation procedures will include assessments as deemed appropriate by the course coordinator in consultation with ASPR. The objectives and course content will be determined by the course coordinator and will include most of the original objectives and content. 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 assignments will be modeled after the original course assignments, but due to the nature of remediation, some assignments may need to be modified.
3. The opportunity to take coursework concurrently with remediation or retake will be a decision made by ASPR as part of the academic plan.
4. The score recorded for the course will be calculated per the syllabus.
5. Both course grades will appear on the transcript, but only the remediation grade will be used in calculation of the student's cumulative grade point average.
6. A student who is unsuccessful will earn a failing grade. The ASPR Committee will then decide on a plan of action.

EXPERIENTIAL EDUCATION COURSE REMEDIATION

Experiential courses, (Applied Therapeutics with Simulation, IPPEs, APPEs), cannot be remediated. A full course retake or a replacement IPPE/APPE is required.

COST OF REMEDIATION

Students enrolled in a full course didactic remediation or retake of any course during the didactic, experiential, or co-curricular component of the curriculum will be charged based upon a prorated per credit hour fee. Students must pay the appropriate tuition and fees, with no opportunity for a refund. In-course remediation may be allowed in selected circumstances to correct a deficiency. There will be no additional charge for this type of remediation.

DISMISSAL

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

1. Three or more course failures
2. A grade point deficiency which reasonably precludes the possibility of completing the degree requirements
3. Failure to meet technical standards
4. Failure to uphold the UUCOP Code of Professionalism

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

APPEALS

ACADEMIC STANDING, PROFESSIONALISM, AND PROGRESSIONS REVIEW COMMITTEE ACTION

Students may appeal any academic action rendered by ASPR to the Associate Dean for Academic Administration. The student may appeal the Associate Dean for Academic Administration's decision to the Dean of the College of Pharmacy. All internal appeals must be submitted by the student in writing (email is acceptable) within five business days of receipt of notification of action. Students should expect a response to their appeal in writing within ten business days of receipt by the appropriate individual within the COP. Students who desire to appeal the Dean's decision should submit their appeal to the University Graduate Appeals Committee as outlined in the Campus Life Handbook.

FINAL GRADE APPEAL

A student may initiate a final grade appeal when they have reason to believe that their final grade does not accurately reflect the quality of his or her academic work in the course or that the grade was determined in a manner inconsistent with the course syllabus. Before initiating a formal appeal, the student should confer with the course coordinator. If this step does not resolve the issue, the student may begin a formal appeal, beginning with the course coordinator. The steps below cannot be bypassed. At each level of appeal, the student should explain the specific reasons for continued dissatisfaction based upon feedback from the previous level(s) of appeal.

Within 10 working days of the posting of the final grade, the student must email a request to the course coordinator to review how the grade was determined, as well as the specific reasons the student has for dissatisfaction. This request must be copied to the Department Chair. The course coordinator must provide an email response, copying the Chair, within 10 working days of the sent date of the student's email.

If this does not resolve the issue, the student may appeal to the Department Chair. The student must email a request for review to the Department Chair within 10 working days of the date of the course coordinator's response. This appeal must address specifically the course coordinator's response and the student's rationale for continued dissatisfaction. The Department Chair must respond *via* email to the student, copying the COP Dean, within 10 working days of the date of the student's email. Either the student or the course coordinator may appeal the Chair's decision to the COP Dean by sending a review request to the COP Dean within 10 working days following the date of the Chair's response. The COP Dean will respond within 10 working days, copying the course coordinator's Department Chair.

Within 10 working days of this response, the student or the course coordinator may email a request to the Associate Provost calling for a review of the grade by the Graduate Appeals Committee. The appeal should specifically address the response from all prior appeal levels. The Associate Provost will request a meeting of the committee for the purpose of reviewing all documentation related to the appeal. The committee will provide an email response to the student with copies sent to the course coordinator's Chair, COP Dean, and Associate Provost within 15 days of the date of the request.

Within 10 working days of the date of the committee's response, the student may submit an email request for a hearing before the Associate Provost. The request should specifically address the response from prior appeal levels. If the student is dissatisfied with the hearing results, a request may be submitted within 10 working days for a subsequent hearing before the Provost. The decision rendered by the Provost, in consultation with the President, is final. All documents relating to the above procedure will be retained in the student's file.

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. Successful completion of the co-curriculum.
3. All didactic and experiential course requirements must be successfully completed.
4. File an application for graduation with the UUCOP Office of Student Services and the Academic Center.
5. Pay in full the student's account balance with the UUCOP and the University Business Office.
6. Discharge all other obligations (fines, credentials, fees, etc.) at the University.

ACADEMIC RECOGNITION

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



Class of 2018 Crawfish Boil

PROFESSIONALISM POLICIES & PROCEDURES

OATH OF A PHARMACIST

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

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

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

CODE OF PROFESSIONALISM

Professionalism is defined as "the conduct, aims, or qualities that characterize or mark a profession or a professional person."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.

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

This Code of Professionalism was constructed in consideration of these principles. It defines expectations of student conduct in, and relating to, the classroom, the laboratory, and the Experiential Education environment. It dictates a responsibility on the part of students and faculty to ensure ethical academic and professional behaviors, and it outlines procedures for dealing with allegations of misconduct.

