



Student Handbook 2020-2021

Effective 7/1/2020

This handbook contains information, policies, and procedures specific to students enrolled in the Doctor of Pharmacy program. It is to be used in conjunction with the MCW All Student Handbook which includes information, policies, and procedures that pertain to all students.

**MCW School of Pharmacy Student Handbook
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MESSAGE FROM THE DEAN



Welcome to the Medical College of Wisconsin School of Pharmacy!

I am delighted to welcome you to the MCW family and the profession of pharmacy. Our goal is to produce highly-qualified pharmacists, ready to engage in patient centered care in a variety of settings, including primary care. With advanced practices skills such as physical assessment, point of care testing, comprehensive medication management, and chronic disease management, we believe our graduates will be well positioned to be comprehensive care providers throughout their careers.

You are part of a program that has been designed to prepare pharmacists to meet the demands and opportunities of a rapidly evolving profession. This vision involves educating pharmacists to become health care professionals ready to practice as a member of the interprofessional patient care team, contributing to the future of health care delivery.

Pharmacists are one of the most accessible and trusted providers in the health care profession and are uniquely positioned to elevate patient care. We have collectively developed a curriculum, experiential model, and approach to teaching, learning, and assessment that will exceed the expectations for pharmacy preparation.

While enrolled in the School of Pharmacy, I hope you will take advantage of the learning opportunities that will be made available to you by an extremely talented pharmacy faculty and staff. These individuals are here to help you attain your academic goals and prepare you to enter the profession of pharmacy as eventual leaders in your community and chosen areas of interest.

If there is anything I can do to assist you, please feel free to stop by my office. Good luck with the upcoming year, and I look forward to interacting with you.

Professionally,

A handwritten signature in black ink, appearing to read "G. E. MacKinnon III". The signature is fluid and cursive.

George E. MacKinnon III, PhD, MS, RPh

Section I. GENERAL INFORMATION

SCHOOL VISION, MISSION, AND CORE VALUES

Vision

Engage learners, practitioners, and researchers to transform health care through the continuum of discovery and the advancement of innovative pharmacy practice and patient care models.

Mission

Advance the health of our communities through innovative pharmacy education, continuous public and professional service, and diverse scholarly collaborations.

Core Values

We **invest** in our learners, patients, communities, and one another.

We serve with **integrity, professionalism, and compassion.**

We foster a culture of **diversity and inclusion.**

We embrace **interprofessional collaboration** in education, scholarship, and practice.

We inspire the pursuit of **knowledge, innovation, and lifelong learning.**

PURPOSE OF THE STUDENT HANDBOOK

This handbook contains information, policies, and procedures specific to students enrolled in the Doctor of Pharmacy program. It is to be used in conjunction with the MCW All Student Handbook which includes information, policies, and procedures that pertain to all students.

Although every effort has been made to verify the accuracy of information in this publication, the School reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs. Changes will become effective whenever the proper authorities so determine and will apply to all matriculated students.

Updates and changes are made annually to the handbook. Anyone with suggestions for amending or changing any of the information in this handbook should make those suggestions in writing to the Office of Academic & Student Affairs.

It is the responsibility of the student to seek out clarification of policies and procedures.

All policies and procedures as they relate to Experiential Education can be found in Section IV of this handbook.

FACULTY & STAFF

A complete listing of faculty and staff can be found on the [School of Pharmacy website](#).

ACCREDITATION DISCLOSURE STATEMENT

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by colleges and schools of pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new college or school of pharmacy, ACPE accreditation involves three steps: Precandidate status, Candidate status, and Accredited status. Precandidate accreditation status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Pre-Candidate status is awarded to a new program of a college or school of pharmacy that has not yet enrolled students in the professional program and authorizes the college or school to admit its first class. Candidate status is awarded to a Doctor of Pharmacy program that is currently recognized by ACPE with Precandidate status and has students enrolled but has not yet had a graduating class. Accredited status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates from a program with Candidate Status have the same rights and privileges of those graduates from an accredited program, generally including eligibility for licensure. ACPE conveys its decisions to various boards of pharmacy and makes recommendations in accordance with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by

examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Medical College of Wisconsin School of Pharmacy's Doctor of Pharmacy program has been granted Continued Candidate status through January 31, 2021, by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60603; (312) 644-3575; FAX (866) 228-2631; [Accreditation Council for Pharmacy Education website](#). An on-site evaluation for the purpose of full Accreditation will occur August 24-26, 2020. A decision from the ACPE Board of Directors is anticipated by January 10, 2021 and will be communicated to students as soon as it is feasible.

ACCREDITATION COUNCIL FOR PHARMACY EDUCATION (ACPE) STUDENT COMPLAINTS

ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response.

Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such records of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

- a. request that the institution show cause, within a stated time period, why adverse action should not be taken, or
- b. in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing pre-accreditation or accreditation status.

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened, or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please e-mail:

- csinfo@acpe-accredit.org (regarding a professional degree program)
- ceinfo@acpe-accredit.org (regarding a continuing education provider)

ADMISSION POLICIES & PROCEDURES

Admission policies and procedures for the Doctor of Pharmacy program are posted on the [School of Pharmacy website](#).

ACADEMIC CALENDAR

The [academic calendar](#) outlines the dates classes are in session, holidays observed by MCW, and other important events.

PHARMACY STUDENT LEVELS

Student levels are identified by one of two primary distinctions:

1. **Pharmacy Year (PY)** describes the year in which you are enrolled in MCW's accelerated, three-year Doctor of Pharmacy program.
 - PY1** = Pharmacy Year 1 (Sessions 1-4)
 - PY2** = Pharmacy Year 2 (Sessions 5-8)
 - PY3** = Pharmacy Year 3 (APPEs)
2. **Professional Level (P)** describes your progression through the curriculum as compared to a traditional, four-year Doctor of Pharmacy program.
 - P1** = Professional Level 1 (Sessions 1-2)
 - P2** = Professional Level 2 (Sessions 3-5)
 - P3** = Professional Level 3 (Sessions 6-8)
 - P4** = Professional Level 4 (APPEs)

The credit hour values associated with each Professional Level are outlined in the Professional Levels policy.

Example: When a student begins Session 3 at MCW, the student is a PY1 because the student is still in their first year at MCW. The student is also a P2 because the content that is taught in Session 3 at MCW is considered equivalent to the content that is taught at the start of the second year in a traditional, four-year Doctor of Pharmacy program.

CEREMONIES

The School of Pharmacy hosts the following ceremonies to celebrate the accomplishments of its students. Student attendance is required.

White Coat Ceremony

The White Coat Ceremony formally welcomes first-year students to the School of Pharmacy as colleagues dedicated to patient care. The presentation of the white coat represents passage into the pharmacy profession, with all the associated rights, opportunities, and responsibilities. During the ceremony, students recite the Oath of a Pharmacist, committing their professional careers and practices to excellence in pharmacy. Along with first-year students, faculty, staff, family, and friends are invited to attend the event. This event typically happens prior to the start of students' first Introductory Pharmacy Practice Experience (IPPE).

Pinning Ceremony

The Pinning Ceremony occurs at the end of Session 8 to celebrate the conclusion of didactic coursework and student's readiness to begin Advanced Pharmacy Practice Experiences.

Hooding & Awards Ceremony

One hooding and awards ceremony is held each year, typically the day before Commencement. Students who have completed all course requirements and who have completed all but one APPE may be permitted to participate in the hooding and awards ceremony provided that they are enrolled in and will complete the remaining APPE in accordance with the School of Pharmacy curriculum timetable.

Commencement Ceremony

MCW hosts one institutional commencement ceremony each year, typically on a Friday in May. Students who have completed all course requirements and who have completed all but one APPE may be permitted to participate in commencement ceremonies provided that they are enrolled in and will complete the remaining APPE in accordance with the School of Pharmacy curriculum timetable. Graduating students are expected to attend commencement. If distance or other obligations prevent attendance, the dean should be notified in writing at the earliest opportunity.

CURRICULUM

The Doctor of Pharmacy curriculum, including course descriptions, is available on the [School of Pharmacy website](#).

Graduate Attributes

The MCW School of Pharmacy prepares the pharmacist of the future. The following attributes describe MCW School of Pharmacy graduates:

- A. Team-focused collaborators in patient-centered care
- B. Patient care providers for personalized outcomes
- C. Practitioners of preventative care and public health
- D. Health care professionals who practice at the top of their education and license
- E. Partners in the advancement of chronic and primary care

Entrustable Professional Activities

The School of Pharmacy utilizes the following Entrustable Professional Activities (EPAs) to assess students' preparation for professional practice. The EPAs are mapped to the MCW School of Pharmacy Graduate Attributes.

Graduate Attribute			MCW SOP Entrustable Professional Activity
Team-focused collaborators in patient-centered care	A	1	Collaborate and provide care as a member of an interprofessional team.
	A	2	Educate patients and professional colleagues regarding the appropriate use of medications.
	A	3	Oversee pharmacy operations in the practice setting.
Patient care providers for personalized outcomes	B	1	Collect information to identify a patient's drug therapy problems and health-related needs.
	B	2	Analyze information to determine the effects of medication therapy, identify drug therapy problems, and prioritize health-related needs.

Graduate Attribute			MCW SOP Entrustable Professional Activity
	B	3	Establish patient-centered goals and create an evidence-based and cost-effective care plan.
	B	4	Implement a care plan in collaboration with the patient, caregivers, and other health professionals.
	B	5	Follow-up and monitor a care plan.
	B	6	Fulfill a medication order.
Practitioners of preventative care and public health	C	1	Identify patients at risk for prevalent diseases in a population.
	C	2	Ensure medications are used appropriately, ethically, and responsibly in a population.
	C	3	Ensure that patients have been immunized against vaccine-preventable diseases.
	C	4	Minimize adverse drug events and medication errors.
Health care professionals who practice at the top of their education and license	D	1	Triage a patient to the appropriate level of care.
	D	2	Create a written plan for continuous professional development.
Partner in the advancement of chronic and primary care	E	1	Use evidence-based information to advance patient care.
	E	2	Create innovative solutions that advance the profession of pharmacy.
	E	3	Utilize quality improvement techniques throughout the medication use process.
	E	4	Apply standards, guidelines, best practices, and established processes related to safe and effective medication use.
	E	5	Engage in advanced health care models that support the value of pharmacist services.

The level by which students are entrusted to perform each activity rises as they progress through the Doctor of Pharmacy curriculum. The description of the levels of entrustability is included below.

Summary of Entrustability Level	Level	Description
Observe Only	1	Learner is permitted to observe only. Even with direct supervision, learner is not entrusted to perform the activity or task.
Direct Supervision	2	Learner is entrusted to perform the activity or task with direct and proactive supervision. Learner must be observed performing task in order to provide immediate feedback.
Reactive Supervision	3	Learner is entrusted to perform the activity or task with indirect and reactive supervision. Learner can perform task without direct supervision but may request assistance. Supervising pharmacist is quickly available on site. Feedback is provided immediately after completion of activity or task.
Intermittent Supervision	4	Learner is entrusted to perform the activity or task with supervision at a distance. Learner can independently perform task. Learner meets with supervising pharmacist at periodic intervals. Feedback is provided regarding overall performance based on sample of work.
General Direction	5	Learner is entrusted to independently decide what activities and tasks need to be performed. Learner entrusted to direct and supervise the activities of others. Learner meets with supervising pharmacists at periodic intervals. Feedback is provided regarding overall performance based on broad professional expectations and organizational goals.

PLEDGE OF PROFESSIONALISM

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

To accomplish this goal of professional development, I as a student of pharmacy should:

DEVELOP a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.

FOSTER professional competency through lifelong learning. I must strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

SUPPORT my colleagues by actively encouraging personal commitment to the Oath of a Pharmacist and a Code of Ethics as set forth by my profession.

INCORPORATE into my life and practice dedication to excellence. This will require an ongoing reassessment of personal and professional values.

MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACPCOD) Task Force on Professionalism; June 26, 1994.

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."

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

TERMINOLOGY

The following terms, acronyms, and abbreviations are frequently used in the School of Pharmacy.

AAA	Annual Academic Assessment
AACP	American Association of Colleges of Pharmacy
ACPE	Accreditation Council for Pharmacy Education
APhA	American Pharmacists Association
APPE	Advanced Pharmacy Practice Experience
ASA	Academic & Student Affairs, Office of
ASHP	American Society of Health-System Pharmacists
CORE ELMS	Experiential Educational learning management system
EE	Experiential Education
EPA	Entrustable Professional Activity
HIPAA	Health Insurance Portability & Accountability Act
HRC	Health Research Center
ID	Infectious Diseases
IPE	Interprofessional Education
IPPE	Introductory Pharmacy Practice Experience
IS	Integrated Sequence
LAPPE	Longitudinal Advanced Pharmacy Practice Experience
MCW	Medical College of Wisconsin
MEB	Medical Education Building
MPJE	Multistate Pharmacy Jurisprudence Examination
MRMC	Milwaukee Regional Medical Center
NAPLEX	North American Pharmacist Licensure Examination
OASA	Office of Academic & Student Affairs
OEE	Office of Experiential Education
OSCE	Objective Structured Clinical Examination
PCL	Patient Care Laboratory
PCOA	Pharmacy Curriculum Outcomes Assessment
PGx	Pharmacogenomics
PharmD	Doctor of Pharmacy degree
PK	Pharmacokinetics
Preceptor	A practicing health care provider who will supervise IPPEs and APPEs
PSA	Pharmacy Student Alliance
PSAT	Pharmacy Student Activity Tracker
PSW	Pharmacy Society of Wisconsin
SOP	School of Pharmacy
STAR Center	Standardized Teaching Assessment Resource Center

Section II. STUDENT SERVICES, GOVERNANCE, AND ORGANIZATIONS

MEDICAL COLLEGE OF WISCONSIN PHARMACY STUDENT ALLIANCE BYLAWS

Name: The name of this organization shall be known as the Medical College of Wisconsin Pharmacy Student Alliance (MCW PSA, hereafter referred to as the Alliance), a student conglomeration of professional pharmacy organizations.

Purpose: The purpose of the Alliance is to make students aware of pharmacy practice; provide information to students about career directions in pharmacy practice; and support membership and participation in the chapters of the Alliance as a student, and upon graduation, actively continue to advocate on behalf of the profession. The Alliance will serve as the voice of the pharmacy student body and will coordinate class programs and activities.

Affiliation: The Alliance is an affiliate of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP), the American Society of Health-System Pharmacists Student Society of Health-System Pharmacists (ASHP-SSHP), and the Pharmacy Society of Wisconsin (PSW). Additional affiliations may be added as determined by the Alliance Executive Board and approved by the School of Pharmacy Executive Council. Students interested in forming an affiliate organization or interest group must follow the process established by the Alliance before the affiliate organization can be considered for membership in the Alliance.

Alliance Goals: The Alliance shall adopt the goals of its national and state affiliations, including but not limited to the following:

1. Orient students to the practice of pharmacy by:
 - a. Providing information to students about careers and opportunities within the field of pharmacy.
 - b. Promoting dedication to excellence in patient care, research, and education.
 - c. Encouraging skill development necessary to function within an interdisciplinary team.
 - d. Increasing student awareness of current issues facing the pharmacy profession by means of programs, meetings, speakers, etc.
2. Provide opportunities for student participation in the decision-making process of the profession on the chapter, state, regional and national levels.
3. Encourage participation in professional organizations at the local, state, regional, and national levels including professional advocacy efforts.

Membership: Any Doctor of Pharmacy (PharmD) student enrolled at the Medical College of Wisconsin (MCW) is eligible for active membership in the Alliance.

1. All registered students will be a member of the Pharmacy Society of Wisconsin (PSW), the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP), and the American Society of Health-System Pharmacists Student Society of Health-System Pharmacists (ASHP-SSHP).
2. Students may choose to create or become a member of an affiliate organization, such as:
 - a. American College of Clinical Pharmacy (ACCP);
 - b. Academy of Managed Care Pharmacy (AMCP);
 - c. Other associations or interest groups as identified.

Alliance Dues: Dues shall be collected annually, through the MCW School of Pharmacy Student activity fee. The dues cover all local, state, national, and chapter fees for APhA-ASP, ASHP-SSHP, and PSW. Students who choose to participate in affiliate organizations or interest groups outside of APhA-ASP, ASHP-SSHP and PSW are responsible for all individual local, state, national and chapter fees.

Alliance Funds:

- Any dues collected shall be used as funds for the Alliance.
- The Alliance shall operate as a non-profit organization.
- The Alliance shall not provide monetary gain to officers, advisors, or members.

- Independent fundraising done by any Affiliated Student Organization shall be independent from Alliance funds as approved by the Alliance Executive Board.

Dissolution: Upon the event of dissolution, any residual assets shall be distributed to the MCW School of Pharmacy.

Responsibilities: The Alliance and its officers shall abide by the applicable rules and policies of the Medical College of Wisconsin pertaining to student organizations, as well as local, state, and federal laws and regulations.

Alliance Structure and Leadership:

- The Executive Board shall consist of the following members:
 - o President
 - o Vice President
 - o Secretary
 - o Treasurer
 - o Community Engagement Director
 - o Professional Advisor(s)
- Appointed Chair positions shall consist of the following:
 - o PY1 Community Engagement Representative
 - o Medical Student Assembly (MSA) Representative
 - o Graduate Student Assembly (GSA) Representative
 - o PY1 Class Representative
 - o PY3 Class Representative
- Affiliate Organization and Special Interest Officers shall consist of the following:
 - o APhA Chapter President
 - o ASHP Chapter President
 - o PSW Chapter President
 - o Affiliate Organization and Special Interest Chapter Presidents

Executive Board Officer Duties:

- President:
 - o Be familiar with the operation of all affiliates at the local, state, regional, national, and chapter levels;
 - o Preside over all Alliance and Alliance Executive Board meetings;
 - o Enforce and promote the bylaws of the Alliance and its affiliates;
 - o Serve as the chairperson of the Alliance Executive Board;
 - o Assume such duties as may be imposed by official vote of the membership;
 - o Assist with the preparation of a proposed schedule of events of the Alliance with the Community Engagement Director for the year in which he/she will be presiding;
 - o Maintain close contact and communication with other members of the Alliance Executive Board and the Alliance professional advisor(s) on a regular basis;
 - o Act as a general representative of the Alliance, except in cases where authority is given to another officer or member;
 - o Oversee the appointment of delegates to local, state, regional, and national meetings;
 - o Inform the membership and Alliance advisor(s) of all actions taken;
 - o Call special meetings;
 - o Perform the duties of the Vice President in the interim during which there is no such officer;
 - o Oversee and run the officer elections held in the winter session;
 - o Represent the School of Pharmacy student body by attending and actively participating in MCW Faculty Council meetings.
- Vice President:
 - o Be knowledgeable about all aspects of the President role;
 - o Serve as a voting member on all committees and special committees;
 - o Serve as a resource for all procedures and policies by having a copy of the Alliance bylaws;

- Assist the President in coordinating activities of the Alliance Executive Board and the entire Alliance;
- Perform the duties of the President in the case of the President's absence from a meeting/event or if the President is unable to perform their duties;
- Lead recruitment of students to attend local, regional, state, and national professional meetings;
- Coordinate class programs and/or activities for the student body in conjunction with the Community Engagement Director.
- Secretary:
 - Record and report the minutes at all regular, special, and Alliance Executive Board meetings and make copies of such minutes available to the Executive Board members and general members upon request;
 - Serve as the custodian of all Alliance meeting minutes and newsletters;
 - Perform such other duties as may be assigned as needed by the Alliance Executive Board;
 - Coordinate and distribute weekly Alliance newsletter emails
 - Assist the appropriate chapter president with publicizing all local, state, regional, and national affiliate events as necessary;
 - Oversee efforts to recruit and sustain active membership in the Alliance;
 - Organize comprehensive orientation program for new members;
 - Schedule and announce all Alliance and Executive Board meetings;
 - Relay information from the School of Pharmacy and the Alliance Executive Board to the student body;
 - Maintain and update the online Alliance document-sharing account with documents pertinent to the Alliance;
 - Assist with the preparation of a proposed schedule of events of the Alliance with the Community Engagement Director for the year in which he/she will be presiding.
- Treasurer:
 - Be responsible for all funds of the Alliance including but not limited to the project account for the Alliance;
 - File all forms regarding finances and membership to the state and national affiliate offices in coordination with the respective chapter president;
 - Maintain complete and accurate financial records;
 - Work closely with the School of Pharmacy Business Manager on all financial and financial disbursement matters in accordance with MCW policies and procedures;
 - Work with MCW School of Pharmacy Business Manager to make payments for expenses incurred by the Alliance;
 - Oversee proper collection and processing of forms and dues;
 - Prepare a projected budget for the upcoming academic year in conjunction with the Alliance Executive Board and provide a copy to the MCW School of Pharmacy Business Manager once approved.
- Community Engagement Director
 - To be appointed by both the Executive Board and the chapter presidents by majority vote.
 - Lead community outreach planning;
 - Pursue activities and events that would benefit the greater Milwaukee community;
 - Be proactive in seeking events that would benefit pharmacy students' clinical skills;
 - Be a resource for Alliance members to connect to various local events/organizations;
 - Assist Alliance board in promotion and execution of events;
 - Collaborate with the School of Pharmacy Office of Academic & Student Affairs in obtaining potential opportunities for Alliance members;
 - Meet with the Alliance president and other interest groups quarterly to plan and organize community outreach events;
 - Track faculty, staff, and Alliance members' participation at community events;
 - Correspond with the School of Pharmacy communications staff with advertising initiatives.
- PSA Advisor(s):
 - Provide continuity to the Alliance's operations from one year to the next;
 - Attend meetings when possible;
 - Assist in reviewing any needed changes in the Alliance bylaws necessary to ensure that they are current and responsive to the needs of the Alliance;

- Participate as a non-voting member of the Alliance's Executive Board.
- APhA Chapter President
 - Serve as the liaison for the Alliance to APhA-ASP;
 - Communicate APhA events and updates with the Alliance;
 - Encourage participation in APhA sponsored events and committees;
 - Disseminate all pertinent information received from the national and state affiliates to the other officers and membership;
 - Correspond with local, state, regional, and national officers;
 - Submit chapter reports to the national affiliate.
- ASHP Chapter President
 - Serve as the liaison for the Alliance to ASHP-SSHP;
 - Communicate ASHP events and updates with the Alliance;
 - Encourage participation in ASHP sponsored events and committees;
 - Disseminate all pertinent information received from the national and state affiliates to the other officers and membership;
 - Correspond with local, state, regional, and national officers;
 - Submit chapter reports to the national affiliate.
- PSW Chapter President
 - Serve as the liaison for the Alliance to PSW, attend Board of Directors meetings, provide chapter reports, and report back to the Alliance Executive Board;
 - Communicate PSW events and updates with the Alliance;
 - Encourage participation in PSW sponsored events and committees;
 - Disseminate all pertinent information received from the national and state affiliates to the other officers and membership;
 - Correspond with local, state, regional, and national officers;
 - Submit chapter reports to the state affiliate.
- Affiliate Organizations and Special Interest Chapter Presidents
 - Serve as the liaison for the Alliance to affiliate organizations and special interests;
 - Communicate affiliate organization and special interest events and updates with the Alliance;
 - Encourage participation in affiliate organization and special interest sponsored events and committees;
 - Submit chapter reports to the national affiliate.

Representative Positions

- PY1 Community Engagement Representative
 - To be nominated by fellow classmates during the nomination period.
 - Duties include:
 - Aid the Community Engagement Director with their respective events and duties;
 - Serve as a voting member of the Alliance Executive Board;
 - Actively prepare to assume the role of Community Engagement Director in PY2.
- Medical School Assembly (MSA) Representative
 - To be appointed by the Executive Board by majority vote.
 - Duties include:
 - Communicate between the School of Pharmacy and School of Medicine;
 - Serve as a voting member of the Alliance Executive Board;
 - Attend MSA general assembly meetings;
 - Ensure the School of Medicine student representative to the Alliance is informed of relevant events, meetings, and functions;
 - Communicate affiliate organization and special interest events from the MSA and updates with the Alliance when relevant.
- Graduate School Assembly (GSA) Representative
 - To be appointed by the Executive Board by majority vote.
 - Duties include:

- Communicate between the School of Pharmacy and the Graduate School;
 - Serve as a voting member of the Alliance Executive Board;
 - Attend GSA general assembly meetings;
 - Ensure the Graduate School student representative to the Alliance is informed of relevant events, meetings, and functions;
 - Communicate affiliate organization and special interest events from the GSA and updates with the Alliance when relevant.
- PY1 Class Representative
 - To be elected by the PY1 class by highest vote count in October of Session 2.
 - Duties include:
 - Attend Alliance Executive Board and Alliance meetings;
 - Communicate between the PY1 class and the Alliance Executive Board;
 - Serve as a voting member of the Alliance Executive Board;
 - Represent the interests of the PY1 class.
- PY3 Class Representative
 - To be elected by the PY3 class by highest vote count in July of Session 5.
 - Duties include:
 - Attend Alliance Executive Board and Alliance meetings when possible;
 - Communicate between the PY3 class and the Alliance Executive Board;
 - Serve as a voting member of the Alliance Executive Board;
 - Represent the interests of the PY3 class.
- Legislative Action in Wisconsin (LAW) Committee Leader(s)
 - Shall attend Alliance Executive Board and Alliance meetings when possible as ex officio members.
 - Duties include:
 - Communication with members via Alliance Executive Board and Alliance meetings
 - Alliance Executive Board and Alliance meeting attendance shall be determined by the LAW Committee.
 - APhA, ASHP, and PSW shall each have a member appointed to the LAW Committee.
 - Additional details regarding responsibilities, position titles, and membership are detailed in the LAW Committee Overview document.

Voting Power of Officers:

The following members shall receive voting power:

- President
- Vice President
- Secretary
- Treasurer
- Community Engagement Director
- Medical Student Assembly (MSA) Representative
- Graduate Student Assembly (GSA) Representative
- PY1 Class Representative
- PY3 Class Representative
- PY1 Community Engagement Representative
- Affiliated Organization Chapter Presidents
- Affiliated organization chapter presidents shall be exempt from voting upon the recognition and affiliation of new organizations.

Election of Alliance Officers:

- **Eligibility:**
 - Be an active member of the Alliance;
 - Meet the academic requirements (e.g., in good standing, not on Academic Probation) set forth by the MCW School of Pharmacy to run for an office in an organization;

- Be enrolled in the MCW School of Pharmacy at the same time he/she receives the oath of office;
- Be able to complete his/her term of office while enrolled in the MCW School of Pharmacy.

- Nomination and Application Process:

- Nominations may come from any member of the Alliance and may include self-nomination. If nominated by another member, the nominee may orally or electronically accept nomination;
- Nominations of candidates for Alliance Executive Board positions will begin at the conclusion of the fall session and may be accepted prior to the closing of the nomination period as determined by the Alliance Executive Board within the following winter session;
- Nominations of candidates for chapter president positions will begin after the election of the Alliance Executive Board concludes and may be accepted prior to the closing of the nomination period as determined by the Alliance Executive Board within the winter session;
- Upon closing of the nomination period for either the Alliance Executive Board or chapter president positions, an electronic ballot system will open for a period of 72 hours, where Alliance members will cast their vote for a candidate;
- The Alliance Executive Board will attempt to present at least two candidates for each office.

Election:

- An electronic ballot system will be utilized to conduct the election for both the Executive Board and chapter president positions.
- Results from the election can only be viewed and verified by the current Alliance president and professional advisor(s);
- The privilege of voting shall be confined to members of the Alliance in Good Standing.
- Results shall be announced after the ballots have been tabulated.
- All officers shall be elected for a term of one year.

Integration of Newly Elected Officers:

- Newly elected officers will undergo an integration period before assuming complete responsibility of duties.
- The integration period will be the spring session of the academic year.
- Incoming Alliance Executive Board members will attend Alliance Executive Board meetings and begin to work closely with their respective counterpart.
- Incoming Alliance Executive Board members will not have voting power until after the conclusion of the integration period.

Removal of Alliance Officers, Alliance Advisors, and Filling of Vacated Offices:

- Alliance Officers

- An officer shall be removed from office if he/she willfully neglects the duties of his/her office; is no longer in good standing; is found guilty of mishandling Alliance funds; or neglects to uphold the Alliance bylaws.
- An officer shall not be removed from office unless his/her charges are discussed by the Alliance Executive Board and grounds for removal shall be established by majority vote of the Alliance Executive Board.
- An officer may also be removed from office if he/she is excessively absent from meetings during the academic year. In this situation, the officer will be issued a written warning from the Alliance Executive Board.
- When an officer is removed from office, he/she shall never be able to be a candidate for any office in the Alliance.
- Upon removal of an officer from his/her position, the president shall have the authority to appoint a replacement, with the approval of the Alliance Executive Board unless the officer being removed is the president. Upon removal of the president from his/her position, the vice president will assume the title and duties of the presidential office for the remainder of the term. The membership will nominate and vote for a new vice president, as specified by the election procedures.

- **Alliance Advisor(s)**
 - o The Alliance professional advisor(s) shall be subject to removal upon petition by two-thirds (2/3) of the Alliance members. The Alliance Executive Board shall submit the petition to the dean to be approved. The Alliance professional advisor(s) may be removed for failure to perform any of his/her duties stated in the Alliance bylaws.

Student Organizations/ Interest Groups:

- The formation and acknowledgement of student organizations and interest groups shall be conducted as defined in the supplementary document “Student Organizations and Interest Groups Processes”.

Meetings

- Alliance Executive Board Meetings
 - o There shall be at least eight Alliance Executive Board Meetings per academic year.
 - o The president or any other two Alliance Executive Board members may call meetings.
 - o The Alliance Executive Board meetings shall consist of the Executive Board, affiliated organization chapter presidents, and representatives appointed by the Alliance Executive Board.
 - o Recognized student organization representatives may attend meetings at the discretion of the Alliance Executive Board.
- Alliance Meetings
 - o There shall be at least eight Alliance meetings per academic year at which time the membership can conduct business.
 - o The president or a majority of the Alliance Executive Board may call Alliance meetings.
 - o Meetings may also be called by the general membership on petition signed by not less than one-tenth of the current, eligible members and upon the approval of a majority of the Alliance Executive Board.
 - o The Alliance Executive Board shall determine the time and place of Alliance meetings. The secretary shall reserve the appropriate room for the meeting.
 - o The membership shall be notified at least three days in advance of the time and place of the Alliance meetings.

Quorum: A quorum shall consist of not less than 70% of the current voting PSA Board Members and shall be present in order to conduct official business of the Alliance. In all cases, except where specified to the contrary, a majority shall mean a majority of votes cast by the membership in attendance.

Rules of Order: The rules of order and procedures at all general Alliance and Alliance Executive Board meetings should be those set out in *Robert’s Rules of Order*, when they are not in conflict with these bylaws. In the event of a conflict, it shall be resolved by the president, whose decision will be final.

Dissolution: The Alliance may be dissolved only by affirmative vote of two-thirds (2/3) of the membership. Upon such vote, the president or other presiding officer will notify affiliates of such action.

Amendments: Amendments of the Alliance Bylaws must be submitted in writing to the Alliance Executive Board.

Descriptive changes to the bylaws (addition of a new committee description, change to a position description, position title changes, and the like) will be made by the president or a designee and announced to the members of the Alliance at an upcoming Alliance meeting. The updated bylaws will appear in the next published edition of the School of Pharmacy Student Handbook.

Procedural changes, be they new or amended, must be submitted and approved by the Alliance members as described below.

- The proposed amendment(s) will be posted in a conspicuous place and/or electronic copies will be made available for general member review at least one week prior to the next general meeting.

- The proposed amendment(s) will be announced and voted on following an open review for all members at the general meeting.
- Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the members present.
- The adopted amendment(s) shall become effective immediately.

STUDENT ORGANIZATIONS

A Student Organization is defined as, but not limited to, a group of at least 5 students in good academic standing that have a common purpose in alignment with the mission of the MCW School of Pharmacy.

Recognition

- A. Any group that meets the definition of a student organization must apply for recognition through the Office of Academic & Student Affairs and receive approval from the director of academic and student affairs to obtain privileges of a recognized student organization. Formal recognition will allow student groups to request funding and resources from the Office of Academic & Student Affairs based on availability of Student Activity Fees and funding approvals.
- B. Representatives of all current groups seeking to be recognized for the next year must complete the formal student organization recognition process which entails the completion of documents required by the Office of Academic & Student Affairs. Contact that office for additional information.
- C. Groups who apply for recognition and receive approval will be granted recognition on a per semester basis, provided they maintain all standards set forth in the recognition process. Additionally, every recognized student organization is required to send at least one representative to the Student Organization Information Meeting each semester to maintain recognition and funding from the Office of Academic & Student Affairs.
- D. New organizations seeking recognition must schedule a meeting with the director of academic and student affairs, and then go through the same process as groups reapplying for recognition to obtain benefits/privileges of a Recognized Student Organization.
- E. New organizations can apply for initial recognition any time during the academic year. However, after initial recognition, the student organization must re-apply each semester during the formal recognition period.
- F. Social fraternities and sororities seeking recognition must go through the same recognition process as all other organizations reapplying for recognition in order to obtain benefits/privileges of a Recognized Student Organization.

Appeal Process

If recognition status should be denied, the organization will be notified by the director of academic and student affairs. If an organization wishes to appeal such a decision, the organization must submit a formal appeal to the Director within five business days of the notification. Student Organizations who have lost their recognition may reapply for recognition during the scheduled recognition period, or may use the appeal process to regain its recognition.

Privileges

Recognized student organizations are entitled to the following rights subject to all other relevant policies of the Medical College of Wisconsin and the School of Pharmacy:

- Use of the MCW name and recognition of the School of Pharmacy name. The MCW name, or any part thereof, shall not be used by any student or group of students in connection with any public activity except as authorized by the Office of Academic & Student Affairs upon registration;
- Ability to apply for funding and utilize the services of the Office of Academic & Student Affairs;
- Being listed on the student web site;
- Approved use of campus facilities and services;
- Having a web page link on the MCW website;
- Guidance of a MCW faculty/staff advisor;
- Sponsorship of programs and activities;

- Use of free advertising resources such as the MCW web site, monthly calendar of events, and showcase spots across campus;
- Advertising opportunities for upcoming activities in MCW buildings, on designated bulletin boards on MCW property, in accordance with all MCW posting policies;
- Limited posting and advertising on School of Pharmacy social media sites;
- Participation in Student Activities Fairs and other student organization recruitment activities;
- Use of the MCW's tax exempt status to solicit donations in support of approved activities;
- Participation in workshops and events sponsored by the Office of Academic & Student Affairs;
- Use of program advising and consulting services provided by the Office of Academic & Student Affairs.

Responsibilities

Recognized Student Organizations at the MCW School of Pharmacy are required to:

1. Be designed and operated by students and to consider student development, citizenship and safety (physical, emotional, psychological) of paramount importance;
2. Adhere to all applicable federal, State and local laws and MCW policies;
3. Abide by all policies listed in the School of Pharmacy Student Handbook;
4. Have a minimum of two (2) fulltime MCW School of Pharmacy students who are in good academic standing as its officers.
5. Hold the membership of their organizations accountable to the organization's policies and procedures, as well as to the policies and procedures of MCW and the School of Pharmacy Student Handbook;
6. Provide an accurate listing of membership, including officers and general members;
7. Conduct open and publicized meetings for the campus community;
8. Conduct fair elections or appointments of officers;
9. Permit members to disassociate at any time;
10. Inform the director of academic and student affairs immediately if any of the information in their recognition application changes (including but not limited to officer or member information, name of organization, constitution or statement of purpose);
11. Refrain from purchasing alcoholic beverages through organization funds. Additionally, the purchase of alcoholic beverages for members or guests may not be undertaken or coordinated by any member in the name or on behalf of the organization. Please reference the policy regarding Alcohol at MCW-Sponsored events found in this handbook.
12. Refrain from advertising events in which alcohol is present (this includes the use of flyers, social media invitations, etc.)
13. Refrain from co-sponsoring an event with an alcohol distributor, charitable organization, or tavern (defined as an establishment generating more than half of its annual gross from sales of alcohol) where alcohol is given away, sold, or otherwise provided to those present.
14. Refrain from committing, either verbally or through written contract, MCW and the School of Pharmacy, to any financial obligation;
15. Not be set up for the fiduciary gain of the members. While fundraising is important to most groups' survival, this must not be the group's priority or purpose;
16. Have bank accounts within MCW if the organization is accepting funds/monies unless they are currently incorporated nationally or with the state.
17. Recognized Student Organizations must provide a list of planned events and activities both on and off campus each semester.
18. All planned events and activities (including volunteer work, seminars, guest speakers, etc.) must be approved by the Office of Academic & Student Affairs two weeks prior to the date of the event regardless of the event being funded by MCW or the School of Pharmacy. An event or activity is defined as any Recognized Student Organization sponsored gathering where the members of the group are representing MCW or the School of Pharmacy or could be perceived as representing MCW (e.g. organization shirts/paraphernalia being worn) and includes the campus community.

19. Sell tickets for all events that charge admission. Ticket sales for ALL student organization-sponsored events held on the Milwaukee campus that require admission must be sold through the Office of Academic & Student Affairs or with permission by the recognized student organization.
20. For events that DO NOT charge admission all organizations should maintain an attendance sign in to record the participation of the student body. Attendance forms must be submitted to the Office of Academic & Student Affairs.
21. Register any student organization trip plans with the Office of Academic & Student Affairs. A trip is defined as any Recognized Student Organization outing that requires transportation where the members of the group are representing MCW or could be perceived as representing MCW and the School of Pharmacy (e.g. organization shirts/paraphernalia being worn). Four weeks before the proposed trip the Student Organization Travel Registration form must be completed available in the Office of Academic & Student Affairs. Five business days before the proposed trip the "Excused Absence Form" must be completed by each individual participating in the trip. The "Overnight Trips Form" must be completed, 5 business days in advance, by a student leader when his/her student organization participates in an overnight trip.
22. Clearly indicate your organization as sponsor on all announcements, flyers, letters, posters, etc., promoting or describing an event, meeting or program, including proper MCW and School of Pharmacy logos;
23. Gain permission from the director of academic and student affairs when seeking to obtain student mailing lists from the Office of Academic & Student Affairs for the purpose of MCW sanctioned fundraising and recruitment, or seeking to obtain an organizational web site account;
24. All social media accounts maintained by the Recognized Student Organization, must be registered with the Office of Academic & Student Affairs;
25. An advisor is required. That advisor must be a member of the MCW School of Pharmacy faculty or staff unless an exception is granted by the director of academic and student affairs;
26. Meet with the director of academic and student affairs on a periodic basis if the organization is struggling or in danger of losing recognition status.

Discipline

Anyone, including the staff of the Office of Academic & Student Affairs and the faculty and staff of the School of Pharmacy may submit a complaint regarding the action(s) of recognized student organizations to the Office of Academic & Student Affairs. The judicial process for student organizations will mirror that for individuals alleged of professional misconduct and will follow the procedures outlined in the Academic Standing policy. The procedure may involve meeting with a representative of the Office of Academic & Student Affairs if charges are pending against an organization. In most cases the group will attend an informal meeting with the Director. This meeting will be followed by a written formal agreement summarizing the violation and the agreed upon sanctions. Any appeals to these sanctions should be directed to the Office of Academic & Student Affairs. The Office of Academic & Student Affairs may require a student organization to cease all activities pending a hearing or sanction decision.

Student Travel and Participation in Seminars, Workshops, and Conferences

The School of Pharmacy supports the participation of its students in short-term, professionally oriented programs (such as seminars, workshops and conventions), the purpose of which is to keep participants abreast of changing practices, research, networking opportunities, and/or evolving technologies in their fields of study. These programs are generally of short duration (a one- or three-day seminar, for example) and are outside the category of long-term study that yields a grade or degree.

Participation in such programs requires the approval of the Office of Academic & Student Affairs via recommendation of a Recognized Student Organization Advisor, faculty advisor, faculty member, or School administrator. Consideration of such a request must consider both the merit of the proposed program and the Schools' ability to fund the request.

Once a request of this kind is properly authorized, the School may also pay for the student's registration or tuition fee for the workshop. The School also offers prepayment of registration fees for these activities when it becomes necessary to submit registration fees in advance of the event. If the Office of Academic & Student Affairs and School deem it

appropriate, additional funds may be awarded to defer travel expenses for a student (airfare, hotel cost, meals, etc.). All requests are subject to available funds and may not be approved based on availability and merit of the travel request.

Individual Student Travel Requirements

All requests for funding must be submitted in accordance with the Student Conference Travel Award and Professional Meeting Attendance policies found in this handbook.

Student, Faculty, and Staff Social Networking

It is MCW policy that students not communicate with faculty (including preceptors, guest lecturers, speakers) via social networking sites (i.e. friending on Facebook, following on Twitter) except when faculty are expressly using social media learning tools in the classroom. Student and faculty electronic communication should occur via the MCW email system, D2L/Brightspace, and MCWconnect, and when sanctioned by faculty who utilize social media as a teaching tool in class. However, students may connect with faculty, staff and preceptors via professional networking sites such as LinkedIn but only at the discretion of the faculty, staff or preceptor.

Students, faculty and staff are expected to report inappropriate behaviors of students, faculty and staff on social media sites to the Office of Academic & Student Affairs, Office of the Dean, Title IX Deputy, or the MCW Human Resources Office when appropriate. Any inappropriate behavior during IPPEs or APPEs or violations of HIPAA on social networking sites should be reported to the Office of Experiential Education.

It is understandable that students will maintain and update their social network sites during their tenure at the School of Pharmacy. As representatives of MCW and future of the pharmacy profession, students are expected to use discretion when posting comments and/or pictures of themselves or others.

Social Media

Student organizations must abide by the Social Media policy outlined in this handbook. If a student organization would like to use social networking to advertise their events, or group, they must comply with the Social Networking policy. To register a social networking site as a student organization or activity, the first step would be to review the full policy and gain permission from the Office of Academic & Student Affairs for signature by Office of Academic & Student Affairs.