Characteristics or tenets of professionalism have been previously described in work published by the American Pharmacists Association (APhA)² and the American College of Clinical Pharmacy (ACCP).³ Examples of these characteristics and how they align with our four guiding core values are described below.

- **Excellence-driven**
 - Dedication and commitment to excellence: strive for excellence and assume responsibility for your learning and professional development
 - Commit to life-long learning and betterment of one's self
 - Engage in a variety of continuing education opportunities
 - Be willing to learn from others and from one's own mistakes
- **Christ-centered**
 - Honesty and integrity: display honesty and integrity in all that you do
 - Maintain proper classroom and experiential learning behavior
 - Be responsible for completion of your own work
 - Preserve patient confidentiality
 - Utilize ethics and morality in decision-making
 - Respect for others: treat others as you would want to be treated
 - Treat patients, peers, faculty, preceptors, and other health-care providers as people
 - Demonstrate empathy, compassion and respect for privacy in all patient-provider interactions
 - Listen attentively and without judgment
- **People-focused**
 - Altruism: make an unselfish commitment to serve the best interests of the patient above your own
 - Recognize the patient is the priority
 - Understand that doing the best for others often means a sacrifice of one's own desires or time
 - Advocate for patients, for pharmacists, and for the profession
 - Professional presence: convey 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 through scholarship
 - Contribute to the betterment of your local community through service

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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.

CODE OF ETHICS

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

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

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.

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

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

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

III. A pharmacist respects the autonomy and dignity of each patient.

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

IV. A pharmacist acts with honesty and integrity in professional relationships.

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

V. A pharmacist maintains professional competence.

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

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

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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.

ACADEMIC MISCONDUCT VIOLATIONS

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

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

PROFESSIONAL BEHAVIOR MISCONDUCT VIOLATIONS

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

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

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 Colleges and Colleges of Pharmacy. American Journal of Pharmaceutical Education Vol. 60, Winter 1998.

RESPONSIBILITIES FOR STUDENTS

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

RESPONSIBILITIES FOR FACULTY

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

The Code of Professionalism Misconduct Reporting form can be found on the College of Pharmacy website, under Current Student Resources.

ATTENDANCE

Attendance and punctuality in and to class is considered an important component of professionalism and is expected of Doctor of Pharmacy candidates. The COP maintains a Calendar of Events that is shared with students prior to the beginning of the academic year. The COP will make every effort to give at least a two-week notice before requiring attendance at a COP-related function that was not included on the COP Calendar of Events. <https://www.uu.edu/programs/pharmacy/studentlife/events.cfm> Recognizing sometimes, this advance notice may not be possible, the COP appreciates student flexibility and attendance. Expectations for attendance throughout components of the COP program are outlined below. Students should be aware that faculty may choose to exercise alternative classroom attendance expectations as deemed necessary for a specific course (one day vs. multiple day meeting times). An update to this Attendance Policy may occur if conditions change during the academic year.

For purposes of attendance, students should sit in the same seat for the duration of the semester. Attendance will be recorded daily at the beginning of each class session by the course instructor. The course coordinator will be responsible for verifying daily attendance and timeliness and making corresponding grade adjustments. At semester midpoint (or sooner if needed), course coordinators will notify the Assistant Dean for Student Services of students with two or more unexcused tardies or absences.

DIDACTIC ATTENDANCE EXPECTATIONS

Attendance in all class and laboratory sessions (if applicable) is mandatory and all material presented in class is considered essential and important for a pharmacy course. In the event of an emergency and/or an absence, communication with the **course coordinator prior** to the absence is expected from all students. Students missing an exam or quiz must notify the course coordinator by email or phone **prior** to the exam or quiz unless prohibited by serious illness or injury. Any in-class exercises, quizzes or discussions that are missed without appropriate communication to the course coordinator cannot be made up.

In case of an illness, the student must provide a verified physician's excuse, or an approved licensed designee, to the appropriate course coordinator to make up the missed assessment. Documentation of absence must be provided on the day of return to classes to the course coordinator(s). Email submission of documentation is preferred. The format of make-up exams or quizzes are left to the discretion of the course coordinator or instructor. Make-up exams or quizzes should be taken as soon as possible upon the student's return to class.

EXCUSED ABSENCES

The following are considered excused absences:

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

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

UNEXCUSED ABSENCES

The following are considered unexcused absences:

- Missing class/lab without previous communication
- Missing class/lab without appropriate documentation

Three unexcused absences will result in a three-percentage point deduction from the final grade in a course. Each additional unexcused absence will result in an additional 1-point deduction from the final grade. A student with ≥ 5 unexcused absences will be referred to the ASPR Committee for a full hearing. Exceptions to this policy will be outlined in the specific course syllabus.

TARDINESS

Punctuality is important for students both in the classroom and on interprofessional and experiential education experiences. Students should consider the impact of being tardy on those in the classroom. Late entries are distracting to both the teaching faculty member and the student's peers.

A student is considered tardy if he/she arrives after the faculty member has started the class/lab. Students entering the classroom late and after the faculty member has started class should sit on the back row of the class to avoid disrupting peers. Students arriving late to assessments (quizzes or exams) will not be allowed to take the assessment after the first student has completed the assessment and left the testing room. The late student will receive a grade of zero for the missed assessment. No assessments will be rescheduled for reasons of tardiness. Students arriving late but before the first assessment is completed will be allowed to test but must submit his/her assessment at the end of the designated exam/quiz time. Compensatory time will not be given for tardiness.

A student arriving more than 15 minutes into the class period will no longer be considered tardy and will be considered absent.

Three tardies will result in a three-percentage point deduction from the final grade in a course. Each additional tardy will result in an additional 1-point deduction from the final grade. A student with ≥ 5 tardies will be referred to the ASPR Committee for a full hearing. Exceptions to this policy will be outlined in the specific course syllabus.

EXPERIENTIAL EDUCATION EXPECTATIONS

Students may be excused from rotations to attend College-related functions or professional meetings. However, attendance does not eliminate the required achievement of learning objectives. Students may be expected to make up time missed at the preceptor's convenience. Work-related absences do not qualify as professional meetings and will not be considered as excused.

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

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 for Student Services in writing and be willing to provide requested documentation in support of the request. Written approval from the Assistant Dean for Student Services will be granted where appropriate. The dress code should be followed while on the premises of Providence Hall between the hours of 8:00 am and 4:30 pm.

CASUAL ATTIRE

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

- Headphones
- Earbuds
- Sunglasses
- Hats or caps
- Shorts or skorts
- Non-UUCOP sweatshirts or T-shirts
- Skirts or dresses that are too tight or short or with high splits
- Provocative or revealing tops including spaghetti strap shirts, tube/tank tops, halter tops, crop tops, or low-cut blouses
 - Sleeveless shirts must extend to the shoulder, covering undergarments.
 - The abdomen must be covered, even when the arms are raised.

If leggings are worn, the bottom must be fully covered, and undergarments should not be visible. Leggings must be solid, containing no mesh or transparent fabric. If jeans contain holes, the holes must be at the knee or below.

NOTE: Course syllabi may require that scrubs be worn to Physical Assessment and Pharmaceutics labs. Scrubs must be clean, in good condition, and tops and bottoms should match and be a solid color.

In the instance classes are held via Zoom, students should always be camera-ready to join at the instructor's prompting.

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

PROFESSIONAL ATTIRE

Professional attire is required for all pharmacy practice experiences, introductory and advanced, as well as didactic lab sessions (exception: Pharmaceutics lab) and the Applied Therapeutics course.

The following items are expectations of most practice sites:

- White lab coats are required by most sites. Coats must be clean, long-sleeve, and waist-length.
- A name badge issued by the UUCOP must be worn to identify the pharmacy student. An institution-specific name badge must be worn if required by site. Personalized embroidery is not allowed on student white coats.
- Closed toe shoes
- Dress pants, such as khakis, are preferred for men
- Collared shirts (dress shirts or polo-style) should be worn by men. A dress shirt and tie may be required by some sites.
- Skirts and dresses of an appropriate length and tightness may be worn by women.
- Scrubs are allowed and potentially preferred by sites.
 - Scrubs must be solid color, no patterns
 - Most sites require or prefer a specific color to match the dress code of pharmacists at the site. Students must check with the site to determine color requirements or preferences.
 - West Tennessee Healthcare: Pewter gray
 - Kroger: Black
 - Solid color short-sleeve or long-sleeve T-shirts may be worn under scrub tops. Sites may have specific color requirements
 - Sweatshirts or hoodies may not be worn over scrub tops
- Some sites allow leggings. If worn, students must wear a dress or tunic that completely covers the buttocks. Leggings must be solid, containing no mesh or transparent fabric.
- Most sites prefer tattoos are covered. Some sites allow visible tattoos if not offensive, obscene, or advocate discrimination.
- Facial hair must be neat and trimmed. Facial hair cannot impair the appropriate fit of required masks.
- Personal hygiene must be maintained by the student including daily grooming, shaving, hairstyling, oral care, and nail care. Fingernails must be clean, short, and neatly trimmed. Artificial nails are not allowed in many sites due to risk of spreading infection. Distracting or “loud” polish colors should be avoided.

The following items are considered non-professional and should **NOT** be worn:

- Hats, caps, or head wraps/scarves (unless approved and worn for religious purposes)
- Shorts (casual or dress) or skorts
- Skirts or dresses which are considered inappropriately tight or short. Most sites restrict skirt or dress length to no more than 2-3 inches above the knee.
- Revealing tops including spaghetti strap shirts, low cut blouses, see-through blouses, or tops with open back.
- Jeans
- Athletic or athleisure attire
- T-shirts (as the outer shirt)
- Excessive jewelry or accessories, including, but not limited to no more than two pair of earrings for women, excessively large and/or dangling earrings, bracelets, or other jewelry that may impair patient care
- Visible body piercings (including facial or tongue)
- Perfume or strong scents
- Lapel pins or other items that are political or discriminatory

Students dressed inappropriately may be sent home from class or experiential rotations. Preceptors on experiential rotations may record the student as tardy or absent without excuse in the Final Student Evaluation. Dress code violations may also result in deductions in “Professionalism” in the Final Student Evaluation. Any of these notations may result in a final grade deduction or course failure.