STUDENT CONFERENCE TRAVEL AWARD

The purpose of the MCW School of Pharmacy Student Conference Travel Award is to provide support to pharmacy students to pursue various educational opportunities and to present their research at regional and national meetings, workshops, and conferences. The award may cover up to \$350 for transportation, lodging, and registration. This travel award is to be considered supplemental to other sources of funding when at all possible and students are expected to seek other travel funds from their departments, advisers, or other external sources.

This policy is to be considered in conjunction with the Professional Meeting Attendance policy.

The Office of Academic & Student Affairs may use its discretion in accepting or rejecting a conference proposal based on time period, location, conference type, or any other factor the Office deems appropriate. All decisions made by the Office of Academic & Student Affairs are final.

Although the School of Pharmacy cannot fund every request for travel, it recognizes travel and conference fees can be quite expensive. The policy outlined below was written to assist students and student organizations in planning and budgeting for some of the expenses associated with conference travel.

Eligibility for Funding

1. The Office of Academic & Student Affairs conference process is for funding subsidy only. Approval **DOES NOT** in any way imply the Dean's Office, the Office of Experiential Education, the Office of Academic & Student Affairs, or faculty approval to miss classes or other academic obligations.

2. Academic obligations are a priority, while conference travel is an extracurricular activity. Students must ensure that they meet all academic obligations during conference dates. Students must schedule travel to conferences around their obligations (i.e. if there is a required lab or Friday clinical rotation, students must make airline reservations for a time after the lab or rotation). Faculty members **WILL NOT** make special accommodations for conference travel.
3. Students in academic difficulty may be restricted from traveling to conferences.
4. Student organizations may apply for **ONE** conference per budget period.
5. Each student may attend a maximum of **TWO** conferences per budget period, and only one of these may be a club conference. For example, you may attend two academic conferences, or one academic and one club conference.
6. Organizations that request funding must publicize the conference to the entire student body to solicit attendees for the conference. The club then must select conference attendees based on a fair process to be determined by the organization leadership. Examples of acceptable processes include selecting attendees based on student's contribution to the organization, a statement of interest, or by a lottery system.
7. Funding will not be provided to students attending the ASHP Residency Showcase for the purpose of interviewing or applying for future residency positions.
8. Funding priority is as follows:
 - a) **Priority Status 1.** Students delivering an oral presentation (defined as a scheduled presentation before an audience, usually showcasing the results of a student's research) at a professional organization's regional or national conference.
 - b) **Priority Status 2.** Students delivering a poster presentation at a professional organization's regional or national conference.
 - c) **Priority Status 3.** Students who are part of a panel discussion (defined as to provide an opportunity for a group to hear several people who are knowledgeable about a specific issue or topic present information and discuss personal views) at a professional organization's regional or national conference.
 - d) **Priority Status 4.** Students who are representing the school as part of a clinical skills competition.
 - e) **Priority Status 5.** Students not awarded travel funding the previous academic year.
 - f) **Priority Status 6.** Students who have external or other funding from other sources for their presentation.

Awards are considered on a first come, first served basis. For applications that fall between Priority 1 and Priority 5, awards will be given on an individual basis. Therefore, each awarded individual will receive funding of up to \$350 towards their conference expenses dependent on funding availability.

For applications that fall in Priority 6, students who have external or other sources of funding support will be awarded a minimum of \$100 per student towards their conference expenses dependent of funding availability.

What does this award fund?

The travel award can only be used to fund transportation, lodging, and registration for regional or national travel to present original work at regional and national meetings, conferences, and workshops. The award money can be used to fund mileage in lieu of airfare. The award cannot be used to cover rental car costs, food, or other similar supplementary expenses (i.e. food, alcoholic beverages, membership fees, miscellaneous hotel expenses). It cannot be used to fund travel to conduct research.

Request for Funding

1. A **Professional Meeting Attendance Request form** must be submitted in accordance with the deadlines specified by the related policy in this handbook. The form is available to students in the School of Pharmacy Student Resources Brightspace course.
2. A designated organization officer or student organizer should submit requests for organization related funding (i.e. ASHP, PSW, AHPA-ASP, etc.) and list individual students that will attend the event on behalf of the organization.
3. Individuals attending separately should submit individual Professional Meeting Attendance Request forms.

4. Once the request is submitted, the Office of Academic & Student Affairs will review it. You will be notified regarding any amendments that need to be made to your request or of its approval via email.
5. Once all attendees have been approved and confirmed via written correspondence from the Office of Academic & Student Affairs, travel arrangements may be made. DO NOT make travel arrangements until written consent from the Office of Academic & Student Affairs has been received.
6. Once awarded, students are encouraged to purchase their airfare and registration as soon as possible. Airfare reimbursement is contingent upon submission of receipts. Lodging receipts must be submitted upon return from the conference.

Final Report

Each funded student must submit a final one-page report (in full paragraphs) that serves as an in-depth overview of the student experience – what was learned and of benefit to you – within two weeks upon return from the funded activity.

Students may be asked to present up to a one-hour presentation and invite the school community (faculty, staff, and students) to speak about their experience. Presentation must be given within three weeks upon return. Students are encouraged to partner with the Office of Academic & Student Affairs to schedule their presentation.

Section III. ACADEMIC REGULATIONS

ACADEMIC ACCOMMODATIONS

This process concerning the requesting and implementation of reasonable academic accommodations applies to all students of the MCW School of Pharmacy.

I. Requesting Academic Accommodations

MCW is required to provide reasonable accommodations for only the known limitations of otherwise qualified students with disabilities. Thus, students with disabilities must notify the Office of Academic & Student Affairs to qualify for reasonable academic accommodations. Students with questions about this process should consult with the director of academic and student affairs.

- A. **Notification & Documentation.** Prior to any consideration of accommodations, a student must first notify the Office of Academic & Student Affairs and provide appropriate documentation of the disability. Documentation may include the following:
 - a. Previous 504 Plan from undergraduate or secondary institution
 - b. Previous Individual Education Plan (IEP) from undergraduate or secondary institution
 - c. 504 or IEP development and assessment plan from independent education consultant
 - d. Medical diagnosis from primary care provider
- B. **Determination of Disability.** The director of academic and student affairs (“director”) reviews the documentation to determine if the student is a “qualified individual with a disability” under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Within five (5) class days after providing appropriate and complete documentation of the disability, the student shall be notified in writing of the director’s determination, which is final. As used throughout this process, “class days” refers to all class days (Monday-Friday) from the first day of class to the last day of class, as reflected on the Registrar’s calendar.
- C. **Initiation of Interactive Process / Intake Appointment.** If the director determines that a student is a qualified individual with a disability, the student must meet with the director to discuss and request the reasonable accommodation(s) that the student may need. Students accommodations remain effective for the duration of their enrollment. MCW will not grant accommodations to students retroactively (i.e., for any academic work prior to this intake appointment).
- D. **Revising Accommodations.** A qualified student who finds that approved accommodations do not adequately address all the impacts of the student’s disability, or who encounters new or unanticipated challenges not addressed by the originally approved accommodations, should make an appointment with the director to explore whether additional or what different accommodations may be needed. Such appointments should be scheduled to occur at least two (2) weeks prior to the implementation of the requested accommodation(s) revision(s).
- E. **The director may share information** about a student’s disability with the School of Pharmacy’s associate dean for curricular affairs (“ADCA”), the ADCA’s designee, or the director’s designee, if necessary, for the student’s support. A student also may voluntarily elect to discuss with the appropriate faculty, staff, and MCW affiliates, the nature of the student’s disability, the limitations posed by the disability, supplemental accommodations or learning aids, or other related issues.

II. Implementing Accommodations

The determination as to whether requested or necessary academic accommodations are reasonable generally results from an interactive process involving the student, the director, the ADCA (or designee) and, when appropriate: the faculty, the dean (or designee), the experiential education director, officials from the School of Medicine’s Student Affairs Office, the provost’s designee, and MCW affiliates. These officials are responsible for determining whether the requested accommodations are reasonable within the context of the student’s academic program.

A. TESTING ACCOMMODATIONS

Testing accommodations are changes made in the administration of a test to remove obstacles to the test-taking process that are imposed by the student's disability. Testing accommodations may include, but are not limited to, flexibility in the setting where the test is to be taken, or flexibility in the scheduling of or time allotted for completing the test.

1. **Request for Testing Accommodations.** Qualified students with disabilities are expected to submit supporting documentation to the director prior to the start of orientation and, when diagnosed after matriculation, at least two (2) weeks prior to the implementation of the requested testing accommodation(s). Exceptions to this deadline, and any of the other deadlines applicable to students requesting testing accommodations, may be made only by the director and only under exceptional circumstances.
2. **Initial Response to Request for Testing Accommodations.** Within five (5) class days after receiving the student's request for testing accommodations, the director (in consultation with the ADCA or designee) must inform the student of the status of the requested accommodation(s). If the director informs the student that the requested testing accommodations have been approved, the accommodation is forwarded to the program manager for academic affairs for implementation. If the director informs the student that the accommodations have not yet been approved and are still under review, then the student will receive the reasonable accommodations identified by the director if the following two conditions are met: (1) the student discusses and coordinates implementation of the accommodations with the director at least two (2) weeks prior to the test(s) in question; and (2) the School of Pharmacy does not issue a final determination by the 5th class day prior to the test(s) in question.
3. **Instructor's Objection to Requested Testing Accommodations.** The director, without divulging the identity of the student, may consult with the faculty member about whether one or more of the requested testing accommodations will fundamentally alter the nature of the course. If the faculty member believes any requested testing accommodation will fundamentally alter the nature of the course, the faculty member should discuss those concerns with the ADCA (or designee). If the situation remains unresolved and the faculty member wishes to deny the accommodation, the faculty member must provide reasons for denying the request, in writing, to the ADCA (or designee) within five (5) class days of the faculty member's receipt of the request for testing accommodations from the director.
4. **ADCA's Review of Requested Testing Accommodations.** After reviewing the accommodation request and the faculty's written reasons for denying the request, the ADCA (or designee) must consult with the director and may also consult with the faculty. If the ADCA (or designee) concludes that the student's request is reasonable and will not fundamentally alter the nature of the course, then the ADCA shall inform the director, the faculty member, and the student that the requested accommodation has been granted. If the ADCA (or designee) agrees with the faculty member, then the student and director will be informed in writing that the request is being denied and of the reasons for the denial. Consistent with Paragraph II.A.2, if the ADCA's (or designee's) final decision is not communicated to the student at least five (5) class days prior to the implementation of the testing accommodation(s), then the student may be eligible to receive the testing accommodations identified by the director.

B. NON-TESTING ACCOMMODATIONS – AUXILIARY AIDS & SERVICES

"Supplementary services" may include, but are not limited to, note-takers, sign language interpreters, and the provision of assistive software (e.g., text-to-speech software), Braille, or large print materials. While MCW regularly provides a wide variety of supplementary services to its qualified students with disabilities, it is not required to provide devices or services of a personal nature, such as personal attendants or readers for personal use.

1. **Determination of Necessary Aids and Services.** After meeting with qualified students and considering their needs and limitations, the director will determine the necessary supplementary services for qualified students

on a case-by-case basis. Supplementary services may be paid for by MCW. A final or interim decision concerning whether to grant the services will be rendered within ten (10) class days of the director's receipt of the request for accommodation.

2. **Director as Facilitator.** The director will typically approve and facilitate the provision of services for qualified students without consulting or involving the faculty or others at the School of Pharmacy. In such cases, the student will be informed that the director will serve as the student's facilitator for purposes of providing supplementary services.
3. **Involvement of Faculty and MCW Affiliates.** There may be occasions where the director must consult a faculty member to determine whether certain requested supplementary services are reasonable in the context of the essential standards of a course, academic program, or related activity. In these cases, the director may be designated as the student's facilitator for purposes of providing services. In such cases, the director will consult the student's faculty member, without divulging the identity of the student, within five (5) class days of the director's receipt of the accommodation request concerning any services requested by the student. If the faculty member wishes to deny the requested services, the instructor must provide the reasons for denying the request, in writing, to the ADCA (or designee) within five (5) class days of the faculty's receipt of notice of the need for accommodations.
4. **Final Determination Authority.** After reviewing the request for supplemental services and the faculty's written reasons for denying the requests, the ADCA (or designee) must consult with the director and may also consult with the faculty. If the ADCA (or designee) concludes that the request is reasonable and will not fundamentally alter the nature of the course, then the ADCA (or designee) shall inform the student and director that the request is being approved. If the ADCA agrees with the faculty, then the student and director will be informed in writing that the request is being denied and of the reasons for the denial.

C. **NON-TESTING ACCOMMODATIONS – ACADEMIC ADJUSTMENTS**

Academic adjustments are modifications to how students participate in courses. These modifications do not change academic standards; rather, they allow students to meet course requirements by giving qualified students equal access to the educational opportunities of the program. Academic adjustments may include (but are not limited to) course substitutions or alternative means of completing assignments (e.g., oral presentation versus a written paper, or extending a deadline). These adjustments to courses, programs, or educational requirements shall be provided as necessary and appropriate to enable a qualified student with a disability to enjoy equal opportunity and access. However, adjustments will not be granted where they fundamentally alter the essential nature of a course or academic program or result in an undue financial or administrative burden.

1. **Requesting Academic Adjustments.** Reasonable or appropriate academic adjustments will be implemented only with the approval of the appropriate academic officials, including but not limited to, the student's instructor and, in appropriate circumstances, the affected dean(s) (or designee(s)) and/or the director of academic and student affairs. Accordingly, after meeting with a qualified student and considering the student's needs and limitations, the director will consult within five (5) class days with the appropriate official(s) concerning any academic adjustments requested by the student. The student's identity will not be divulged during any such meeting. In these cases, a representative of the School may be designated as the student's facilitator for purposes of consulting with the student's instructor(s).
2. **Initial Evaluation of Requested Academic Adjustments.** If the director and other appropriate officials each agree that a requested academic adjustment is reasonable in the context of the essential standards of the student's course, academic program, or related activity, the student will be informed that the requested adjustment is granted. If the director or any of the other appropriate officials have concerns about whether the requested academic adjustment would fundamentally alter the essential standards of the student's course, academic program, or related activity, the student's request for an adjustment shall be evaluated by a committee consisting of the director, the instructor, and the affected dean(s) (or designee(s)).

- 3. Final Evaluation of Requested Academic Adjustments.** The director shall convene this committee within ten (10) class days of the appropriate official's receipt of the request for academic adjustment. If a temporary resolution is needed prior to the committee's evaluation of the request, the director will make an interim decision. In any event, a final or interim decision must be rendered within ten (10) class days of the appropriate official's receipt of the request for academic adjustment. If each committee member agrees that the requested academic adjustment is reasonable in the context of the essential standards of the student's course, academic program or related activity, the committee will inform the student that the requested adjustment is granted. If a committee member has concerns about whether the requested academic adjustment would fundamentally alter the essential standards of the student's course, academic program or related activity, the committee members shall evaluate the reasonableness of the requested adjustment and provide their recommendations to the Provost's designee, who shall make the final decision. The committee shall then inform the student of the final decision.

III. Grievance Process

A student who disagrees with the director's eligibility determination, the institution's final accommodation decision, or any other disability-related issues may file a grievance regarding those issues as outlined in the "Student Grievance Procedures Relating to Complaints Under the Americans with Disabilities Act and the Rehabilitation Act of 1973".

ACADEMIC SCHEDULE & COMMON HOUR

Generally, all School of Pharmacy didactic courses, examinations, and remediation sessions will occur between 8:00 AM and 6:00 PM, Monday-Friday. Students must not schedule outside work or other personal engagements during this timeframe. Experiential rotations occur at various days and times of the week. Commitments outside of this timeframe will be communicated to students as far in advance as possible.

The School of Pharmacy reserves the right to schedule a Common Hour during an Open Session in the weekly schedule that students may be required to attend. The Common Hour may be used for class meetings, special programs, course registration, or meetings that involve all School of Pharmacy students, groups of School of Pharmacy students, or student organizations.

ACADEMIC STANDING

This policy ensures that students pursuing the Doctor of Pharmacy degree maintain an acceptable rate of academic progress toward the completion of that degree and meet the expected academic standards of the Medical College of Wisconsin. This policy also ensures that the student financial aid program meets or exceeds requirements set forth by federal regulations governing academic standards for financial aid eligibility.

Definitions

Full-Time Student Status

Students must be enrolled in a minimum of nine (9) credits per term in order to be considered a full-time student, as defined by the MCW Financial Aid Office.

Good Standing

Good Standing means that students 1) are not presently on academic or disciplinary probation, 2) are not presently decelerated, suspended, or dismissed; and 3) are on track to satisfy the graduation requirements.

Grading System

The School of Pharmacy employs an Honors, Satisfactory, and Unsatisfactory grading system. Scholarly Pathways courses, the Personal and Professional Development course, elective courses, and independent studies may assign only a Satisfactory or Unsatisfactory grade upon completion.

Incomplete Grades

A grade of *Incomplete* is used only when students are unable to complete course requirements for some acute and/or unexpected circumstance beyond the student's control. Students have no more than 10 calendar days after the published grading deadline to complete the course requirements and have the course grade converted from *Incomplete* to a final grade. If the course requirements are not completed within this period of time a grade of Unsatisfactory is automatically assigned to the course, and the student is subject to the Program Requirements section of this policy.

Exceptions: If the *Incomplete* grade was earned in any of the following types of courses, the individual listed below determines the required material and date by which the course requirements must be completed and will communicate this information to students.

1. Patient Care Laboratory course: course director
2. Personal & Professional Development Course: faculty mentor
3. Pharmacy Practice Experience: director experience education
4. Scholarly Pathway: School of Pharmacy course director/representative

Satisfactory Academic Progress

Satisfactory Academic Progress means that students have no academic deficiencies during a course or academic session – prior to final course grades being determined. The definition of an academic deficiency is determined by the respective course director or a School administrator and may include a current course grade of Unsatisfactory, notification(s) of needed early intervention via the course performance intervention process, and/or earning an Unsatisfactory score on a major assessment or multiple consecutive assignments, quizzes, or other assessments.

Time Limits

Students must complete the requirements for the Doctor of Pharmacy degree within five (5) years from initial matriculation. Temporary withdrawals (academic, medical, or otherwise), suspensions, and delayed progression shall be included within the five-year period. Students are dismissed from the Doctor of Pharmacy program if the Academic Standing Committee determines that they cannot complete the program within the five-year requirement.

Program Requirements

Students must satisfactorily complete all required didactic courses, pharmacy practice experiences, and required assessments in order to earn the Doctor of Pharmacy degree. To remain in Good Academic Standing within the School of Pharmacy, students must:

1. Receive an Honors or Satisfactory grade in every course/rotation.
2. Earn no more than two Unsatisfactory grades in any didactic course or pharmacy practice experience (IPPE/APPE) during the completion of the Doctor of Pharmacy program.
 - a. If the Unsatisfactory grade was earned in a didactic course, the student cannot continue in the program until the course has been retaken and a Satisfactory grade is earned. Students who earn an Unsatisfactory grade in a repeated course are subject to dismissal from the Doctor of Pharmacy program.
 1. Students who earn an Unsatisfactory grade in any portion of the Scholarly Pathways continue in the Doctor of Pharmacy program but must satisfactorily complete a special project or assignment designed by the Scholarly Pathways School of Pharmacy course director/representative within a specified period to satisfy the Scholarly Pathways requirements. Students who fail to satisfactorily complete the special project or assignment are subject to dismissal.
 2. Students who fail to complete the requirements of the Personal and Professional Development course by the deadline stated in the syllabus continue in the Doctor of Pharmacy program but must satisfactorily complete co-curricular activities as approved by their faculty mentor within a specific

period. Students who fail to satisfactorily complete the co-curriculum requirement within the specific period are subject to dismissal.

3. Students who earn an Unsatisfactory grade in an elective course or independent study continue in the Doctor of Pharmacy program but may be required to follow a revised academic plan as determined by the Academic Standing Committee to ensure they satisfy graduation requirements.
 - b. Students who earn an Unsatisfactory grade in any course or pharmacy practice experience are automatically placed on Academic Probation by the Academic Standing Committee, effective at the start of the next academic session in which the students are registered for courses. The end date and related requirements for the period of Academic Probation are determined by the Academic Standing Committee.
 - c. Students who earn more than two Unsatisfactory grades are subject to dismissal from the Doctor of Pharmacy program.
 - d. Students who appeal their dismissal and are allowed to continue and subsequently earn a grade of Unsatisfactory in any course or pharmacy practice experience are automatically dismissed from the Doctor of Pharmacy program without the opportunity for reconsideration or appeal.
3. Repeat pharmacy practice experiences in which an Unsatisfactory grade was earned. Pharmacy practice experiences, many of which involve direct patient care, demand a strong knowledge base along with the requisite set of skills and competencies. Expectations for the successful completion of these pharmacy practice experiences require a set of parameters separate from those for didactic courses.
- a. Students who earn an Unsatisfactory grade in a pharmacy practice experience continue in the Doctor of Pharmacy program, are placed on Academic Probation, and are required to repeat the pharmacy practice experience in which the Unsatisfactory grade was earned during a future rotation block based on site availability and at the students' expense.
 - b. None of the pharmacy practice experience hours completed during the rotation for which an Unsatisfactory grade was earned will count toward the completion a future pharmacy practice experience requirement or graduation.
 - c. Students must earn a Satisfactory grade or higher on the repeated pharmacy practice experience.
 - d. Students who repeat a pharmacy practice experience in a future rotation block (based on site and faculty availability) may not graduate by their anticipated graduation date. Students will have their degrees conferred on an official future date used by MCW.
 - e. Students who are dismissed from an advanced pharmacy practice experience (APPE) before it is completed will automatically earn an Unsatisfactory grade in the pharmacy practice experience, which may result in dismissal from the Doctor of Pharmacy program.

Students will not be permitted to start APPEs until they successfully complete the didactic and elective coursework, Scholarly Pathways requirements, introductory pharmacy practice experiences, and assessment requirements of the Doctor of Pharmacy program.

Academic Probation

Students are placed on Academic Probation following the completion of any term in which they earn an Unsatisfactory grade in a didactic course, including Scholarly Pathways and pharmacy practice experiences. Every student placed on Academic Probation due to an Unsatisfactory final course grade will be required to meet with the Academic Standing Committee to discuss academic performance and to develop a student-specific action plan designed to return the student to Good Academic Standing.

Academic Probation is a temporary status that equips students with an action plan to improve their future course performance. Although Academic Probation does not appear on a student's transcript, it may remain on the student's record. Academic Probation that results from students earning an Unsatisfactory grade in a didactic course means that students are decelerated and will not be allowed to progress in the Doctor of Pharmacy program until the course in which the Unsatisfactory grade was earned is repeated and at least a Satisfactory grade is earned. If the Unsatisfactory grade is earned in Scholarly Pathways, the Personal and Professional Development course, an elective course, an independent

study, or a pharmacy practice experience, students are not decelerated but must satisfactorily complete an assigned project, academic plan, additional pharmacy practice experience, or assignment by an announced deadline. Once students return to Good Academic Standing, they are expected to remain in Good Academic Standing throughout the remaining academic terms of the program. Students may be dismissed from the Doctor of Pharmacy program if they fail to comply with the terms of Academic Probation and/or do not return to Good Academic Standing by the time period established by the Academic Standing Committee.

Students placed on Academic Probation because of earning an Unsatisfactory grade – except for students placed on Academic Probation because of earning an Unsatisfactory grade in the Scholarly Pathways program, the Personal and Professional Development course, an elective course, an independent study, or a professional practice experience – are eligible to seek a reconsideration or appeal of the decision, and may remain enrolled until a final decision has been rendered. The initial meeting with the Academic Standing Committee will serve as the reconsideration hearing if students choose to exercise this option. In these instances, the **Procedures for Appeals of Upheld Dismissals or Deceleration Decisions** will be followed.

Academic Suspension

The dean of the School of Pharmacy or designee may suspend a student to preserve the health and safety of any member of the community or the integrity of the learning environment. While suspended, students cannot attend class or pharmacy practice experiences, participate in MCW or School sponsored activities and events, graduate, or otherwise progress toward the earning of a degree at MCW. Suspended students must successfully complete all of the conditions of the suspension before returning to the School of Pharmacy and resuming coursework or pharmacy practice experiences. Students will be responsible for making up any coursework that was missed during the period of suspension. Suspension for any reason appears on the student's transcript.

Academic Dismissal

Students who do not meet the criteria established under the "Program Requirements" section above will be automatically dismissed from the Doctor of Pharmacy program. Procedures for the Academic Standing Committee regarding the dismissal of students, and procedures for reconsiderations and appeals of dismissals, are outlined in the section entitled "Procedures Regarding the Dismissal of Students". Dismissal for any reason appears on the student's transcript.

Financial Aid Eligibility

Students must maintain acceptable academic progress to be eligible for Title IV financial aid programs, as set forth by federal regulations. Students who fail to maintain acceptable academic progress will lose financial aid eligibility. Please refer to the MCW All Student Handbook for the Financial Aid Satisfactory Academic Progress policy.

In the event students are withdrawn from courses for one or more term(s), they will be ineligible for financial aid during the period they are not enrolled. Students placed on Academic Probation or dismissed from the Doctor of Pharmacy program may be required to return all or a portion of their financial aid, depending on the effective Academic Probation or dismissal date. Dismissed students who are reinstated or students on Academic Probation who are decelerated may be required to complete new documents in order to receive financial aid. Students bear the risk of any financial aid implications associated with their probation, suspension, and/or dismissal.

Procedures Regarding the Dismissal of Students

Whenever students earn more than two Unsatisfactory grades in any didactic course or pharmacy practice experience, they are subject to dismissal from the Doctor of Pharmacy program and a reconsideration hearing is automatically scheduled. The Office of the Dean will send both a letter (registered or certified mail, return receipt requested) and an electronic document from the Academic Standing Committee Chair to students notifying them of their dismissal and the date and time of their reconsideration hearing. The letter will:

1. Specify that the student has been dismissed from the Doctor of Pharmacy program;
2. Describe the action that resulted in the dismissal decision;
3. Outline the steps a student must follow to have their dismissal reconsidered; and

4. Include a copy of these procedures or notify the student of the office where a copy may be obtained without charge.

Students who appeal an academic dismissal may remain enrolled until a final decision has been rendered. Living expense refunds of financial aid funds may be held until a determination is reached.

Students who notify the Academic Standing Committee Chair that they will not pursue a reconsideration hearing, do not respond to the dismissal letter by the specified date, or choose not to attend the hearing waive their right for reconsideration and are considered officially dismissed.

Reconsideration Hearings are subject to the following:

1. Hearings shall be held not less than five (5) but no more than 15 calendar days after the date the student is notified of their dismissal. Extensions of time for hearings shall be authorized only for good and compelling reasons in MCW's sole discretion, and requests for the same must be submitted in writing not less than three (3) calendar days in advance to the hearing.
2. If the student wishes to present any information that is not contained in his or her permanent record, this information must be provided to the Committee two (2) calendar days prior to the hearing and may not exceed 20 pages in length. Examples of supplementary information include a personal statement, witness statements, medical documentation, and death certificate. The student will have no more than 60 minutes during the hearing to present evidence or testimony to the Committee.
3. If the student has confirmed attendance but does not appear without any satisfactory explanation for the absence in MCW's sole discretion, or leaves the hearing before its conclusion, the hearing shall proceed and a decision should be rendered based on the available evidence just as though the student had been present throughout the hearing.
4. The Committee Chair is the presiding officer of the hearing and shall rule on all questions of procedure or admissibility of evidence, and this ruling shall be conclusive.
5. The hearing is not public and shall be closed to anyone other than members of the Academic Standing Committee, the student being reviewed, appropriate advisors for each, and the person designated to record the hearing. Advisers are not permitted to speak on behalf of the student; rather, their roles are restricted to observation and quiet consultation with the student.
6. Following presentation of evidence, all other participants will be asked to withdraw from the room and the Academic Standing Committee will privately consider the evidence and reach a decision. Counsel for MCW may remain in the room as necessary. A majority vote of the Committee members present shall determine the final outcome, and voting shall be required for a binding decision.
7. The Academic Standing Committee will produce a summary of the hearing. All hearings will be recorded, and a copy of the recording shall be made available to the student upon request. Depending on the format, the student may be required to pay reasonable fees (including postage) for the copy.

Should the Committee uphold the dismissal decision, the Committee Chair or designee shall promptly prepare a written report within two (2) days of the hearing, which will contain:

- a. A brief summary of the facts found;
- b. A finding that the facts found demonstrated that the student failed to meet the academic and/or the professional standards of the School of Pharmacy;
- c. A statement of Committee action and the effective date of the action; and
- d. Instructions for appealing the Committee's decision.

At the time of dismissal, the Tuition & Fees Payment policy in the MCW All Student Handbook and Return of Title IV Funds policy apply. If the student owes a balance due to dismissal, the balance is due in full immediately. If the balance is not paid within five days, a late fee may be assessed, and the student will have a hold placed on their account and will be unable to receive his/her transcript until the balance is paid in full.

Should the Committee reverse the dismissal decision, the Committee Chair shall promptly prepare a written report within two (2) days of the hearing, which will contain:

- a. A brief summary of the facts found; and
- b. A statement of the Committee action, any performance expectations set for the student, and any modifications to the student's progression through the program. Students are required to repeat a course in which they have earned an Unsatisfactory grade before proceeding with any future coursework.

A copy of the Academic Standing Committee's report shall be delivered to the student via electronic mail and by registered or certified mail. A copy of the decision report shall also be sent to the Office of Academic & Student Affairs for the student's file, to the Office of the Dean, to the MCW Office of the Registrar, and to the MCW Financial Aid Office. The decision of the Academic Standing Committee will be conclusive and binding unless appealed by the student and overturned by the dean or designate (as described below).

Procedures for Appeals of Upheld Dismissals or Deceleration Decisions

Upheld Dismissal Decisions

If the Academic Standing Committee upholds the dismissal decision after the reconsideration hearing is held, students may appeal the decision in writing to the dean or designee within five (5) calendar days of the date of the Academic Standing Committee's written report, and under one of the following conditions as documented in the student's written appeal:

- a. There is evidence to suggest that the decision of the Academic Standing Committee is arbitrary and capricious; and/or
- b. There is evidence to suggest that the decision reflects an unfair or incorrect application of institutional or school policies, or violation of applicable law.

No irregularity in the procedure or deliberations of the Academic Standing Committee shall be a ground for rejection so long as it has conformed substantially to suggested guidelines, unless the substantial rights of the student have been prejudiced by any such irregularity.

The dean or designee shall render his/her decision regarding the student appeal within seven (7) calendar days of receipt of the student's written appeal. The dean or designee may investigate further, clarify issues, and communicate with all persons involved in the case. The dean or designee may reconvene the Academic Standing Committee, if necessary. If the dean or designee requires additional time, he/she will provide the student with a best estimate of when the final decision will be made. The dean or designee shall either:

- a. Accept the decision of the Academic Standing Committee to dismiss the student;
- b. Reverse the decision to dismiss the student and delineate the conditions by which the student may continue in the Doctor of Pharmacy program.

A written copy of the decision rendered by the dean or designee shall be delivered to each of the following:

- a. The student, in person, or electronically, and by certified mail, return receipt requested;
- b. The director of academic and student affairs;
- c. The chair of the Academic Standing Committee;
- d. The student's faculty mentor;
- e. The MCW Office of the Registrar; and
- f. The MCW Financial Aid Office.

The decision by the dean or designee shall be final. A dismissed student's last date of enrollment is the official

dismissal date.

Deceleration Decisions

Students may appeal a deceleration decision in writing to the dean or designee within five (5) calendar days of the date of the Academic Standing Committee's written report, and under one of the following conditions as documented in the student's written appeal:

- a. There is evidence to suggest that the decision of the Academic Standing Committee is arbitrary and capricious; and/or
- b. There is evidence to suggest that the decision reflects an unfair or incorrect application of institutional or school policies, or violation of applicable law.

No irregularity in the procedure or deliberations of the Academic Standing Committee shall be a ground for rejection so long as it has conformed substantially to suggested guidelines, unless the substantial rights of the student have been prejudiced by any such irregularity.

Students who appeal a deceleration decision may remain enrolled until a final decision has been rendered. Living expense refunds of financial aid funds may be held until a determination is reached.

The dean or designee shall render his/her decision regarding the student appeal within seven (7) calendar days of receipt of the student's written appeal. The dean or designee may investigate further, clarify issues, and communicate with all persons involved in the case. The dean or designee may reconvene the Academic Standing Committee, if necessary. If the dean or designee requires additional time, he/she will provide the student with a best estimate of when the final decision will be made. The dean or designee shall either:

- a. Accept the decision of the Academic Standing Committee to decelerate the student;
- b. Reverse the decision to decelerate the student and delineate the conditions by which the student may continue in the Doctor of Pharmacy program.

A written copy of the decision rendered by the dean or designee shall be delivered to each of the following:

- a. The student, in person or electronically, and by certified mail, return receipt requested;
- b. The director of academic and student affairs;
- c. The chair of the Academic Standing Committee;
- d. The student's faculty mentor;
- e. The MCW Office of the Registrar; and
- f. The MCW Financial Aid Office

The decision by the dean or designee shall be final. A decelerated student's last date of enrollment is the date of the dean's or designee's decision letter.

Academic Integrity Violations & Sanctions

The MCW Student Handbook clearly articulates the institution's Honor Code, particularly as it relates to Academic Integrity. The School of Pharmacy will hold all students to the highest standards of academic integrity and, based upon a preponderance of evidence, will address violations of the Honor Code in the following manner:

First Offense - Individual Course. Students who violate the MCW Honor Code in an individual course (other than for examinations) will meet with the course director (and course instructor if applicable) to discuss the violation. If students are found in violation of the MCW Honor Code, they will receive zero points for the assignment and be referred to a designated hearing officer for further adjudication.

After the conference with the designated hearing officer, students may receive one of the following sanctions depending on the severity of the MCW Honor Code violation:

- a. Reprimand
- b. Academic Probation
- c. Suspension

The sanction will become part of the student's academic record but will not appear on an official transcript.

Repeated Offense - Individual Course. Students who have been sanctioned for violating the MCW Honor Code (other than for examinations) and again violate the MCW Honor Code will receive zero points for the assignment and are subject to dismissal. The School of Pharmacy Academic Standing Committee will conduct the hearing and render a decision based upon the hearing procedures as they appear in the MCW School of Pharmacy Student Handbook.

Offense in Multiple Courses within one Academic Session. Students who violate the MCW Honor Code in more than one course in each academic session will receive zero points for the assignments and be subject to dismissal. The School of Pharmacy Academic Standing Committee will conduct the hearing and render a decision based upon the hearing procedures as they appear in the MCW School of Pharmacy Student Handbook. Prior to the hearing, the dean or designee may suspend students who have multiple violations within one academic session.

Academic Integrity Violations Concerning Examinations. Students who violate the MCW Honor Code for examinations are subject to dismissal. The School of Pharmacy Academic Standing Committee will conduct the hearing and render a decision based upon the hearing procedures as they appear in the MCW School of Pharmacy Student Handbook. Prior to the hearing, the dean or designee may suspend students who have violated the MCW Honor Code for examinations.

Non-Academic Violations and Sanctions

Students may also be issued a reprimand, or placed on disciplinary probation, suspended, or dismissed from the Doctor of Pharmacy program, for non-academic reasons, including but not limited to the program's determination that the student fails to meet professional or technical standards. Professional Standards and the Technical Standards are included in the School of Pharmacy Student Handbook and the MCW All Student Handbook. Either a designated hearing officer will meet with the student to address a professionalism or technical standards violation, or the Academic Standing Committee, following the procedures outlined above, will conduct the hearing for failure to meet the professional standards and/or technical standards.

Students who appeal a non-academic dismissal may remain enrolled until a final decision has been rendered. Living expense refunds of financial aid funds may be held until a determination is reached.

Temporary Withdrawal

Students may request a temporary withdrawal for several reasons in accordance with this policy. All requests for leaves of absence must be approved by the director of academic and student affairs. A grade of "W" for withdrawal is assigned when a student leaves a class before its completion, which is defined as having participated in the final assessment for the course.

Such leaves of absence shall be included in the maximum time permitted for degree completion. Except in the case of temporary withdrawal due to active duty, students will be granted no more than twelve months of leave (including leaves mandated by the Academic Standing Committee or school policy as a result of academic difficulty) from scheduled academic time during the entire duration of their enrollment at the Medical College of Wisconsin. Students who take more than twelve months of leave except for temporary withdrawal due to active duty will no longer be making satisfactory academic progress as defined by the MCW Financial Aid Office.

At the time of withdrawal, the Tuition & Fees Payment policy in the MCW All Student Handbook and Return of Title IV Funds policy apply. If the student owes a balance due to withdrawal, the balance is due in full immediately. If the balance is not paid within five days, a late fee may be assessed, and the student will have a hold placed on their account and will be unable to register for future terms or receive his/her transcript until the balance is paid in full.

Temporary Withdrawal due to Active Duty. Prior notification of intent to withdraw and return to school is required unless military necessity precludes the student's ability to provide advanced notice. Requests for active duty leaves must be submitted to the director of academic and student affairs. A copy of active duty orders must accompany the request along with notification of intent to return to school. In accordance with the Principles of Excellence, the following provisions apply to service members that are temporarily unable to attend classes within a semester due to an active duty service obligation.

From an academic perspective, if a student has earned a grade in a semester, the student will retain that final grade for the course(s). The student does not need to retake that course(s), unless required by the dean or dean's designee or requested by the student. Courses that are not completed at the time of withdrawal are non-punitive – meaning a student is not to receive a failing or unsatisfactory grade because of active duty leave. A student will, however, receive a grade of "W" (withdrawal) in courses he/she does not complete during the term. A student may receive a grade of "I" (incomplete) in courses he/she is reasonably expected to complete by the deadline set forth by the program.

At the time of withdrawal due to Active Duty, the Tuition and Fees Payment policy and Return of Title IV Funds policy in the MCW All Student Handbook apply. If the student owes a balance due to withdrawal, the balance will be held at MCW and not reported to collections. When the student returns, he/she would be charged only the difference remaining for what would have been charged that semester. The tuition and fees for only the remainder of the academic year in which the student returns will be charged at the same rate as when the student withdrew. A student should contact MCW no later than six months after the end of active duty and within the time limit of the Principles of Excellence in order to return to school. In the event the student does not contact the school within this timeframe and an unpaid balance remains, the student will have a hold place on his/her account and will be unable to register for future terms or receive transcripts until the balance is paid in full.

ADD/DROP

Students will be enrolled in courses in accordance with the dates and deadlines established by the University Registrar. It is the responsibility of the student to address any holds prior to course enrollment. Students may not withdraw from courses that are required for completion of the Doctor of Pharmacy program. Students may withdraw from the Doctor of Pharmacy program, which is a permanent decision, or request a Temporary Withdrawal, which is a temporary decision (please see temporary withdrawal section of the Academic Standing policy). If students choose to withdraw after an academic session begins, their tuition refund eligibility will be based on the official withdrawal date and MCW's tuition refund policy. A grade of "W" for withdrawal is assigned when a student leaves a class before its completion, which is defined as having participated in the final assessment for the course.

ANNUAL ASSESSMENTS

Students will complete three assessments as they prepare to practice as a pharmacist.

Annual Academic Assessment

The Annual Academic Assessment (AAA) occurs at the end of Year 1 of the Doctor of Pharmacy program. The assessment is developed by MCW School of Pharmacy faculty to measure student retention of foundational knowledge delivered throughout the first year of the curriculum. Students must complete the AAA to be eligible for progression to Session 5.

Pharmacy Curriculum Outcomes Assessment

The Pharmacy Curriculum Outcomes Assessment (PCOA) occurs at the end of Year 2 of the Doctor of Pharmacy program. The assessment is a comprehensive tool developed by the National Association of Boards of Pharmacy to provide an independent, objective, and external measure of student performance in United States pharmacy curricula. The PCOA provides data to the schools and colleges that may facilitate review of an individual student's performance and progress from year to year in relation to the curriculum. All students must complete the PCOA to be eligible for progression to Advanced Pharmacy Practice Experiences (APPEs).

North American Pharmacist Licensure Examination

The North American Pharmacist Licensure Examination (NAPLEX) occurs after completion of Year 3 and graduation from the Doctor of Pharmacy program. The assessment is developed by the National Association of Boards of Pharmacy to measure a candidate's knowledge of the practice of pharmacy.

COMPUTERS

Students are required to bring their laptop computer to every didactic and laboratory class session.

CONFIDENTIALITY WITH STANDARDIZED PATIENTS

Students will be working with a variety of patient cases and standardized patients throughout the lab series and are expected to keep all patient information confidential. Students are required to follow HIPAA guidelines (Health Insurance Portability and Accountability Act of 1996) and to be respectful of any information obtained. All case examples and OSCEs are confidential and should not be shared. Any student found sharing patient information inappropriately may receive an Unsatisfactory grade in the lab course and be required to meet with the Academic Standing Committee.

COURSE & PROGRAM WITHDRAWAL

School of Pharmacy students cannot withdraw from individual courses that are required for completion of the Doctor of Pharmacy program.

Students may withdraw from the MCW School of Pharmacy, which is a permanent decision, or request a Temporary Withdrawal, which is a temporary decision (please see temporary withdrawal section of the Academic Standing policy). All requests for leaves of absence must be approved by the director of academic and student affairs. If students choose to withdraw or take a leave of absence after an academic session begins, their tuition refund will be based on the official withdrawal date and MCW's tuition refund policy. A grade of "W" for withdrawal is assigned when a student leaves a class before its completion, which is defined as having participated in the final assessment for the course.