Classroom dress code violations should be reported to the Assistant Dean for Student Services. Experiential dress code violations should be reported to the Assistant Dean for Experiential Education.

If for religious, medical, or cultural reasons there is a need to deviate from the stated policy, the student must make a written request to the Assistant Deans for Student Services and Experiential Education, be willing to provide requested documentation, and receive written approval from the Assistant Deans.

*Therefore, as God's chosen people, holy and dearly loved,
clothe yourselves with compassion, kindness, humility,
gentleness, and patience.
Colossians 3:12*

ONLINE RESOURCE AND SOCIAL MEDIA

Online resources, including but not limited to blogs, email, chat rooms, and websites created specifically for student conversation and academic file-sharing have changed the landscape of graduate education in recent years. Faculty notes and video presentations, including recorded lectures, will be housed on the University's learning management system (LMS). Faculty may also share copyrighted items (e.g., journal articles). These postings and shared items belong to the creator and are shared with you for educational purposes only. They should not be made available or distributed to other individuals.

In addition, social networking sites such as Facebook, Instagram, Snapchat, TikTok, and X (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 residency candidates. While there are mechanisms in place to limit content seen on an individual's online page, often these privacy settings are overlooked or not updated consistently, allowing for the unintentional access of personal information. Accessible internet postings are subject to the same professional standards as any other personal interaction. The written nature, persistence and potential accessibility of these postings make them subject to scrutiny. By identifying themselves publicly using online resources and social media, student pharmacists in the UUCOP are creating perceptions about the College, the University, and the profession of pharmacy. To decrease the likelihood that a student pharmacist's online page could be viewed as inappropriate or unprofessional, the following guidelines for online and social media use should be followed:

- Students should not share the personal health information of other individuals.
- Students should not represent his/herself as an official representative or spokesperson of the institution.
- Students should not upload any UUCOP instructor's lecture notes, PowerPoints, or exam or quiz questions to online resources or social media sites.
- Students should not ask faculty of the UUCOP to become their "friend" on any **personal** social media page. Students are encouraged to friend the UUCOP Facebook page. LinkedIn is considered by UUCOP to be a professional networking platform. Students may connect with faculty members via LinkedIn.
- Unprofessional public postings by others (non-UUCOP students) on a student's social media can reflect poorly on the student. Students should monitor their sites and ensure that the content

will not be viewed as unprofessional. This includes inappropriate content about a fellow classmate, staff, or faculty member of the UUCOP, or member of the Union University community.

- Students should avoid use of foul or offensive language, avoid displays of language or photographs that convey disrespect to any individual or group due to race, age, gender, ethnicity, or sexual orientation.
- Students should ensure photographs cannot be misinterpreted as condoning irresponsible use of alcohol, substance abuse or sexually inappropriate behaviors.
- Postings, both photographs and written communication, should not violate the Union University Community Values Statement.

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

STUDENT ORGANIZATION SOCIAL MEDIA ACCOUNTS

A student organization, not a student cohort, may request permission to establish a social media account from the Assistant Dean for Student Services. For the request to be granted, students must demonstrate the following:

- Faculty organization advisor approval and agreement to oversee organization account(s) and subsequent postings.
- Plan for student ownership of account information and how it will be communicated to student leaders at officer/owner transition.
- Student organization social media account logins must be shared with the Assistant Dean for Student Services, who should be added as an administrator of each platform.

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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 College of Pharmacy and Pharmaceutical Sciences Web site. Available at: http://pharmacy.ucsd.edu/current/pdf/Social_Media_Guidelines.pdf. Accessed July 3, 2011.

ARTIFICIAL INTELLIGENCE (AI) USE

The use of artificial intelligence, including large language models (LLMs) is becoming more commonplace in both the learning and work environments and can be very useful in improving efficiency. However, students must be mindful of the appropriate use of AI in the academic environment. Students should abide by any instruction provided from course coordinators, instructors, or preceptors regarding the use of AI on classroom assignments or experiential learning activities. The COP requires the following of students with regard to AI use:

- Coursework submitted by students must *always* be their original work.
- Any use of AI must be cited. Examples of cited AI platforms can be found here: <https://guides.lib.purdue.edu/c.php?g=1371380&p=10135074>
- Students are responsible for the accuracy of all work submitted with assistance from AI.

Suspicion of inappropriate use of AI on COP assignments should be reported to the appropriate course coordinator. Concerns that cannot be resolved at the course level will be brought to the Assistant Dean for Student Services and are subject to investigation for academic misconduct.

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 ASPR Committee may consider 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 for Student Services upon the direction of the ASPR Committee, when a student is found to be in violation of the Code of Professionalism.

- Formal written reprimand: As directed by the ASPR Committee, the Assistant Dean for Student Services shall issue a written letter of reprimand to the student. This letter will remain in the student's permanent record.
- Community service: The student may be required to engage in community service for a specified period. As directed by the ASPR Committee, the Assistant Dean for 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 ASPR Committee.
- Removal from office: Students may be ineligible to represent the College or University in any official function or leadership position for any amount of time deemed by ASPR. As directed by the ASPR Committee, the Assistant Dean for Student Services shall issue a written letter regarding loss of leadership privileges to the student.
- Conduct or disciplinary probation: The student may be placed on probation for a specified period. This action may also involve the loss of specific privileges. Further violation of University or UUCOP policies, regulations and guidelines during the probationary period will be viewed not only as a violation based on the act itself but also as a violation of probation, which may result in further action up to and including suspension or dismissal. As directed by the ASPR Committee, the Assistant Dean for Student Services shall issue a written letter of probation to the student.
- A failing or lowered grade on an assignment: As directed by the ASPR Committee, the Assistant Dean for Student Services shall issue a written letter authorizing the course coordinator to implement this sanction and forward a copy to the student.
- A failing or lowered grade in a course: As directed by the ASPR Committee, the Assistant Dean for 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 ASPR Committee, the Assistant Dean for Student Services shall issue a written letter of suspension to the student. Suspension is a sanction that terminates the student's enrollment opportunities in the College of Pharmacy for a specified period. Satisfactory completion of specified stipulations may be required for re-enrollment at the end of the suspension period.
- Dismissal: As authorized by the ASPR Committee, the Assistant Dean for Student Services shall issue a written letter of dismissal to the student. Dismissal is a sanction which permanently separates a student from the College of Pharmacy without the opportunity to re-enroll in the future.
- Restitution: Repayment to Union University or to an affected party for damages resulting from a violation from this Code of Professionalism. As directed by the ASPR Committee, the Assistant Dean for Student Services shall issue a written letter regarding restitution to the student.

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

All notifications of sanctions imposed on the student shall be delivered via e-mail. All instances where a student comes before the ASPR Committee will be noted in the student's permanent file.



The Class of 2026 recites the Oath of a Pharmacist during their P1 White Coat Ceremony.

COLLEGE of PHARMACY POLICIES

ADA / ACCOMMODATIONS

Any student with a disability requesting academic accommodations is encouraged to speak with the course instructor immediately at the beginning of the semester. In addition, the student must provide the instructor a letter of accommodations from the Office of Disability Services (ODS). For more information about registering with ODS please visit www.uu.edu/ods or contact Cassie Paris Moore, Director for Disability Services, at cmoore@uu.edu or (731) 661-6520. ODS is located in PAC F-39. All information disclosed during this process will be handled in compliance with FERPA policies regarding privacy of information.

The following steps must be followed for accommodations to be granted:

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

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

BREASTFEEDING POLICY FOR STUDENTS

Tennessee Law (TCA 68-58-101 and 102) supports and protects breastfeeding mothers in any public or private place she is authorized to be. A student mother should be allowed, without penalty, to leave the class to breastfeed her baby or breastfeed the baby in the classroom. However, unless there is a compelling reason for an exception to the above Classroom Visitation Policy, the baby should not remain in the classroom for the entirety of the class period. The student mother is permitted to breastfeed her baby or express her milk in a private room, other than a bathroom. Student mothers within the College of Pharmacy needing a private space for these purposes should contact the Assistant Dean for Student Services.

CALCULATOR

The TI-30XSMV (MV = Multiview; MV) is the preferred calculator, as it most closely mimics the online calculator used on licensing exams (e.g., NAPLEX). The TI-30XIIS and TI-30XS have also been approved by the College of Pharmacy for use on classroom assignments and quizzes/examinations. Other calculators are not permitted for use.

CLASSROOM VISITATION POLICY

Per the Faculty and Student Life Handbooks, presence in the classrooms is restricted to enrolled students and/or visitors with a legitimate academic purpose. Dependents, minors 9age 17 or younger), and other family members generally should not be brought into the learning environment. Minor children should not be left unsupervised on campus.

COMMUNICATION

E-MAIL

E-mail is the official method of communication to be utilized by faculty and students of the College of Pharmacy. Students are responsible for checking their Union email daily and will be held accountable for all information transmitted in this fashion. Students should not change their University email (e.g., newly married females) after matriculation, as the email is tied to various COP databases and contact lists. Faculty are expected to respond to student emails within 24 hours during the week and within 48 hours over the weekend. Students should not change the picture tied to the Outlook account.

FACULTY/STAFF APPOINTMENTS

Due to complexity in scheduling, students must e-mail or call faculty members to make an appointment. All students are expected to use their personal cell phone to call the faculty member regarding arrival for a scheduled appointment or to request a drop by visit, pending faculty availability. Please do not proceed beyond the lobby area without faculty approval.

COMPLAINTS

EXTERNAL

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

INTERNAL

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

COMPUTER/INTERNET

All incoming pharmacy students must own a laptop as it's necessary for online testing and for various clinical learning experiences in your 3rd and 4th years. Chromebooks or iPads will not be sufficient since these do not work with our online testing platform. Personal laptops must have Microsoft Office. Students must have high-speed internet access at their place of residence in the instance the University is unexpectedly closed. The COP will utilize internet technology to continue daily classes where appropriate. Students are responsible for ensuring the functionality of their laptops. Students are responsible for all e-mail sent via the campus email system to their assigned e-mail accounts.

Everything you need to know about technology at Union University is located at www.uu.edu/it. Here you'll find information to help you navigate all of the services and resources available to you as a student. Visit <https://www.uu.edu/it/successstart/> for financial aid, email, grades, calendars, announcements and more!