Students who appeal an academic or non-academic dismissal may remain enrolled until a final decision has been rendered. Living expense refunds of financial aid funds may be held until a determination is reached. If the decision to dismiss students is upheld, they will receive a refund based on the number days in which they were enrolled while the appeal was being considered.

Malpractice Insurance Considerations for Withdrawn Students

A student who is on temporary withdrawal from the Medical College of Wisconsin is not considered enrolled. MCW will not assume any responsibility for any student who is not enrolled and cannot officially be involved in any effort by the student to obtain credit towards their respective degree granted by MCW. A student may not be involved in any coursework, clinical work, or patient care while he/she is not enrolled.

COURSE ATTENDANCE & ABSENCES

As professional students enrolled in a doctoral program, students are expected to physically attend all required class sessions unless the course director or instructor has specified that attendance is not mandatory. Virtual attendance via recorded livestream is not considered appropriate professional behavior unless specifically permitted by the course director or instructor.

The information below applies to daily course attendance. Attendance policies specific to examinations can be found in the Examinations policy.

Students are responsible for all materials covered during any class absence. It is the student's responsibility to contact course directors if an extraordinary circumstance prevents them from attending a course, rotation, or mandatory session.

Should any graded activities or assessments occur while a student is absent for an *unexcused* reason, the student will receive a score of zero. Make-up assignments, quizzes, or other graded activities are not offered to students when their absence is deemed unexcused.

Tardiness

Respect for faculty and fellow students, as shown in part by punctuality and attendance, is an important component of student conduct and professionalism. Persistent issues of tardiness may be addressed by the course director, the director of academic and student affairs, the associate dean for curricular affairs, and/or the Academic Standing Committee.

In some course activities, participation may be a factor in determining the grade. Students may not receive credit for graded activities that are missed due to tardiness.

Excused Absences

To request consideration of an excused absence, students must follow the absence notification procedures outlined in Appendix A (Student Absence Notification) in advance of the upcoming absence or, when specifically not possible, within 24 hours of the absence. The determination of whether the absence is excused or unexcused is made by the course director, in consultation with the Office of Academic & Student Affairs, based on the criteria outlined below. In the event of an excused absence, the completion of any missed work will be left to the discretion of the course director. The following types of absences are generally considered "excused" absences:

1. **Illness/injury of students:** The student who seeks an excused absence may be asked to submit written confirmation of illness or treatment by a medical practitioner including date(s) of care. The written confirmation must appear on official health system or medical office letterhead. Students should request accommodations for documented chronic conditions with the director of academic and student affairs as soon as possible.
2. **Death or illness in the immediate family:** "Immediate family" is typically defined as spouse, child, parent, legal guardian, sibling, or grandparent. The student who seeks an excused absence for this purpose may be asked to submit acceptable documentation.
3. **Short-term military:** A copy of the student's orders will be submitted to the director of academic and student affairs as documentation.
4. **Jury duty or subpoena for court appearance:** A student must submit a copy of the subpoena or notification of jury duty to the director of academic and student affairs as soon as the student is notified of the appearance.
5. **Extraordinary circumstances:** Examples of an extraordinary circumstance include but are not limited to serious illness of immediate family members (defined above), accidents, inclement weather, natural disasters (fire, flood, etc.), attending funerals of friends or extended family members, etc. These absences will need to be approved by the course director on a case-by-case basis. Documentation will be required in most circumstances.
6. **Professional meetings:** When approved and sponsored by the Office of Academic & Student Affairs or School administrator. Documentation confirming attendance of the professional meeting may be requested.
7. **Professional interviews:** See Section IV of this handbook for details.

In situations where students are required to provide documentation, the Office of Academic & Student Affairs determines if the documentation provided satisfies the requirement.

Should a student be absent from classes/rotation for more than two consecutive weeks of an academic session, the Office of Academic & Student Affairs may recommend the student consider a temporary withdrawal in an effort to prevent long-term negative effects on the student's academic performance and academic record.

The ability to make up a graded assignment, quiz, or other graded activity due to an excused absence is left to the discretion of the course director. All missed exams will be administered in accordance with the Make-Up Examination policy.

Religious Holidays

As a private, not-for-profit, non-sectarian organization, the Medical College of Wisconsin does not promote any religion. MCW does not discriminate against students, staff, or faculty based on religion or lack of religious belief.

MCW recognizes there may, on occasion, be conflicts between educational requirements and the private free exercise of religion. MCW is committed to reducing these conflicts; however, minimizing these conflicts must be accomplished without causing unreasonable interference with the delivery of coursework and never at the expense of patient care/clinical care duties. A student's claim of sincerely held religious beliefs will be taken at face value and information provided by a student about religious beliefs will be kept confidential to the extent possible.

MCW recognizes there are likely to be periodic conflicts between mandatory academic requirements and religious obligations. A student with a conflict between an academic requirement and a religious holy day may be offered an alternative means of meeting the academic requirement subject to the following:

1. A student who requests an alternative means of meeting an academic requirement due to religious practices must notify the course director of the specific dates that they are requesting the rescheduling of an academic requirement. The course director must be notified as soon as possible and no later than the fifth day of classes for the session.
2. Course directors may set limits on the number of days requested by any one student.
3. Students remain responsible for coursework covered during any absence.
4. Course directors may schedule make-up exams or other mandatory work *before* or *after* the claimed religious day.
5. Course directors are permitted to make changes in the arrangements for make-up work. For example, if an exam must be proctored, the course director may make arrangements for the student to take the exam in a room that is more convenient for the proctor.

If the course director believes the number of religious holidays requested by a student is unreasonable or that the conflict cannot be resolved without causing unreasonable interference with the delivery of the coursework or the course, the matter may be referred to the director of academic and student affairs, who shall discuss the matter with the course director, the involved department(s), and with the student, if necessary, and render a decision.

Cancellation due to Inclement Weather

On rare occasions, severe external conditions (such as inclement weather or other potentially hazardous or emergency situations) may require MCW to close or delay opening. Announcements pertaining to closures are coordinated through the Office of Communications and are posted on the Office of Communications website and broadcasted on several local AM and FM radio and television stations.

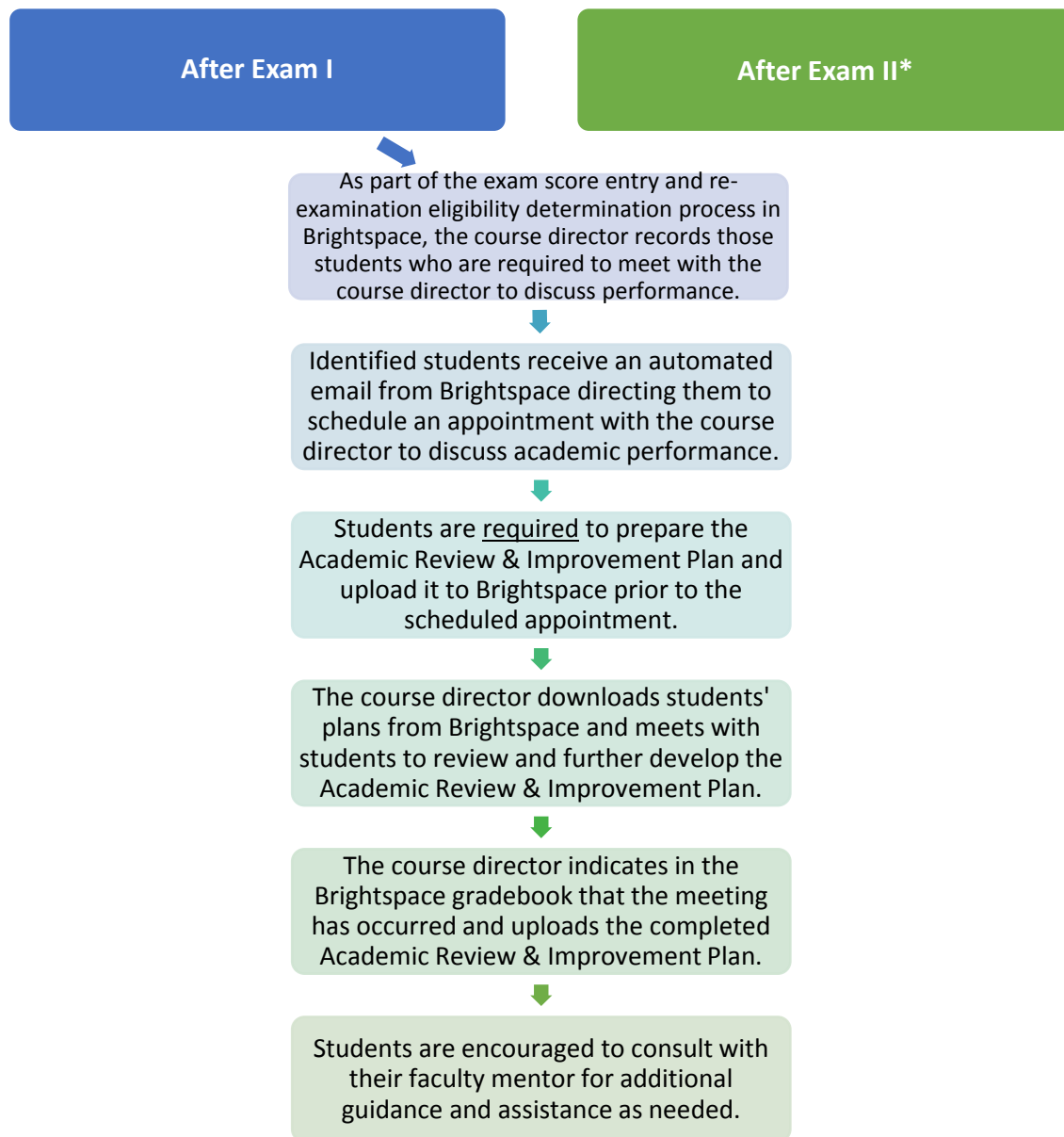
The Office of Public Safety will coordinate the announcement of a closure through the mass notification system, which notifies students via their MCW email address in addition to other means of communication which students have entered into the system, such as personal phones or email.

It is the general policy that MCW will maintain a normal operating schedule. A student should never assume that MCW will close, delay opening, or close early. MCW will open on its regular schedule with the expectation that students will report to class, regardless of the weather condition, unless otherwise officially announced by MCW.

Students are encouraged to make every effort, consistent with their own safety, to arrive to class as scheduled. A student is required to inform the course director by email if they are unable to report to class or anticipate arriving late due to adverse weather conditions or some other emergency.

COURSE PERFORMANCE INTERVENTION

The School of Pharmacy has developed a system that identifies students who may be experiencing academic difficulty early enough in an academic session so that assistance can be provided to help improve overall performance. Though course structure may vary, the typical pharmacy course may offer more than one intervention point. The following diagram depicts how the process works for courses with two midterm examinations.



**Only applicable when Exam II occurs as a midterm (not as a final examination). Course directors are encouraged to be flexible as warranted due to the limited number of weeks before the end of the academic session.*

For courses that do not have examinations, the process may be adapted to align with other major course assessments or as determined by the course director.

Students whose academic performance does not improve and who do not pass a course are subject to the procedures outlined in the Academic Standing policy. The Office of Academic & Student Affairs monitors student compliance with this process. This information becomes part of a confidential student database, and relevant data is shared with both the Academic Standing Committee and Assessment Committee.

COURSE AUDIT

Students who are not enrolled in the Doctor of Pharmacy program may be given permission to enroll in a PharmD course by the director of academic and student affairs after consultation with the course director.

ENGLISH AS A SECOND LANGUAGE

As indicated in the Technical Standards for Admission, Progression, and Graduation, mastery of both written and spoken English is required of all students. If it is determined a student requires English language instruction, their progress in the Doctor of Pharmacy program may be decelerated or stopped until the student is able to demonstrate mastery of English.

The School of Pharmacy may require a student to enroll in an “English as a Second Language (ESL)” program offered by another institution if English language deficiencies interfere with the student’s progress. The cost of the program will be the responsibility of the student.

EXAMINATIONS

A student who violates any aspect of the Examinations policy will be found to be in violation of the MCW Honor Code.

Students are required to bring and use their privacy screen for all assessments delivered via ExamSoft – examinations and quizzes.

In addition to the specifics included in this policy, students are required to follow any verbal instructions set forth by School of Pharmacy faculty and staff involved in the delivery of an examination.

Administration of ExamSoft Assessments

1. Students should not carry unauthorized personal items and/or devices into the testing room. These items include but are not limited to the following:
 - a. Cell phones
 - b. Watches with alarms, computer or memory/recording capability
 - c. Paging devices
 - d. Recording/filming devices
 - e. Reference materials (books, notes, papers)
 - f. Backpacks, briefcases, or luggage
 - g. Beverages or food of any type (except for medical reasons; see below)
 - h. Coats, outer jackets, hooded clothing that can be converted to headwear or ones with a built-in head cover, scarves
 - i. Headwear
 - j. Electronic devices (iPads, computers) are restricted to those required to take examination in ExamSoft
 - k. Calculators can only be brought to examination if specifically permitted by course director; students would be notified prior to examination whether calculators would be permitted.
2. Students will take course exams on their laptops compatible with the ExamSoft platform. Students are required to download the exam file for each exam in advance of the exam report time. Students are required to bring their student ID, laptop, power cord, privacy screen, and earbuds/headphones when required with them to the exam. All personal items, other than those previously identified, should be stowed in student lockers in accordance with the Examinations policy. Students are encouraged to store their privacy screen in their student locker when it is not in use. In the event that technical assistance is needed for student-owned laptops as part of an exam session, an MCW ID badge must be provided at the time of assistance. For an emergency situation, loaner laptops, privacy screens, and technology assistance can be obtained from the Exam Technology team at the entrance to the exam room.
3. Once the assessment password is shared with students, students must close all other content on their computer and immediately enter the exam file. Students are prohibited from delaying exam entry for any purpose, including last-minute review of course materials.

4. Should the chief proctor determine that students will be provided with blank paper, it will be distributed *after* students enter the assessment password and the examination begins. Notes or calculations may be written on both sides of the paper during the examination. The paper will be collected at the end of the examination session by proctors.
5. Students will be permitted to leave the examination to use the restroom one-at-a-time, one per gender. A student requiring a restroom break should inform the proctor and provide the proctor with a student or government ID card if requested. Any notes taken on paper during the test as well as paper examinations must also be left with the proctor. These items may be collected from the proctor when the student returns to the room. The timer for the exam will continue during restroom breaks; students taking a break will not be allotted additional time to complete their exams. Proctors will determine whether the time that a student is absent from the room during examinations is reasonable. The proctor may keep a sign-in/sign-out sheet to track the duration of student absences. These breaks are solely for the purpose of using the restroom; thus, students should not visit other areas and should not communicate with others while on break.
6. Any student exhibiting unusual behaviors during exams will be required to meet with the appropriate school official.
7. In the event a student may require food or beverage during an examination period due to medical necessity, these items should be left with the proctor at the beginning of the examination. A student may be asked to leave the room to consume food or beverage if required as such activity may be disruptive for other students. The exam time allotted will not be extended in these cases. The respective school should be notified by students of this requirement in writing at the beginning of the year for known medical issues, but should be communicated before starting a new course or at least one week prior to examinations, if applicable, with new medical conditions. A letter from a licensed medical provider may be requested to support this exception to standard examination rules. In the case of recurring need to have food/beverage available due to medical necessity, the request will only need to be made once sometime before the first examination and approval will carry over to subsequent examinations during the academic year. Subsequent requests will need to be made at the beginning of a new academic year.
8. If a student arrives late for an examination, the student will be asked to quietly take a seat in a designated area of the room so as not to disturb others taking the examination. Upon arrival, the student should check in with the exam proctor. Students arriving late for an examination will be expected to complete the exam in the time remaining for the originally scheduled testing period.
9. A student who fails to correctly upload a completed assessment file before the exiting the room or the testing period concludes, whichever happens first, may receive a reduced score on the assessment.
10. When a student has completed an assessment (and the immediate exam review, when applicable), the student is required to show their Exemplify “green screen” to a proctor. In the event of an examination, the student is required to exit the exam room immediately after displaying the green screen. In the event of an in-class quiz, the student is required to close the laptop until the proctor announces that the testing period has concluded.

Additional Rules for the Administration of Computerized Examinations

Students are responsible for understanding the mechanics of examination navigation and submission.

Students are responsible for bringing a well-maintained personal laptop, power cord, privacy screen, log-on and password information to the examination. Students who fail to bring this equipment may be penalized at the discretion of the chief proctor.

All students, by taking the examination, acknowledge and consent to the following, which will appear on the computer screen at the beginning of each examination administration:

All of the test items used are owned by the department administering the examination. Any reproduction of the materials or any part of them through means including, but not limited to, photocopy, dictation, photography, or reconstruction through memorization and/or dissemination (oral or written) in any form to any individual and/or party is prohibited and constitutes a violation of the Professionalism policy.

The following tools will be available on all examinations, unless otherwise noted in the posting announcement:

1. Calculator
2. Missing Answer Reminder
3. Text Highlighting
4. Show 5 Min Alarm
5. Numbering
6. Backward Navigation
7. Cut, Copy, and Paste
8. Notes
9. Question Feedback

Premature closure of the examination window will not merit additional examination time, except at the discretion of the proctor.

Exam software records date and time stamp records of all student activity within the exam software including but not limited to start time, answers selected, questions skipped, and exam submission and may be used to address appeals.

At the discretion of the proctor, the format of the examination (computer v. non-computer) may be changed or the examination may be rescheduled even when an examination is in progress.

The exam proctor is the official time keeper. Exam software displays the amount of time remaining for examination which may be inaccurate for late arriving students. At the end of the examination allotted time, students must immediately submit their answers. At the discretion of the course/unit director, the percentage and/or raw score(s) may be displayed upon submission of exam.

Technology support resources are provided adjacent to the examination room before, during, and after the exam.

Team-Based Learning

In between an Individual Readiness Assurance Test (IRAT) and Team Readiness Assurance Test (TRAT), students must remain silent and in the classroom and refrain from accessing their laptop, phone, or mobile device until the entire assessment period (IRAT + TRAT) is over. Any student found using their laptop, phone, mobile device, or notes in between the IRAT and TRAT may be found in violation of the MCW Honor Code as outlined in the MCW All Student Handbook and may be subject to disciplinary sanctions as outlined in the Professional Misconduct policy of the MCW All Student Handbook.

Students completing a team-based assessment (TRAT/exam) are required to submit the same answers as their team members. In the event a student neglects to record the same answers as their team members, the student may receive reduced or zero credit for the question.

Procedures for Evacuation during an ExamSoft Assessment

In the event an emergency evacuation (e.g. fire alarm) is required during an ExamSoft assessment, faculty and students must evacuate according to the [emergency procedures established by MCW Public Safety](#).

Before exiting the classroom, faculty proctors should instruct students to **PRESS** and **HOLD** the power button on their laptops until the computer powers off.

- When the computer powers off, the ExamSoft timer will pause until the computer is powered back on. Student progress (completed questions and selected answers) is saved; no responses are lost.
- If students quickly press and release the power button, this does not power down the computer fully, and the ExamSoft timer will continue to run. Student must PRESS and HOLD. If a student neglects to PRESS and HOLD and fully power off their machine, they forfeit the time lost during the evacuation.
- Students must leave their laptops in the classroom.

Students should exit the classroom and follow the faculty proctors to the designated Evacuation Assembly Area outside of the building.

- From the digital classrooms, use the northeast stairwell by the study/test rooms to exit via the courtyard next to the executive parking lot. The Evacuation Assembly Area is on the grass north of the driveway from the executive parking lot down to 87th street.
- From the learning and skills classrooms, use the closest west stairwell to exit to the courtyard between the Medical Education Building and the MACC Fund Research Center. The Evacuation Assembly Area is along Connell Avenue at the south end of the courtyard.

Students are prohibited from discussing assessment content during the duration of the evacuation.

Once the all clear has been given and it is safe to re-enter the building, students should follow the faculty proctors back to the classroom, take their seats, and press the power button on their laptop to resume their ExamSoft assessment. A universal continuation code will need to be entered by each student on their machine, and this can be provided by exam support staff. Once students have entered the continuation code, their timers will resume from where they stopped when they powered down their machines. No time is lost if the student powered down correctly.

Once students have resumed testing, the faculty proctors can consult with exam support staff regarding any additional actions that may need to be taken, including adjustment to the academic schedule for the remainder of the day, if warranted.

Students Arriving Late

1. The course director or their representatives will clearly communicate the starting time for each exam and the expected arrival time for students. Students should arrive prior to the expected arrival time to assure “on-time” arrival on examination days.
2. Students arriving late to take an examination should quietly inform the course/unit director or chief proctor of their arrival. The course director or the chief proctor has authority to decide how to manage a student arriving late for an exam. In accommodating the late student, every effort will be made to minimize the disruption to other students taking the exam.
3. The student will be expected to complete the exam in the time remaining for the original testing session.
4. Arriving late for exams is an issue of professionalism. After the exam, students arriving late may be required to meet with the course director.
5. The course directors may choose to address this issue with additional actions, such as reducing the student’s exam score or course grade, and/or having the student meet with the appropriate school official in cases of unprofessionalism or recurrent tardiness to examinations.