Minimum Computer Requirements

- Windows 11 Pro (or Home) edition.
- Major releases to operating systems are often released in the fall. To ensure compatibility with the testing software (ExamSoft) used in our curriculum, you should avoid upgrading until it has been determined that all software will work correctly.
- Please consider the screen size carefully. Smaller screens (such as those found in lower-end netbooks) may not be optimal for examinations; remember, you will be taking course examinations (many with images) on this screen and should feel comfortable using it.
- Wireless networking capability
- Microphone and webcam for online classroom (Zoom)
- Adobe Acrobat Reader (downloadable free of charge from www.adobe.com)
- Web browser (Google Chrome or Mozilla Firefox required for ExamSoft testing)

COURSE WITHDRAWAL

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

EXAMINATION AND QUIZ

EXAMSOFT

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

- All assessments are subject to the UUCOP Code of Professionalism and the UUCOP Examination and Quiz Policy. Students acknowledge their agreement with both the Code of Professionalism and the Examination and Quiz Policy electronically by starting the exam.
- Students will space themselves evenly in the exam room or sit in pre-assigned seats.
- Students will leave all personal belongings (bags, books, notes, study aids, coats, purses, and any banned electronic devices) at the front or side of the exam room. Banned electronic devices include but are not limited to the following: Google glass, smart watches, or comparable devices. The only items permitted at the student desk include the following: laptop computer, power cord, pencil and calculator (if approved by proctor). Only UUCOP approved, non-programmable calculators are permissible during an exam or quiz. Calculators may not be shared during an exam or quiz.
- **Cell phones must be turned off and stored with personal belongings at the front or side of the exam room.**
- Scratch paper may be requested from the proctor but must be turned into the proctor before exiting the exam room. Scratch paper should include the student's name.
- Food is prohibited; drinks in a closed container are permitted.
- In the event of technology issues during the exam, students should raise their hand to receive assistance from the proctor.
- Students should collect their belongings and quietly leave the exam room after completing the exam. Students will not be allowed to re-enter the exam room until after the end of the exam or quiz. Students should avoid hallway conversations after exiting the exam room.

- Restroom breaks are only permissible in an emergency and a same-sex escort will be provided. Students will be escorted to the faculty restroom. If students leave their seat prior to submitting the exam, the student will need to enable the privacy screen through Exemplify.
- It is strongly recommended that students arrive to the testing room at least 15 minutes before exam time, when possible, to ensure computer functionality.
- Upon completion of an assessment, students must raise their hand to alert the proctor they are finished. They must turn their computer to show the green screen (Congratulations Screen) to a proctor from their exam seat. The proctor will acknowledge when it is permissible for them to leave the exam room.

EXAM QUESTION CHALLENGES

Challenge of exam questions will only be considered via the Questions/Notes/Feedback function in ExamSoft. There will be no opportunity for challenging exam questions once the exam has been completed and uploaded.

EXAM REVIEW

Exam reviews may be offered at the discretion of the course coordinator. During the exam review, the testing environment should be preserved; only laptops are permitted at the student's seat. Questions may not be contested during this review. Upon completion of the exam review, students must show the proctor their "green screen" ("Congratulations"/Successful Upload screen), return their scratch paper, and quietly retrieve their belongings before exiting the room.

FINANCIAL

TUITION AND FEES

Tuition is charged per credit hour. The hourly rate is \$1,116 for the 2025-2026 academic year. Fees are also charged per credit hour at a rate of \$92.

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 for you to register for the following semester. All financial information is subject to change without notice.

Summer experiential courses (IPPEs, APPEs) are billed separately from the Spring semester. Students must be enrolled in a minimum of 3 credit hours to be eligible for financial aid assistance.

ADDITIONAL COSTS

1. Laptop (actual cost)
2. Calculator (actual cost)
3. Stethoscope (actual cost)
4. Liability policy (~\$40)
5. Cap & Gown Purchase (~\$80)
6. Annual Background Check (~\$150)

STUDENT FINANCIAL AID

Students may visit <https://www.uu.edu/financialaid/applying-for-aid/> to receive guidance on how to apply for financial aid. Alternatively, students may call 731-661-5015 or email finaid@uu.edu for assistance.

If financial aid 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 \$500 tuition deposit. This deposit is non-refundable if the student elects not to enroll.

REFUNDS

Please refer to the Union University Graduate Catalogue for information regarding refund policies - <http://www.uu.edu/catalogue/graduate/>.

HEALTH INSURANCE

All students are required to maintain a health insurance policy throughout their tenure at Union University College of Pharmacy. Any loss of insurance coverage must be immediately reported to the Assistant Dean for Experiential Education. Students without health insurance will not be able to participate in experiential or interprofessional education, which may result in the cancellation of curricular and/or experiential learning opportunities. Such cancellations can impact grading and progression with the program.

INCLEMENT WEATHER

CAMPUS CLOSURE

In the event that the Union University campus or Providence Hall is closed for inclement weather, emergency, or other reasons, students will receive email communication from the Assistant Dean for Student Services or designee regarding class schedules. Classes will meet online utilizing an online meeting platform. Communication with students will include specific log-in instructions for online morning and/or afternoon classes for each cohort. Students will continue to receive course materials through Canvas.