Post-Examination Review

It is recommended that all eligible students attend the post-examination review. In general, discussion of exam questions is allowed only during the scheduled post-examination review, unless otherwise permitted by the course director. Student requests to meet with the course instructor(s) individually to review exam performance must occur after the post-exam review session.

A post-exam review will generally occur within one week of the exam. The review must occur before any scheduled re-examination.

Only students who took the exam are permitted to attend the post-exam review.

Students who are waiting to complete a make-up exam per the Make-Up Examination policy are prohibited from attending the post-exam review session.

Post-Examination Review following Immediate Exam Review

The purpose of a post-exam review is to enhance the learning experience for the students and enable them to be more proficient at the material covered. In most cases, School of Pharmacy examinations will make use of an immediate exam review in the Exemplify platform that students may access prior to leaving the examination room.

While completing the immediate exam review in Exemplify, students may request a piece of colored paper from an exam proctor to make note of questions they would like to discuss during the post-exam review. Students must record their name and the date of the exam on the paper, and students must submit their paper to a proctor before departing the exam room. If the course director(s) is not offering this option, the course director should notify students prior to exam day.

The following best practices have been identified by faculty, staff, and students. If exceptions are to occur to any of the items below, the course director(s) should communicate the exception(s) to students prior to the exam day.

1. A post-exam review session is scheduled for all midterm exams at 4:00 PM on exam day. Course director(s) may request alternative dates/times.
2. Post-exam review sessions should always occur as scheduled (regardless of exam score average, number of students in attendance, etc.).
3. MCW faculty who contributed questions to the exam should attend. Guest instructors from outside of MCW who contributed questions to the exam are strongly encouraged to attend.
4. Student attendance is optional.
5. Post-exam review sessions are secure, just like exams, with the exception that student laptops are prohibited. Students are required to scan in.
6. The course director(s) distributes student notes that were collected during the initial exam delivery. Students can use these notes to seek clarity regarding questions they answered incorrectly.
7. The course director(s) and instructors display and explain all questions with scoring adjustments (if any).
8. The course director(s) and instructors display and explain questions a majority of students answered incorrectly.

Before each student leaves the room, the course director(s) collects their notes and securely discards them following the session. It is the course director's responsibility to ensure all student notes are collected before the conclusion of the session.

Post-Examination Review without Immediate Exam Review

In some cases, School of Pharmacy examinations will make use of a delayed post-exam review – meaning no immediate exam review occurs in Exemplify during the testing period. The information below applies to delayed post-exam review sessions.

Students may bring only their laptop, power cord, and privacy screen into the post-examination room. Students should not carry unauthorized personal items and/or devices into the testing room, including:

1. Cell phones
2. Watches with alarms, computer or memory/recording capability
3. Paging devices
4. Recording/filming devices
5. Reference materials (books, notes, papers)
6. Backpacks, briefcases, or luggage
7. Beverages or food of any type (except under medical reasons. See below)
8. Coats, outer jackets, hooded clothing that can be converted to headwear or ones with a built-in head cover, scarves
9. Headwear
10. Electronic devices (iPads, computers) are restricted to those required to take examination in ExamSoft

11. Calculators can only be brought to examination if specifically permitted by course director; students would be notified prior to examination whether calculators would be permitted.

No recording devices are permitted. Students are prohibited from reproducing any part of test material through means including, but not limited to, photography, written or typed copying, reconstruction through memorization, and/or dissemination in any form to any person or party.

The exam opens for review at the time specified by the course director (4:00 PM in most cases). Once the course director(s) displays the exam password, students have only 10 minutes to successfully log in. Students who arrive less than 10 minutes after the start time of the exam may be permitted to enter the room at the discretion of the course director. If they miss the displayed passwords, they must raise their hand and wait for the course director(s) to show them the typed passwords on a piece of paper. Students who arrive later than 10 minutes after the start time of the review session will not be permitted to enter the room, as the review in Exemplify is no longer available to be started after that time.

Once the student enters the second password, ExamSoft locks down the student's computer. Students can view all exam questions, the answer choices, their selected answer(s), the correct answer(s), and rationale.

When the student has completed their review, they must exit the review portal in ExamSoft and raise their hand to draw the attention of the course director(s). Once the student has exited the exam review, they cannot re-enter the exam review in Exemplify. The student must show their the Exemplify home screen to the course director(s) prior to leaving the room, and they must exit through the door by which they entered.

For exam content security purposes, students who attend a post-exam review session must remain in the room for at least 15 minutes prior to exiting.

The exam officially closes for review and becomes inaccessible to students 50 minutes after the scheduled start of the Post-Exam Review session.

Students are prohibited from sharing the ExamSoft password of the post-examination review with any other individual. Students who violate this policy may be required to meet with the Academic Standing Committee and will be subject to the disciplinary sanctions outlined in the MCW Professional Misconduct policy. Additionally, violators may be prohibited from make-up examination or re-examination in the future.

Question Appeals

Students will have 24 hours after the scheduled post-exam review to professionally express concerns based on sources defined by the course director.

- a. The course director will clearly define the method by which students may submit appeals (email, D2L/Brightspace, etc.).
- b. The decision to eliminate a question or accept more than one answer as correct on an exam rests with the course director. This decision may be based on consultation with course instructors and/or psychometric data for the overall exam and individual questions.
- c. Course directors will communicate final decisions regarding appeals to students within five (5) business days of the appeal submission deadline.
- d. Course directors will provide students with an explanation for decisions on appeals.

Make-Up Examinations

Students are required to abide by the Course Attendance and Absences policy.

In the event of a foreseeable absence at an examination, the student is required to notify the course director of the potential conflict via email within five business days of the first meeting of the class or as soon as possible. The course director, in consultation with the Office of Academic & Student Affairs and the Course Attendance and Absences policy,

will determine if the absence will be considered excused or unexcused. If the absence is determined to be excused, an alternative examination time will be offered to the student, which may occur prior to the scheduled class examination time. If the absence is determined to be unexcused, the student will be required to complete the examination during the originally scheduled time.

In the event of an unforeseeable absence at an examination due to an extenuating circumstance, the student is required to contact the course director as soon as possible to explain the situation. The course director, in consultation with the Office of Academic & Student Affairs and the Course Attendance and Absences policy, will determine if the absence will be considered excused or unexcused. If the absence is determined to be excused, an alternative examination time will be offered to the student. The student will be required to provide documentation of the reason for the absence. If the absence is determined to be unexcused, the student will not receive an alternative exam time and will receive no credit for the examination.

A student is prohibited from participating in a post-exam review session if they have not taken the examination.

Re-Examination

This policy applies to student learning assessments labeled as examinations (exams) in the course syllabus.

Midterm Examinations

Students who participate in the first iteration of a midterm examination in a course and earn an Unsatisfactory grade (score below 75%) are eligible for re-examination. Eligible students must notify the course director via email of his or her intent to re-examine no later than 5:00 PM on the business day following the release of exam scores. Students who do not adhere to this deadline will not be permitted to re-examine. Re-examinations occur after the post-exam review and before the next scheduled examination in the course.

Team-Based Examinations

Students who participate in the first iteration of an individual examination followed by a team-based examination and earn a *combined* Unsatisfactory grade (score below 75%) between the two assessments are eligible to re-examine the individual portion. The team-based portion of the examination may not be re-examined.

Final Examinations

Students who participate in the first iteration of the final examination in a course and earn an Unsatisfactory grade (score below 75%) are eligible for re-examination so long as a re-examination score higher than 75% is not required for the student to earn a Satisfactory grade in the course. Students will be notified by the course director within 24 hours of the first iteration of the examination of their eligibility to re-examine.

Format

Re-examinations will be similar to the original examination in content, format, duration, and difficulty.

Scoring

A maximum score of 75% is permitted for re-examinations. If a student earns a score in the range of 75-100% on a re-examination, the final score for the exam will be recorded as 75%. If a student earns a score lower than 75% on the reexamination, the final score for the exam will be the higher of the initial score and the re-examination score. When a student re-examines an individual examination that was followed by a team-based examination, the maximum combined score that can be earned is 75%.

GRADE APPEALS

Students can appeal a final course grade following the procedure outlined below. All student appeals must begin with the course director conference.

Course Director Conference

The student shall first request, in writing or in person, a conference with the course director to explain the reason for the appeal and seek a resolution. The request must be made no later than seven (7) calendar days after the start of the next academic session. In matters relating to grades, the course director's judgment is typically deemed final and conclusive.

After the conference, students may appeal the professional judgment exercised by a course director in assigning a grade only under the following circumstances:

1. Grades resulting from deviations in the course director's established and announced grading procedures
2. Errors in application of grading procedures
3. Modification of grades for non-academic reasons
4. Gross error in judgment by the course director

Department Chair Conference

If the student is not satisfied with the course director's resolution to the grade appeal, the student shall request to meet with the department chair. This request to meet with the department chair must be made in writing within seven (7) calendar days of the date of the meeting with the course director. The written request should specify the student's reason for appeal and provide supporting evidence where appropriate. The department chair shall conduct an investigation, prepare a written report of his/her findings, and deliver the findings through official correspondence to the student and the Office of the Dean within fourteen (14) calendar days of the student conference.

Office of the Dean Conference

If the student desires to appeal the findings and decision of the department chair, a written request for a conference with the school dean or dean's designee must be filed by the student within seven (7) calendar days of the issuance of the official correspondence of the decision of the department chair. The school dean or dean's designee will provide a copy of the appeal to the course director, and the course director will respond, in writing, prior to the date of the student conference with the dean or dean's designee. The school dean or dean's designee will prepare a concise, written report of his/her findings and deliver then findings through official correspondence to the student within fourteen (14) calendar days of the appeal. The decision of the dean or designee is final.

GRADING SYSTEM

The School of Pharmacy uses the Honors/Satisfactory/Unsatisfactory (H/S/U) competency assessment for all coursework and experiential rotations:

Grade Designation	Level of Achievement
Honors (H)	95% or more of course points available
Satisfactory (S)	75%-94% of course points available
Unsatisfactory (U)	Below 75% of course points available

The School of Pharmacy will use the conventional rounding method (0.5 or above rounds to the next whole number).

Incomplete Grades

A grade of *Incomplete* is used only when students are unable to complete course requirements for some acute and/or unexpected circumstance beyond the student's control. Students have no more than ten (10) calendar days after the published grading deadline to complete the course requirements and have the course grade converted from *Incomplete* to a letter grade. If the course requirements are not completed within this period of time a grade of U is automatically assigned to the course. If the *Incomplete* grade was earned in an experiential education rotation, the director of experiential education will determine the date by which the course requirements must be completed and will communicate this information to students.

For work completed prior to the deadline, the incomplete grade will be removed when the instructor, using a grade update form, submits a grade evaluating academic progress (H, S, U). A student may be given an extension of an incomplete due

to extraordinary circumstances—for example, if the instructor will not be available during the following semester to ensure that the work is completed. Under such circumstances, the instructor will complete and submit an Incomplete Grade Extension Request form.

GRADUATION REQUIREMENTS

Candidates for the Doctor of Pharmacy degree must:

1. Complete the required minimum number of professional Doctor of Pharmacy degree credits.
2. Complete courses required in the professional pharmacy curriculum, including the required number of professional electives, selected from the list of approved elective courses.
3. Complete the Scholarly Pathways requirements as defined by the School of Pharmacy;
4. Complete the co-curriculum requirements as defined by the School of Pharmacy;
5. Pay all fees and financial obligations to the institution;
6. Maintain technical standards for admission, promotion/progression, and graduation;
7. Be recommended for the degree by the Academic Standing Committee; and
8. Complete the requirements of the Doctor of Pharmacy degree within 5 years of matriculation.

The requirements for graduation, including policies and specific courses, are subject to periodic review and may be changed from time to time as determined by the School of Pharmacy.

Graduation dates are determined by the MCW Office of the Registrar.

INDEPENDENT STUDY

Independent study is an educational activity such as project-level research or concentrated inquiry undertaken by a student under the direction or supervision of a faculty member. The type of activity selected for independent study cannot be part of an existing required or elective course. Credit earned via independent study satisfies elective credit in the Doctor of Pharmacy program.

Generally, students are not considered for enrollment in an independent study until after the completion of Session 2.

If an independent study is completed in Session 6 or 7 in lieu of a traditional didactic elective course, students may earn up to 3 academic credits. In all other sessions, students may enroll in only one independent study for up to 1.5 credits.

Completed Request for Independent Study forms must be submitted to the Office of Academic & Student Affairs no fewer than seven days prior to the first day of the academic session in which the independent study is to occur.

LABORATORY SAFETY

Students are expected to be respectful of all equipment that is used during the lab. Any broken equipment should be brought to the attention of the lab instructor immediately. Any intentional damage to equipment may be grounds for course failure. Students are responsible for acting in a safe manner during lab time. Safety information specific to an activity will be provided to the students prior to the lab time. General rules for lab safety include:

- Keep pathways throughout the lab clear
- No food in the lab
- Never run through the lab
- Leave your workspace clean before leaving
- Know emergency procedures
- Report all accidents, injuries, and equipment breakage to the instructor immediately

LEARNING MANAGEMENT SYSTEM

MCW utilizes Desire2Learn (D2L) as its learning management system (LMS). Courses that began prior to July 1, 2018, are housed in the legacy D2L portal. Courses that began on or after July 1, 2018, are housed in the Brightspace portal. Students access the portal with their MCW login credentials.

Course pages become available to continuing students in the LMS on the first day of the academic session. Students maintain access to all course content through graduation.

Brightspace is the primary means by which faculty communicate with students about course content outside of class meeting times. Students are expected to review Brightspace Announcements for each course on a daily basis.

PEER EVALUATION

Throughout the Doctor of Pharmacy program, students will be asked to provide peer feedback following group activities such as Team-Based Learning and projects. In order to achieve a Satisfactory grade for the quality of peer feedback, in addition to abiding by course director/instructor directions and the course syllabus, students should consider and follow the example provided to them in the School of Pharmacy Student Resources Brightspace course to ensure they are providing effective feedback specific to each team member.

PROFESSIONAL LEVELS

Promotion to the next level of study is contingent upon successful completion of prerequisite coursework and demonstration of appropriate professional conduct in the program. Promotion may be subject to further review by the Academic Standing Committee.

P1	0.000 to 32.499 credits
P2	32.500 to 84.999 credits
P3	85.000 to 138.999 credits
P4	139.000+ credits

POST-COURSE REMEDIATION

The School of Pharmacy does not offer post-course remediation. Students who earn a final grade of 'U' in any course must repeat the course the next time it is offered the following year. See the Academic Standing policy for additional information.

REPEATING COURSES

Students who need to repeat academic courses may do so following the procedures outlined by the Academic Standing Committee. All course attempts will appear on the student's transcript; however, only the highest grade earned in a course will be used when calculating the student's academic standing. This policy does not apply to courses which are designed to be taken multiple times. Any repeated course will require registration for that course in a semester/session that the course is officially being offered. Tuition for repeated coursework will be charged at the current rate at the time of registration in accordance with the Tuition & Fees section of the MCW All Student Handbook. A final grade of Honors (H) cannot be earned in a repeated course.

SOURCE CITATION

The School of Pharmacy utilizes the American Medical Association (AMA) Manual of Style as its guideline for academic writing and presentations. Students are required to cite sources according to the procedures outlined in the AMA Manual.

SUBSTANCE ABUSE

In compliance with federal, state, and local laws, MCW policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession, or use of a controlled substance or alcohol ("Substance Abuse") by students, faculty, and staff in the workplace or while conducting business or activities. In carrying out this commitment, the MCW School of Pharmacy will fully comply with the federal Drug-Free Schools and Communities Act of 1986 as amended by Public Law

101-226 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, Section 5160). The MCW Drug-Free Workplace, School, and Campus policy can be found in the MCW All Student Handbook.

Substance Abuse, regardless of quantity or type, is a violation of criminal law and will be treated as such. Violators may be subject to arrest and prosecution.

Disciplinary Sanctions

Consistent with federal, state, and local law, MCW will impose disciplinary sanctions upon students who violate this policy. Violations of the federal, state, and local laws and ordinances governing Substance Abuse by students may result in referral for criminal prosecution in accordance with applicable law. Legal sanctions, including fines and/or imprisonment, may be imposed by the courts. School of Pharmacy students in violation of this policy may be required by the MCW School of Pharmacy to seek treatment or be placed on disciplinary probation, suspended, or dismissed from the Doctor of Pharmacy program.

As a general disclaimer, in instances where circumstances warrant, MCW reserves the right to take any lawful action necessary to maintain the safety of patients and/or the educational environment, which may be in lieu of or in addition to the processes and procedures set forth herein.

Health Risks Associated with Substance Abuse

The MCW School of Pharmacy's primary interest is to assist students in avoiding the physiological and psychological damage that results from Substance Abuse, as well as to maintain safe patient care and learning environments. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical impairment such as liver, heart, or digestive impairment; memory loss; and impaired judgment and other personality disorders.

Health Services

Students with the MCW student health insurance plan have access to Health and Mental Health Services. Comprehensive information about coverage can be found in the MCW All Student Handbook.

Faculty Response to Suspected Drug and/or Alcohol Use by a Student Attending a Didactic/lab Class

The School of Pharmacy expects all students attending and/or participating in classroom or laboratory experiences to be free from the influence of drugs and alcohol. All violations by students will be referred to the Academic Standing Committee for adjudication. Acting on behalf of MCW and the School of Pharmacy, the Academic Standing Committee may impose disciplinary sanctions against any student who is found to be in violation of the law or policies related to Substance Abuse.

If there is reasonable suspicion based on the student's behavior (observed or reported) that the student is using or is under the influence of drugs or alcohol, the student shall be tested for drugs and alcohol. Additionally, while the hearing process is pending, the dean or designee has the authority to suspend the student from all classroom and experiential activities.

If a faculty member or preceptor suspects, observes, or receives information that a student is using or may be under the influence of drugs or alcohol while in a classroom or laboratory, he or she must take the following steps:

1. Contact Public Safety to send an officer to the appropriate classroom or laboratory.
2. Remove the student from the classroom or laboratory.
3. Notify the dean or designee about the incident.

4. The dean or designee will meet with the student in private and inform him or her of the behavior or performance that has been suspected, observed, or reported. When possible, include a second person in the meeting (another faculty member, clinician, Public Safety Officer, or staff member) to serve as an independent observer and witness.
5. During the meeting, the dean or designee should ask the student to disclose all alcohol or drugs that have been ingested and to turn over all drugs that are in the student's possession or control (if any). If the student has stored alcohol or drugs in a campus area other than where this meeting is occurring, the Public Safety Officer will accompany the student to the place where the alcohol and drugs are stored.
6. Drug and alcohol testing will be done at the student's expense. The chain-of-custody testing process must be used, and the Drug Abuse Profile must include but not be limited to: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Ethanol, Opiates, and Phencyclidine.
7. If testing is available on-site, the Public Safety Officer will accompany the student to the location where the drug testing will be done. If testing is not available, the dean or designee will inform the student that he or she must provide a blood and/or urine sample at an accredited health agency within 5 hours of leaving the facility. The results of this testing must be promptly provided to the dean or designee once the results are available.
8. If a student refuses testing or to promptly release the results of the tests to the dean or designee, it will be treated as if the student tested positive and the student may be subject to immediate suspension pending a formal hearing.
9. As a safety precaution, the student should not be allowed to drive home if the person is found to be intoxicated or under the influence of a controlled substance. Have the student contact a friend or family member to drive the student home. If none are available, contact a taxi service to drive the student home.

Incident Report Procedure

The faculty member will document, in writing, the behavior(s) or the performance issue/concerns suspected, observed, or reported. A detailed description of the same, including dates, times, and names of all parties involved, shall be delivered to the dean or designee. All written documentation and drug and alcohol testing results are to be placed in the student's file and will be provided to the Academic Standing Committee for adjudication.

Hearing Procedure

The hearing procedure for students suspected of drug abuse and/or alcohol in a classroom or laboratory are described in the section below.

Faculty and/or Preceptor Response to Suspected Drug and/or Alcohol Use by a Student at a Clinical Site

The School of Pharmacy expects all students participating in experiential and clinical experiences to be free from the influence of illegal drugs and alcohol. All violations by students on experiential and clinical sites will be referred to the Academic Standing Committee for adjudication. Acting on behalf of MCW and the School of Pharmacy, the Academic Standing Committee may impose disciplinary sanctions against any student who is found to be in violation of the law or policies related to Substance Abuse.

Clinical facilities' site personnel may require that students submit to and pay for substance abuse testing prior to beginning or at any time during the clinical practicum. While at the clinical facility, if there is reasonable suspicion based on the student's behavior, observed or reported, that the student is using or under the influence of drugs or alcohol, the student shall be tested for drugs and alcohol. Additionally, while the hearing process is pending, the dean or designee and/or the director of experiential education have the authority to suspend the student from all classroom and experiential activities.