DIDACTIC

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

EXPERIENTIAL

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

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

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

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

RECORDING

UUCOP is committed to providing students access to course materials in ways that enhance their ability to learn and succeed in the PharmD program. Access to recorded classroom lectures is provided; however, viewing recorded lectures online is not a substitute for class attendance. This policy provides guidance to faculty, staff, and students on recording of lectures which may capture audio, video, slides, and/or persons in the classroom.

- UUCOP required course lectures may be recorded by faculty and posted to the university LMS for personal viewing by students.
- In general, recorded lectures will be made available within 24 hours.
- The course instructor may choose not to record a specific lecture at his or her discretion. In this event, the faculty member should inform students in advance.
- From time to time, some lectures may not be recorded due to technical difficulties, such as recording equipment failure.
- Elective courses may not be recorded, depending on the availability of technology and room location.
- Recordings will be available only to students enrolled in the course and college faculty (see Online Resources and Social Media Policy).
- All recordings will be available for a given course until the end of the course.
- Students enrolled in a course may use the recordings only for the purpose of enhancing their personal learning of the subject matter. No other use is allowed without the express written permission of the lecturer or course coordinator.
- Recorded lectures are the intellectual property of the faculty member and are, therefore, afforded the protection of US copyright and may not be duplicated, saved, transmitted, or used in any way outside of the designated course. Please see the Digital Millennium Copyright Act of 1998 (<http://www.copyright.gov/legislation/dmca.pdf>) (see Online Resources and Social Media Policy).
- If the recorded lecture contains copyrighted materials (e.g., a slide with a figure from a copyright-protected document), it is the lecturer's responsibility to assure that proper attribution and copyright procedures have been followed.
- In general, live streaming of course lectures will not be allowed. Exceptions to this may be granted by the Assistant Dean for Student Services with approval of the faculty member.
- Violators of this policy will be referred to the UUCOP ASPR Committee. Lecture recording is a privilege and may be discontinued at any time due to inappropriate use.

TRAVEL

Student attendance at professional meetings is encouraged. In some instances, students may be eligible for financial support, depending on the need for travel and student eligibility. Students are responsible for obtaining approval for travel and must complete the cohort-specific Request for Travel Form. Students in the first 2.5 years of the Pharm.D. program must submit their forms to the Assistant Dean for Student Services (ADSS), who will determine if class absences are excused and/or if the trip is eligible for COP funding. Students on experiential rotations must submit their forms to the Assistant Dean for Experiential Education (ADEE), who will determine if IPPE/APPE absences are excused. Only students in good academic standing will be granted an excused absence and receive COP financial support. This process should be completed for all COP-related travel, regardless of the time of year or if the student will/will not miss class or IPPEs/APPEs.

Students are responsible for completing the Request for Travel Form at least 14 days in advance of travel for an excused absence to be granted. Upon ADSS/ADEE approval, students and affected course coordinators/preceptors will be notified. It is the responsibility of the student to make arrangements with course coordinators or preceptors to make up missed work.

Students must abide by the following policies and procedures to be eligible for any financial reimbursement from the COP.

- Students must complete the Request for Travel Form at least 14 days prior to travel. The form is located on the COP Website under Current Student Resources.
- Students must be in good academic standing, with a minimum GPA of 2.33.
- Students must attend educational sessions and social events on all days of the meeting. Expectations for attendance may vary based on the meeting and needs of the respective student organization. Exceptions to daily attendance must be approved by the organization-specific advisor or the ADSS/ADEE.
- Students must provide organized copies of all original receipts or other documentation needed for reimbursement to the COP Administrative Assistant within 10 business days of the last day of travel. Original copies of the receipt should be retained by the student until reimbursement has been received. Requests for payment for alcoholic beverages will be denied.
- All University and College-related policies must be followed during the period of student travel, including professionalism policies.
- Funding of student professional travel is subject to change based on availability of funds and is at the discretion of the ADSS and COP Dean.

STUDENT PHARMACIST LIFE

CHAPEL AND SPIRITUAL LIFE

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

OPPORTUNITIES FOR PERSONAL AND PROFESSIONAL DEVELOPMENT

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

CAMPUS

Pharmacy Student Government

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

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

Other leadership opportunities include:

Intramural Chairman (male and female)

Social Chairman

Class Counselor (up to two for 1st and 2nd professional year)

Student Committees

Student representatives will either be elected or appointed to serve on various College of Pharmacy committees. For election, the student must write an essay (one page, single spaced, 12 pt font) describing his/her reasons for wanting to serve on that specific committee. All essays must be turned into the Chair of the Honors and Awards Committee 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. Student Government Presidents and Vice Presidents of each cohort are appointed to the Student/Faculty Forum, chaired by Dr. Jennifer Byrd. 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	Chair: Dr. Zac Halford
Admissions (Ambassadors)	Chair: Mr. Mike Renfrow
Curriculum	Chair: Dr. Andrew Castleman
Experiential Education	Chair: Dr. Bethany Murphy
Missions and Community Outreach Chair:	Dr. Bethany Murphy
Scholarship	Chair: Dr. Richard Addo

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.