If a preceptor or faculty member suspects, observes, or receives information that a student is using or may be under the influence of drugs or alcohol while at an experiential or clinical site, he or she must take the following steps:

1. Remove the student from patient care, contact, and/or work with or access to all pharmaceuticals.
2. Contact the director of experiential education or designee in the School of Pharmacy.
3. Meet with the student in private and inform him or her of the behavior or performance that has been observed. When possible, the faculty and/or preceptor should include a second person in the meeting (another faculty member, clinician, security / law enforcement officer or staff member) to serve as an independent observer and witness.
4. During the meeting, the faculty member or preceptor should ask the student to disclose all alcohol or drugs that have been ingested, and to turn over all alcohol and drugs that are in the student's possession or control (if any). The faculty member or preceptor may contact site security or law enforcement for assistance if warranted. If the student has stored alcohol or drugs on site premises other than where this meeting is occurring, the faculty member, preceptor, or security / law enforcement officer should accompany the student to the place where the alcohol and drugs are stored for retrieval.
5. Drug and alcohol testing will be done at the student's expense. The chain-of-custody testing process must be used, and the Drug Abuse Profile must include but not be limited to: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Ethanol, Opiates, and Phencyclidine.
6. If testing is available at the clinical facility, the faculty member or preceptor will accompany the student to the location where the drug testing will be done. If testing is not available, the faculty member or preceptor will inform the student that he or she must provide a blood and/or urine sample at an accredited health agency within 5 hours of leaving the facility. The results of this testing must be promptly provided to the director of experiential education once the results are available.
7. If a student refuses to comply with the instructions of the faculty member or preceptor in accordance with this policy, refuses testing, or refuses to promptly release the results of the tests to the director of experiential education, it will be treated as if the student tested positive and the student may be subject to immediate suspension pending a formal hearing.
8. As a safety precaution, the student should not be allowed to drive home if the person is found to be intoxicated or under the influence of a controlled substance. Have the student contact a friend or family member to drive the student home. If none are available, contact a cab to drive the student home.

Incident Report Procedure

The faculty member or preceptor will document, in writing, the behavior(s) or the performance issue/concerns suspected, observed or reported. A detailed description of the same, including dates, times, and names of all parties involved, shall be delivered to the director of experiential education. All written documentation and drug and alcohol testing results are to be placed in the student's file and will be provided to the Academic Standing Committee for adjudication. The clinical agency may have additional reporting responsibilities, including to the Wisconsin Department of Safety and Professional Services or other appropriate Boards of Pharmacy.

Hearing Procedure

After referral to the Academic Standing Committee, a formal hearing shall be conducted. Based upon the evidence presented at the hearing, the following may be imposed:

- A. Written Reprimand;
- B. Disciplinary Probation;
- C. Suspension from the School of Pharmacy for a pre-determined period of time;
- D. Drug and/or alcohol use treatment and/or counseling;
- E. Community service;

- F. Dismissal from the School of Pharmacy; and/or
- G. Temporary Withdrawal (Leave of Absence).

In addition to the above imposed by the Academic Standing Committee, criminal charges may also be filed.

Once the decision has been rendered, the Academic Standing Committee Chair will inform the student of the decision, as well as the dean, the director of experiential education, and the director of academic and student affairs. In the event the decision includes suspension or the requirement of treatment and/or counseling, the student will be considered for re-enrollment into the School of Pharmacy only upon demonstrated successful completion of all requirements imposed by the Academic Standing Committee.

Appeal of Academic Standing Committee Decision

A student may appeal the decision of the Academic Standing Committee to the dean or designee under the following conditions:

1. There is evidence to suggest that the decision of the Academic Standing Committee is arbitrary and capricious; and/or
2. There is evidence to suggest that the decision reflects an unfair or incorrect application of institutional or School of Pharmacy policies.

The dean or designee may uphold the original decision, make modifications to the decision, dismiss some/all elements of the decision, or order a new hearing. Beyond ordering a new hearing, the decision rendered by the dean or designee is final.

Medical Exception

The MCW School of Pharmacy recognizes that some banned substances identified in the drug screening process are used for legitimate medical purposes. Exceptions may be made for those School of Pharmacy students with a documented medical condition, signed by the treating provider, which demonstrates a need for regular use of such a substance. The MCW Occupational Health Services will review all drug screening reports to provide a recommendation to the School of Pharmacy as to whether any banned substance that appears on a report qualifies for a medical exception. Exceptions may be granted for substances included in but not limited to the following classes of banned drugs: stimulants, beta-blockers, diuretics, and peptide hormones.

Voluntary Disclosure

A student who has engaged in prohibited drug or alcohol use, or who is struggling with behavioral issues not related to drug or alcohol use, is encouraged to seek assistance from the Office of Academic & Student Affairs by voluntarily disclosing his or her use. If the student seeks assistance prior to being identified as having violated this policy or being notified that he or she must undergo drug and/or alcohol screening, the illegal impermissible use of drugs/alcohol, or personal behavioral issue will not be deemed an offense for purposes of determining sanctions under the MCW School of Pharmacy Substance Abuse policy.

The student will be required to undergo an evaluation by a trained counselor at the student's expense. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student based on the circumstances of the case. As a condition of re-enrollment, the Office of Academic & Student Affairs must receive a summary of the counselor's findings and recommendations. This will require a student to sign a waiver so the counselor can provide such a summary.

The student will then be placed on a Temporary Withdrawal for a reasonable period of time, not to exceed ninety (90) days, as determined by the treatment plan. During this period, the student will not be permitted to attend classes until the counselor has interviewed the student following the conclusion of the recommended treatment (or stage of treatment, as applicable), and has determined that re-entry into the Doctor of Pharmacy program is appropriate. MCW

may require the student to undergo drug and/or alcohol testing as part of the re-entry evaluation and/or ongoing enrollment.

Failing to complete the treatment recommended by the counselor, having a positive test for any banned substance after being granted the Temporary Withdrawal, or having a positive result on a re-entry drug or alcohol test will be deemed an offense under this policy. The student will then be required to meet with the Academic Standing Committee to determine if and when the student may continue in the Doctor of Pharmacy program. If the student regains his or her eligibility to complete the Doctor of Pharmacy program, he or she may be required to undergo random, unannounced follow-up drug and/or alcohol testing on an ongoing basis at the discretion of the Office of Academic & Student Affairs. A positive drug test result will result in the student being dismissed from the School of Pharmacy.

TECHNICAL STANDARDS FOR ADMISSION, PROMOTION, AND GRADUATION

For students who matriculated for the first time prior to the year 2020

Earning a Doctor of Pharmacy (PharmD) degree at the Medical College of Wisconsin (MCW) School of Pharmacy requires the mastery of a coherent body of knowledge as well as the development of superior technical skills. In addition to academic achievements, the following technical standards for admission, promotion, and graduation describe the non-academic qualifications which the MCW School of Pharmacy faculty and the Accreditation Council for Pharmacy Education considers essential in order to earn the PharmD degree.

Communication: An MCW pharmacy student must be able to communicate effectively and efficiently with patients and their families, co-workers, and other health care team members. This includes the ability to ask questions, listen carefully to answers provided by patients and their families, co-workers, or other health care team members, and record information accurately. Mastery of both written and spoken English is required. A student must be able to comprehend written material sufficiently well to understand common medical records, laboratory reports, and pharmacological prescriptions.

Physical and Emotional Requirements: An MCW pharmacy student must possess sufficient visual, auditory, tactile, and motor skills to participate in and gather data from experiments and demonstrations in the basic sciences, reference materials, oral presentations, and group discussions. This includes the ability to prepare prescription products for dispensing to patients; observing clinical procedures performed by others; the ability to perform a basic physical examination of a patient; and provide first aid treatments, cardiopulmonary resuscitation, and other emergency treatments. The student must be able to tolerate physically and emotionally taxing workloads, function effectively under stress, adapt to changing environments, and display flexibility.

Intellect: An MCW pharmacy student must possess strong intellectual, conceptual, integrative, and quantitative abilities to master a complex body of knowledge. The capacity to learn must be effective and efficient. Reasoning abilities must be strong enough to analyze and synthesize information from a wide array of source material. It is expected that an MCW pharmacy student learns through a variety of instructional modalities, including classroom instruction, small group discussion, individual study of materials, written papers, individual and group assessments, simulations, objective structured clinical examinations, oral presentations, and computer-based technology.

Stamina: An MCW pharmacy student is expected to possess the physical, emotional and overall stamina necessary to maintain a high level of productivity and accuracy under challenging workloads and stressful situations, ever vigilant of patient safety and desired outcomes.

Ethics and Integrity: An MCW pharmacy student must consistently demonstrate ethical behavior. He/she must be able to work within the regulatory and institutional limits of their educational program, make decisions based on thoughtful and careful consideration of the facts, and modify behaviors based on constructive feedback from faculty and colleagues. He/she must demonstrate compassion and a concern for others and accept responsibility for his or her own personal actions (or in some cases, inactions) and decisions. Certain characteristics are especially important for School of Pharmacy students. These include attendance, integrity, honesty, conscientiousness in

work, good knowledge of patients, and teamwork. The applicant or student is responsible for learning, exercising good judgment, promptly completing all responsibilities, and engaging in respectful, professional interactions with patients and others. All students must contribute to open, safe, and effective learning and patient care environments.

The Medical College of Wisconsin has a responsibility to consider the safety and wellbeing of patients and others. Should an applicant or student have a condition that would place patients or others at significant risk, that condition may be the basis for denial of admission or dismissal from the School of Pharmacy. The Medical College of Wisconsin may require that an applicant or enrolled student undergo an occupational skills evaluation at the school's expense for the purpose of determining whether the applicant or student meets these technical standards.

TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION, AND GRADUATION

For students who matriculated for the first time in or after the year 2020

Earning a Doctor of Pharmacy (PharmD) degree at the Medical College of Wisconsin (MCW) School of Pharmacy requires the mastery of a coherent body of knowledge as well as the development of superior technical skills. In addition to academic achievements, the following technical standards for admission, progression, and graduation describe the non-academic qualifications which the MCW School of Pharmacy faculty and the Accreditation Council for Pharmacy Education considers essential in order to earn the PharmD degree.

Communication Requirements: An MCW pharmacy student must be able to communicate effectively and efficiently with patients and their families, co-workers, and other health care team members. This includes the ability to ask questions, listen carefully to answers provided by patients and their families, co-workers, or other health care team members, and record information accurately. Students must also be able to appreciate nonverbal and/or gestural communication displayed by patients, along with a patient's environment. An MCW pharmacy student must be able to provide constructive feedback to their instructors and colleagues. Mastery of both written and spoken English is required.

Physical Competencies: An MCW pharmacy student must possess sufficient visual, auditory, tactile, and motor skills to participate in and gather data from experiments and demonstrations in the basic sciences, reference materials, oral presentations, and group discussions. This includes the ability to accurately prepare and dispense prescription products and specialty dosage forms; administer medications and appropriate injectable products; perform basic physical examinations, screening tools, clinical laboratory tests, and cardiopulmonary life support; and utilize computer-based information systems.

Intellectual Abilities: An MCW pharmacy student must possess strong intellectual, conceptual, integrative, and quantitative abilities to master a complex body of knowledge. The capacity to learn must be effective and efficient. Reasoning abilities must be strong enough to analyze and synthesize information from a wide array of source material. It is expected that an MCW pharmacy student learns through a variety of instructional modalities, including classroom instruction, small group discussion, individual study of materials, written papers, individual and group assessments, simulations, objective structured clinical examinations, oral presentations, and computer-based technology.

Social and Behavioral Attributes: An MCW pharmacy student is expected to possess the physical, emotional, and overall stamina necessary to maintain a high level of productivity and accuracy under challenging workloads and stressful situations, ever vigilant of patient safety and desired outcomes. This includes the ability to meet or pass any requisite criminal background checks or illicit drug screens required by the School of Pharmacy, Wisconsin Pharmacy Examining Board (PEB), or affiliated clinical sites, as well as requirements as a pharmacy intern as set by the PEB. An MCW pharmacy student must also consistently demonstrate ethical behavior, as outlined in the Oath of a Pharmacist and similar pharmacy profession ethics statements. They must be able to work within the regulatory and institutional limits of their educational program, make decisions based on thoughtful and careful consideration of the facts, and modify behaviors based on constructive feedback from instructors and colleagues.

They must demonstrate compassion and a concern for others, accepting responsibility for their actions and decisions. An MCW pharmacy student is expected to display characteristics of integrity, honesty, conscientiousness in work, good knowledge of patients, and teamwork. All students are responsible for owning their learning, exercising good judgment, promptly completing all responsibilities, and engaging in respectful, professional interactions with patients and others. This includes the ability to self-examine their personal attitudes, viewpoints, and biases to embrace cultural competency and diversity while discouraging stigma. All students must contribute to open, safe, and effective learning and patient care environments.

The Medical College of Wisconsin has a responsibility to consider the safety and well-being of patients and others. Should an applicant or student have a condition that would place patients or others at significant risk, including active impairment from alcohol or other substances, that condition may be the basis for denial of admission or expulsion from the School of Pharmacy. The Medical College of Wisconsin may require that an applicant or enrolled student undergo an occupational skills evaluation at the school's expense for the purpose of determining whether the applicant or student meets these Technical Standards.

TRANSFER OF CREDITS

The number of credit hours which may be transferred from other institutions is limited to protect the integrity of the Medical College of Wisconsin. Only credits directly applicable to a student's MCW degree program will be considered for transfer. There is no guarantee that credits will be approved for transfer. Students should consult the director of academic and student affairs before requesting transfer of credits earned elsewhere *and* before taking additional courses for which they may want to transfer credits.

Section IV. EXPERIENTIAL EDUCATION REGULATIONS

CONTACT INFORMATION

The Medical College of Wisconsin School of Pharmacy Office of Experiential Education is nested within the School of Pharmacy administrative office suite on the second floor of the Health Research Center (HRC).

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OVERVIEW

Over 30% of the Medical College of Wisconsin (MCW) School of Pharmacy Doctor of Pharmacy curriculum is comprised of experiential education. The primary goal of experiential education is to apply the knowledge and skills students gain from didactic coursework in real life pharmacy practice settings. During these experiences, or rotations, students participate in a variety of pharmacy practice experiences, often providing direct patient care under the supervision of licensed health care providers or specialized affiliate faculty members known as preceptors.

The Experiential Education program at the MCW School of Pharmacy has the following progressive levels of experiences that are integrated in the curriculum: Introductory Pharmacy Practice Experiences (IPPEs), including Interprofessional Practice Experiences (IPEs) and elective IPPEs, and Advanced Pharmacy Practice Experiences (APPEs). The IPPEs and APPEs provide excellent opportunities for the students to develop a range of skills including professionalism, communication, problem solving, critical thinking, and professional competence. During APPE rotations, students are expected to demonstrate their achievement of these essential skills needed to practice pharmacy.

Introductory Pharmacy Practice Experiences (IPPEs)

The Introductory Pharmacy Practice Experiences (IPPEs) occur during the first two years of the PharmD curriculum, allowing the reinforcement of what is taught in the didactic courses and practiced in the Patient Care Laboratories. Students participate in seven different IPPE rotations and complete a minimum of 560 hours in a variety of pharmacy settings. IPPE experiences are described below:

Required Experiences

- **Community Pharmacy:** Students will participate in two required community pharmacy experiences, one focused on the practice of pharmacy within a retail chain and the other with practice of independent pharmacy or outpatient pharmacy.
- **Hospital/Health System Pharmacy:** Students will participate in two required institutional pharmacy experiences, one at an academic medical center and the other at a community-based center.
- **Interprofessional Practice Experiences (IPEs):** The Interprofessional Practice Experiences (IPEs) occur during the final three sessions of the second year of the PharmD curriculum. Students complete one IPE rotation which will be under the direct supervision of a non-pharmacist health care provider. Other health disciplines the student might be exposed to include, but are not limited to, medicine, nursing, psychology, and physical therapy. These rotations reinforce the importance of team-based, patient-centered care.
- **Elective IPPEs:** Elective IPPE rotations are designed to introduce students to pharmacy practice in a variety of settings, including but not limited to, ambulatory pharmacy, specialty pharmacy, long-term care, and pharmacy administration.

The majority of IPPEs are scheduled on Fridays for at least eight hours throughout the 10-week academic session; however, alternative scheduling may be determined by the MCW School of Pharmacy and rotation site. Determined by preceptors, students can expect to participate in either an AM or a PM shift.

Advanced Pharmacy Practice Experiences (APPEs)

The third year of the PharmD curriculum is comprised entirely of Advanced Pharmacy Practice Experiences (APPEs). Students complete seven, six-week rotations in a variety of health care settings. Students are required to participate in a minimum of 240 hours for the duration of each six-week rotation, for a minimum of 1680 hours in total. There are four required pharmacy practice experiences: Community Pharmacy, Ambulatory Patient Care, Hospital/Health System Pharmacy, and Inpatient General Medicine Patient Care. In addition, there are three elective APPE rotations that take place in various pharmacy or other health-related settings. Students have the opportunity to apply for and be selected for Longitudinal APPEs (LAPPEs). More information on these experiences can be obtained by contacting the Office of Experiential Education.

CODE OF ETHICS FOR PHARMACISTS

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 interests 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.

AFFILIATION AGREEMENTS

The Accreditation Council for Pharmacy Education (ACPE) standards require a written affiliation agreement be in place between the experiential site and the MCW School of Pharmacy on or before the student's first day of rotation. The Office of Experiential Education is responsible for coordinating this process along with the Office of the Dean of the School of Pharmacy and the Office of General Counsel. Accommodations will be made for the student to complete their rotation elsewhere if an affiliation agreement cannot be completed on or before the student's first day of rotation.

ATTENDANCE

Experiential rotations require a high level of dedication by the student. Attendance is required, not only for licensure but to receive full course credit. Completed experiential hours must be submitted by the School of Pharmacy to the Pharmacy Examining Board of the state in which the student is applying for licensure.

Students are expected to complete a minimum of 80 hours per IPPE and 240 hours per APPE. Employment or job-related orientation/training is not an excuse for missing rotation time, arriving late, or leaving early. Students and preceptors will establish a schedule prior to or on the first day of rotations. Pharmacy and patient care are not limited to a specific

timeframe or shift. Students may be required to start or end rotations outside of “normal business hours.” However, hours worked outside of the minimum requirement are part of the student’s professional responsibility and will not result in time off. Students may find that they need to work additional hours at the site or at home to complete course requirements and/or assignments.

If a student will be tardy, it is the student’s responsibility to notify the preceptor promptly. Students and preceptors should exchange contact information prior to or on the first day of rotation, including the best way to reach the preceptor/student outside of work hours. A pattern of tardiness should be documented by the preceptor in the student evaluation and brought to the attention of the Office of Experiential Education.

Students will be expected to be an active participant at their rotation site. Learning is not a passive process; it occurs actively and requires ongoing commitment by the student. Preceptors and students are encouraged to initiate and participate in discussions and activities. Students should be aware that patient care comes first at their rotation site, and the preceptor may need to step away from a discussion to attend to the patient.

Absences

Except for Personal Professional Development days, the ASHP Midyear Meeting & Clinical Exhibition, APPE Seminar, MCW Holidays/Breaks and MCW Sponsored Pharmacy Events, which are all defined below, students are required to make up all experiential rotation absences. It is the student’s responsibility to notify his or her preceptor *and* the Office of Experiential Education of *all* absences. Planned absences, which could include but are not limited to participation in a wedding or family obligation, must receive prior approval from your preceptor *and* the Office of Experiential Education. Unplanned absences must be documented, as per the procedure below, as soon as possible.

- Students are expected to document all absences in CORE ELMS, using the Absence Request Form (found in the CORE ELMS Document Library). That completed document should be uploaded to the Absences module (found on the left navigation panel of CORE ELMS).
- The make-up plan will be dictated by the student’s preceptor in conjunction with the Office of Experiential Education. This may include time on weekends, evenings, and or additional projects. The plan must be documented and uploaded to CORE ELMS.
- Students may be asked to provide formal documentation to verify the reason of their absence.

Employment is not considered an appropriate reason for absence from experiential rotations.

Personal Professional Development (PPD) Days

PPD days are defined as opportunities for students to learn and develop outside of the didactic and experiential arenas. PPD days are only considered for scheduled experiential rotation days. Examples of PPD days could include interviews (e.g. residency, fellowship, graduate school, or employment), attendance at professional conferences or participation in advocacy events. These educational days are counted as excused absences, and the completion of additional rotation days, make-up days, or projects is not required unless PPD days exceed the allowances listed below.

Students will be able to request:

- IPPE/IPE – 4 PPD days over the course of Years 1 and 2
- APPE – 6 PPD days over the course of Year 3, utilizing no more than 2 days per rotation block

Students must make up all absences beyond those allotted for personal professional development. A plan to make up these absences will be determined by the student’s preceptor in conjunction with the Office of Experiential Education. This may include working on weekends, evenings, and/or the completion of additional projects. The approved plan must be documented and uploaded to CORE ELMS by the student.