University Wide Intramurals

Student pharmacists and faculty are encouraged to participate in campus wide intramurals. Some options include: Football, Softball, Soccer, Volleyball, and 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 many counties in West Tennessee with the exception of Shelby County. Student membership is free, and they are invited to attend all meetings. If dinner is served at the educational meeting, students will pay for the meal. There are approximately six to eight meetings per year.

STATE

Tennessee Pharmacists Association (TPA)

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

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

Tennessee Society of Student Pharmacists (TSSP)

Advisor: Dr. Ashlely Pugh

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

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

NATIONAL

American Association of Pharmaceutical Scientists (AAPS)

Advisor: Dr. Richard Addo

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

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

Advisors: Drs. Bethany Murphy and Ashley Pugh

Union's ASP chapter was established in the fall of 2008 and formally accepted its charter at the APhA Annual Meeting in San Antonio, TX in spring of 2009. Establishment of the chapter included creation and acceptance by majority vote of founding bylaws. All students are welcome to join, and membership drives are held annually. Leadership opportunities include the following:

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

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

Advisors: Dr. Carson Cook

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

Christian Pharmacists Fellowship International (CPFI)

Advisors: Dr. Luna Bennett

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

Kappa Psi Pharmaceutical Fraternity Inc. (KY)

Advisor: Dr. Jennifer Byrd

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

National Community Pharmacists Association (NCPA)

Advisor: Dr. Jeff Snow

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.

Phi Lambda Sigma (PLS)

Advisor: Dr. Taylor Mathis

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 students and faculty members. Membership is awarded in the P2, P3, or P4 year.

Rho Chi (RX)

Advisor: Dr. Kim Bowman

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

Student College of Clinical Pharmacy (SCCP)

Advisors: Drs. Austin Camp and Zac Halford

The purpose of the organization is to orient students to the practice of clinical pharmacy by providing information to students about careers and opportunities within the field of clinical pharmacy, promoting dedication to excellence in patient care, research, and education, and encouraging skill development necessary to function within an interdisciplinary team. Cost of membership is \$10.

PHARMACY ORGANIZATION WEBSITE LISTING

American Association of Colleges of Pharmacy (AACP): <http://www.aacp.org/>

American Association of Pharmaceutical Scientists (AAPS): <http://www.aaps.org>

American College of Clinical Pharmacy (ACCP): <http://www.accp.com/>

Academy of Managed Care Pharmacy (AMCP): <http://www.amcp.org>

Accreditation Council for Pharmacy Education (ACPE): <http://www.acpe-accredit.org>

American Pharmacists Association (APhA): <https://www.pharmacist.com/>

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): <https://www.cpfi.org/>

National Association of Chain Drug Stores (NACDS): <http://www.nacds.org>

National Community Pharmacists Association (NCPA): <https://ncpa.org/>

Phi Lambda Sigma (PLS): <http://www.philambdasigma.org/>

Tennessee State Board of Pharmacy: <https://www.tn.gov/health/health-program-areas/health-professional-boards/pharmacy-board.html>

Tennessee Pharmacists Association (TPA): <http://www.tnpharm.org/>

FUNDRAISING

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

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

For additional information regarding fundraising at Union, please see <https://www.uu.edu/studentlife/organizations/policies.cfm#fundraising>

All items designed with the College's name or logo should first be approved by the ADSS in the UUCOP Office of Student Services before items can be presented for purchase.

NEW ORGANIZATION APPROVAL

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

- Submit proposal outlining need for organization to the Assistant Dean for Student Services (ADSS). The proposal should include draft bylaws, description for self-funding, and have a faculty member signature of support as organization advisor.
- Concurrently submit a petition with current student or alumni signatures in favor of new organization

The ADSS will determine organization alignment with the mission and vision of the COP. If the organization aligns with the COP mission and vision, the proposal will be forwarded to the COP Leadership Team for administrative approval. Following COP Leadership Team approval, the founding student leaders and organization advisor must complete all University documentation and submit to the University Student Services Committee for action. The decision of this Committee is final.

PRINTING AND COPYING

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

Student pharmacists may utilize the student printer/copier, at no charge, for up to 1000 clicks per semester. A “click” is counted per page (e.g., double-sided copying = 2 clicks; scanning a 4-page document to email = 4 clicks). Printing beyond 1000 clicks must be purchased by the student.

Students may utilize printing services, located in the Student Union Building. Color copies can be made at \$0.25 per copy; black and white copies at \$0.05 per copy.

PawPrint

PawPrint is a virtual printing option that will allow you to utilize any copy machine on Union’s campus. Please utilize the instructions below to take advantage of this option.

1. Either from a Union wired connection or by connecting to the wireless network, UU-Secure, log onto log into printing.uu.edu from any computer or laptop.
2. On the page that appears, click the “PawPrint tab.”
3. Click “Submit a Job.”
4. Click “Browse” or “Choose file.”
5. Upload the document you want to print.
6. The status report will say “Held in a queue” when it is ready to be printed.
7. Go to any PawPrint printer to release the document for printing.
8. Swipe your UU card or manually log into the printer.
9. Click “Release Pending Jobs.”
10. The document will now print.

PARKING

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 to receive a new parking permit. This process occurs online.