Procedure for Requesting to Use Personal Professional Development Days:

- Students are expected to submit an Absence Request Form (found in the CORE ELMS Document Library). That completed document should be uploaded to the Absences module (found on the left navigation panel of CORE ELMS) for preceptor and Office of Experiential Education review no later than 14 calendar days prior to the PPD activity.
- The Office of Experiential Education will review the absence request, in consultation with the student's preceptor, and will provide a final decision within seven calendar days of receipt.
- Students will be required to provide formal documentation to verify the PPD activity by uploading it to CORE ELMS.
- If the request falls outside of the PPD day allotment, documentation outlining the make-up plan must be uploaded to CORE ELMS.

ASHP Midyear Meeting & Clinical Exhibition

APPE students attending the American Society of Health-System Pharmacists (ASHP) Midyear Meeting & Clinical Exhibition are excused from their rotation site for up to four days, including travel time. This time does not need to be made up and is in addition to their PPD allotment. Students who elect not to attend this conference are required to be on rotation and are not allowed to end that block early.

APPE Seminars

Students will be required to attend the on-campus APPE seminars that occur the last Friday of each rotation block. Students and preceptors will be notified of these dates prior to the beginning of the rotation block. The on-campus APPE seminar hours are considered required rotation activities and the completion of additional rotation days or projects may be assigned at the discretion of the Director of Experiential Education.

MCW Holidays/Breaks

Students are not required to be at their experiential rotation sites on the following MCW recognized holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

If holidays fall on a Saturday the holiday will be recognized on the Friday before, and if they fall on a Sunday they will be recognized on the Monday after.

MCW Sponsored Pharmacy Events

The MCW School of Pharmacy may schedule events tailored to PharmD students and/or their preceptors. Communication of these events and attendance expectations will be communicated to preceptors in advance of occurrence. Hours spent attending these required educational events would not need to be made up. Preceptors may be invited to attend these pharmacy events as well.

Inclement Weather Policy

On rare occasions, severe external conditions (such as inclement weather or other potentially hazardous weather or emergency situations) may require MCW to close or delay opening. Announcements pertaining to closures are coordinated through the Office of Communications and are posted on the Office of Communications website and broadcasted on several local AM and FM radio and television stations.

The Office of Public Safety will coordinate the announcement of a closure through the mass notification system, which notifies students via their MCW email address in addition to other means of communication which students have entered into the system, such as personal phones or email.

It is the general policy that MCW will maintain a normal operating schedule. A student should never assume that MCW will close, delay opening, or close early. MCW will be open on its regular schedule with the expectation that students will report to class, regardless of the weather condition, unless otherwise officially announced by MCW.

Students are encouraged to make every effort, consistent with their own safety, to arrive to class or rotation as scheduled. A student is required to inform their preceptor and the Office of Experiential Education by email if they are unable to report to their rotation site or anticipate arriving late due to adverse weather conditions or some other emergency. Preceptors are asked to contact their student and the Office of Experiential Education if the site were to close. Students will be required to make up hours missed due to weather, unless MCW is closed. If the student misses rotation time due to MCW closure, the missed rotation hours do not need to be made up.

DRUG SCREENING, BACKGROUND CHECKS, IMMUNIZATIONS

The Office of Experiential Education will review all site-specific requirements and ensure that the drug screening, background check, and immunizations received prior to matriculation will be sufficient. Students may be required to submit an additional drug screening, background check, and/or immunization based on site requirements.

CASH REGISTER USE

Students are encouraged to participate as an active member of the interprofessional health care team while on rotation. If allowed by the site, students may be asked to utilize the cash register and assist with the check-out process. However, sites should not depend upon or require students to spend a large amount of their rotational hours at the cash register. Students, sites, and preceptors who have questions regarding this policy should contact the Office of Experiential Education.

CELL PHONES

Students may not use cell phones or any video/audio recording devices for personal use (texting, social media, etc.) during experiential rotations, except during breaks, and only if allowed by the facility. Cell phones should remain in silent mode or off while on site. Students may utilize pharmacy-related cell phone applications while on rotation but only with the approval of the preceptor.

COMMUNICATION & PARTICIPATION

Students and preceptors are encouraged to maintain frequent communication with the Office of Experiential Education. It is expected that preceptors will maintain updated contact information with the School, cooperate with the School in planning and coordinating experiences to meet educational objectives, comply with program policies and procedures, and attend applicable preceptor training programs. Comments and/or recommendations from preceptors to improve or enhance the pharmacy experiential education program are especially welcome.

COMPENSATION

Students may not receive or expect any monetary or other compensation (parking, food, incidentals) for time spent at an experiential rotation site.

COMPUTER USAGE

Students must always bring the laptop they use for school to their rotation site.

Students may have the privilege of using the site's computers and technology to aid in their education while on rotation. Students have a responsibility not to abuse this privilege, as it can be revoked due to a policy violation. Students are always required to follow the policies of their rotation site and preceptor. Preceptors may contact the Office of Experiential Education for a copy of this signed document as needed.

Computer use policy violations include:

- Using computer resources for personal reasons
- Sending an individual or group repeated or unwanted (harassing) email or using email to threaten someone
- Accessing or attempting to access another individual's data or information without proper authorization
- Obtaining, possessing, using, or attempting to use someone else's email password regardless of how the password was obtained
- Using illegally obtained licensed data/software in violation of their licenses or purchase agreements
- Attempting to tamper with or obstruct the operation of the site's computer systems or networks
- Using or attempting to use the site's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the site
- Viewing, distributing, downloading, posting, or transporting any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes
- Violating Federal copyright laws

CONFLICT OF INTEREST

Students are not permitted to complete rotations where they will be directly supervised and/or evaluated by a relative or an employer. Students are required to notify the Office of Experiential Education of any known or potential conflicts of interest prior to the start of any rotation.

DISABILITY ACCOMMODATIONS

The MCW School of Pharmacy is committed to compliance with all applicable laws regarding nondiscrimination and affirmative action. Students who require disability accommodations must contact the Office of Experiential Education prior to the first rotation.

DRESS CODE

Student pharmacists are recognized as both a representative of MCW School of Pharmacy and the profession of pharmacy. Therefore, students are expected to conduct themselves in a courteous and professional manner and to dress in a way that will enhance their ability to earn the respect of their patients and other healthcare professionals while at their pharmacy practice site. Compliance with the list below is an expectation of every student pharmacist; however, a preceptor may require an alternate dress code for their specific rotation (e.g. surgical scrubs) in which case students must comply with such requirements. Preceptors are encouraged to send a student home for any professionalism issue (including violation of the Dress Code) and contact the Office of Experiential Education as soon as possible. Students will need to make up any days missed due to professionalism violations. Preceptors will evaluate student professionalism during the midterm and final evaluation, which will be counted towards the final course grade.

Student pharmacists must maintain good hygiene. Students must wear their MCW School of Pharmacy branded white coat, which must be clean and professional looking. This must be worn over business attire and an MCW School of Pharmacy nametag or ID Badge, in addition to any additional identification as outlined by the facility at which they are rotating.

- Student pharmacists must refrain from wearing perfume, cologne or strong-smelling creams and lotions
- Students performing activities in a sterile products environment must comply with USP 797 and USP 800 standards which includes, but is not limited to: no makeup, no perfume/cologne, and no nail polish. Students must ensure they follow all site-specific procedures when performing activities in a sterile products environment.
- Female students may wear blouses, sweaters, dress shirts and skirts, dresses, or dress slacks with appropriate hosiery and/or socks and dress shoes. Leggings are not permissible. Shoulders must be covered.
- Male students must wear dress slacks, collared shirts, ties, socks, and appropriate dress shoes.
- Jeans, shorts, mini-skirts, T-shirts, jogging suits, hats, caps, etc., are considered inappropriate dress and are not allowed. Shoulders must be covered.
- Shoes must be professional, clean, and in good repair. Open-toed or athletic shoes are inappropriate and not permitted.

- Tattoos, any body piercing other than the ears, and other forms of body art are to be covered.

EVALUATIONS

The MCW School of Pharmacy believes that timely feedback is very important to the professional development of both the student and the preceptor. Formal midterm and final evaluations will be completed online within CORE ELMS; however, students and preceptors are encouraged to have in-person conversations as well. The Office of Experiential Education will formally evaluate preceptors and sites annually, through a phone call or in-person site visit.

TRAINING REQUIREMENTS

Students will be required to complete a variety of online or in-person trainings prior to starting their first rotation. Students will be asked to sign a document confirming that they have received the trainings outlined below. That document will be uploaded to CORE ELMS for their preceptor to review.

Online Training

- Blood-Borne Pathogens (BBP)
- Health Insurance Portability and Accountability Act (HIPAA)
- Occupational Safety and Health Administration/Blood Borne Pathogens (OSHA/BBP)
- Handwashing
- False Claims Act (FCA)
- Combat Methamphetamine Epidemic Act (CMEA)
- Health Information Technology for Economic and Clinical Health (HITECH) Act

CPR Training

Students are required to obtain and maintain certification in Basic Life Support (BLS) for the Healthcare Provider during the entirety of their enrollment in the Doctor of Pharmacy program. Students must upload documentation into CORE ELMS and will be responsible for ensuring their certification stays up to date.

INJURY & INCIDENT OF EXPOSURE

If a student is exposed to an infectious or environmental hazard or other occupational injury while at their rotation site, the preceptor is responsible for assisting the student in obtaining care as if the student were one of the site's employees. This may include examination at an emergency department or initiation of a blood-borne pathogens protocol. The preceptor must contact the Office of Experiential Education immediately.

LIABILITY EXPOSURE

As written in all affiliation agreements, MCW and the rotation site each agree to obtain and maintain, in force and effect, liability insurance in the types and amounts set forth below. The rotation site agrees to maintain professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 aggregate for its participating students, employees, and agents. MCW shall maintain primary professional liability insurance or self-insurance in the minimum amounts required by Section 655.23(4) Wis. Stats. and participate in the Wisconsin Patients Compensation Fund as required by Section 655.27(3) Wis. Stats. Further, both parties agree to maintain comprehensive general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Both MCW and the rotation site agree that such insurance may not be revoked, reduced, or changed in a material way without at least thirty (30) days prior written notice to the other party.

ONLINE PORTFOLIO

Students will be required to keep an online portfolio of experiences and skills learned during experiential rotations and outside work experience. These portfolios must be updated at the end of each rotation, if not more often. Students will also maintain an up-to-date CV saved in their online portfolio. Preceptors may be asked to review or evaluate portfolio content.

PARKING

Students should ask the preceptors about parking availability and policies on or before the first day at the site. Some sites may require students to pay for parking, and students are expected to comply with all parking rules at the assigned rotation sites.

PROFESSIONALISM

Students are expected to abide by the MCW Student Honor Code and Professional Misconduct Policy. Expectations of professional behavior while on rotation include:

- Arriving at the practice site on time, prepared, and ready to be an active participant
- Behaving ethically and compassionately
- Completing assignments on time and at the highest quality
- Adhering to site and school policies and procedures
- Presenting a professional image through dress and behavior
- Accepting of constructive performance feedback

Professionalism is an important component of the midpoint and final assessment. If a student receives any grade other than “consistently meets” in any aspect of the components of the professionalism assessment, remediation will be required, and the student may be at risk of failing the rotation. It is the responsibility of the preceptor to notify the Director of Experiential Education if a student has violated or does not adhere to professionalism policies.

RESEARCH

Students engaging in research projects while on IPPE or APPE rotations must notify the OEE as soon as the project is assigned by emailing pharmacyEE@mcw.edu. A research project may be anything from a poster to a manuscript and typically involves collecting data on a patient or process or providing services where such data will be collected. Research projects involve more than creating handouts, guidelines, or presenting a patient case. If a student is unsure whether the task is considered a research project, they may contact the Director of Experiential Education.

ROTATION ASSIGNMENTS

The Office of Experiential Education (OEE) is responsible for assigning students to both their IPPEs and APPEs. Rotations are assigned using the Smart Match scheduling program in CORE ELMS. This scheduling program creates student schedules by randomly ranking students and assigning sites based on student and site preference. The OEE is committed to equity in the IPPE and APPE selection process while ensuring that students meet all curricular requirements and expectations. As such, the OEE reserves the right to reassign a student pharmacist rotation at any time.

The procedure for assigning practice experiences permits a balance in meeting the needs of the student pharmacist, the preceptor, and the requirements of the IPPEs and APPEs. Student pharmacists are actively involved in creating their IPPE or APPE schedules by submitting their practice experience preferences. Student pharmacists needing assistance or advice should contact a member of the OEE.

To provide student pharmacists a diverse range of practice experiences and avoid any conflicts of interest, the following rules and guidelines are used in the assignment process. Student pharmacists must keep these in mind when selecting their preferences.

- Student pharmacists must report to the OEE any potential conflicts of interest due to personal, work, financial, or other hardships prior to the beginning of the Smart Match process.
- The OEE will make every effort not to place student pharmacists in a community or institutional practice site where they are presently or have been previously employed as an intern or technician. Exceptions are made if student pharmacists have been employed in a large health system and are scheduled in an area or with a preceptor with whom they have not previously worked.
- Student pharmacists will not be placed in a practice site where the student pharmacist has worked with or is a relative of a site preceptor.

- Student pharmacists will not be placed in a practice site where a student pharmacist's relative provides supervisory authority over a preceptor.
- Student pharmacists are strongly advised against completing a rotation at a practice site where a student pharmacist's relative works as a health care professional and would serve as their primary preceptor. This will avoid the appearance of a conflict of interest as well as provide student pharmacists with a more well-rounded learning experience.

All schedules will be reviewed by the OEE to ensure that all schedules reflect a diverse range of experiences. A student pharmacist's final schedule is subject to change if the student pharmacist's electives do not represent a diverse range of experiences.

Site Placement Procedures

Preference Selection

Student pharmacists will have the opportunity to preferentially select IPPEs and APPEs after which the Smart Match process will produce the student's schedule. Students will be provided guidance for their first year IPPEs and the APPE selection process through scheduled informational meetings. Students may also request to meet individually with a member of the OEE regarding rotation selection.

The OEE reserves the right to modify or change an IPPE or APPE rotation assignment.

Request for a Prior Approval Experience

A prior approval experience is defined as an experience that requires approval or selection prior to the Smart Match. The selection may be done through an application, interview, or other process defined by the primary preceptor. Prior approval experiences are indicated in the CORE ELMS site descriptions.

To request a prior approval experience, the student pharmacist must follow the procedure below:

- Follow the instructions located in the site's CORE ELMS site description.
- Complete the Prior Approval request form in Qualtrics (link will be emailed to students after the Fall Information Meeting).
- If the site application is required, but not available by the request form due date, students must still complete the Prior Approval request form to show intent to apply for a prior approval experience.

Once the prior approval experience has been approved, the student pharmacist can withdraw from the experience only with approval from the Director of Experiential Education.

This practice experience will be assigned to the student pharmacist's schedule prior to the Smart Match. If a student is selected for a prior approval experience after the Smart Match, OEE personnel will work with the student to schedule the experience.

In order to pass the prior approval experience, the student must show satisfactory completion of all site-specific requirements, in addition to the MCW-specific requirements.

Additional Requirements and Procedures for International APPEs

All prior approval international experiences should have a primary preceptor/coordinator at MCW. The student pharmacist must submit all required forms to the Office of Global Health, following their timeline. Student pharmacists who do not complete these Office of Global Health requirements within the required timeframe will not be allowed to participate in the International APPE.

Request for an Out-of-System or Out-of-State Experience

An Out-of-System experience is an IPPE or APPE at a site requested by a student that is not yet or not routinely used as a practice experience site for students. It may take several months to complete the approval process for an out-of-system experience, so student pharmacists are encouraged to begin the exploration process as soon as possible. Students should contact the OEE with their request for an Out-of-System experience, as OEE will make the final determination and approval. Students requesting an Out-of-State experience must follow the instructions found on the Out-of-State Rotation Approval Form, found in the Document Library of CORE ELMS.

During the year, situations may arise where a practice experience is no longer available. When this affects a student pharmacist, he/she will be notified and presented with available alternative practice experiences.

The OEE reserves the privilege to develop and implement new policies as necessary during the year.

STUDENT CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. For that reason, the MCW School of Pharmacy limits the disclosure of student information from their academic record to those who have a legitimate educational interest in the student. Preceptors are asked not to re-disclose student information to anyone who does not have a legitimate interest in the student's education. Students must provide written authorization for additional use or disclosure or in the case of an emergency.

TRANSPORTATION

Students are required to provide their own transportation for all experiential rotations. Students should ensure their transportation is reliable and may want to consider coordinating carpooling for classmates with rotations in similar locations. The MCW School of Pharmacy considers traveling approximately 60 miles from campus one way to be a "commutable distance." Individuals with physical disabilities, as supported by the Americans with Disabilities Act, will be given special considerations.

VIOLATION OF POLICIES

Preceptors who note violations of the student policies and expectations outlined above should immediately contact the Office of Experiential Education. These violations are taken seriously, and students may be considered for grade reduction, dismissal from the site, or other measures, as deemed appropriate by the preceptor and Office of Experiential Education.

Section V. NON-ACADEMIC REGULATIONS

ATTIRE

Student attire is a reflection of professional identity. Students are expected to maintain a professional appearance at all times and may be counseled if their appearance interferes with safety or the learning environment.

Student pharmacists will be recognized by patients and professionals as both a representative of the School of Pharmacy and the profession of pharmacy. Therefore, students are expected to dress in a way that will enhance their ability to earn the respect of their patients and other health care professionals.

Compliance with the list below is an expectation of every student in the patient care laboratory and experiential settings:

- Students must maintain good hygiene, wear a clean and professional looking white coat over business attire, and wear a MCW School of Pharmacy name tag or ID badge.
- Students must refrain from wearing perfume, cologne, or strong smelling creams and lotions.
- Students performing activities in a sterile products environment must comply with USP 797 standards which includes: no makeup, no perfume/cologne, and no nail polish.
- Female students may wear blouses, sweaters, dress shirts and skirts, dresses, or dress slacks with appropriate hosiery and/or socks and shoes. Leggings are not permissible.
- Male students must wear dress slacks, collared shirts, ties, socks, and appropriate shoes.
- Jeans, shorts, mini-skirts, T-shirts, jogging suits, hats, caps, etc., are considered inappropriate dress and are not allowed.
- Shoes must be clean and in good repair. Open-toed shoes are inappropriate and not permitted.
- Tattoos, any body piercing other than the ears, and other forms of body art are to be covered.

Additional requirements for attire may be included in individual course syllabi.

CLASSROOM ETIQUETTE

The School of Pharmacy is committed to creating and sustaining a safe learning environment that is free from intentional and unnecessary distractions or disruptions. Students are expected to conduct themselves in a professional manner while in any learning environment, be it the classroom, laboratory, rotation, or service opportunity. Students who are found to be distracting or disruptive may be considered in violation of the MCW Honor Code and may be subject to the disciplinary sanctions outlined in the Professional Misconduct policy of the MCW All Student Handbook.

Any individual faculty member may reserve the right to be more or less stringent with the rules for classroom etiquette, provided that the framework for those changes is outlined in the course syllabus.

Sustained conversation that impedes student learning may result in the student(s) being asked to end the conversation or leave the classroom.

Mobile phones and other wireless devices are to be turned off or in "silent mode" (not "vibrate") while class is in session.

Students are expected to be prepared for class at the designated start time and attentive during the session. Any students considered to not be meeting these criteria (e.g. sleeping) may be asked to leave the classroom.

Students are expected to dispose of their trash (e.g. beverage containers or papers) prior to exiting any institutional facility.

Students who are permitted to leave class early are encouraged to sit in areas closest to the exit to minimize the degree of disruption to the learning environment for those remaining students.

Any behavior determined to be disrespectful or disruptive to peers or instructors will not be tolerated and may result in the student being dismissed from class and a potential hearing with the Academic Standing Committee.

If the instructor does not require students to sit at an assigned table, students are welcome to sit at any table in the classroom. Students are encouraged to experiment and try different seats throughout the academic session and in various courses. The School of Pharmacy will periodically have invited guests (e.g. future students, pharmacists, and other faculty) sit in on various courses; thus, the classrooms are to be kept as inviting as possible and well-kept and clean.

Other academic programs and MCW offices/departments use the classrooms for meetings and other purposes when Doctor of Pharmacy classes are not in session. Students should not leave any personal items in the classrooms once classes have ended for the day. Each night, the cleaning and security staff collect any personal items found in the classrooms and take them to the lost and found area in Public Safety.

COMPLAINTS

The following policies outline the means by which students may file complaints related to their enrollment in the School of Pharmacy:

- Accreditation Council for Pharmacy Education (ACPE) Student Complaints
- Course/Faculty Grievance other than Final Grade Appeals
- Grade Appeals

Students who wish to file a complaint not addressed by the policies listed above should do so in writing to the School of Pharmacy director of academic and student affairs.

COURSE/FACULTY GRIEVANCE OTHER THAN FINAL GRADE APPEALS

For discrimination and/or harassment (including sexual harassment) concerns, see the Anti-Harassment & Non-Discrimination policy in the MCW All Student Handbook. Students can express a grievance for matters other than final grades following the procedure outlined below.

Faculty Member Review

If a student has a concern about a faculty member other than a final grade appeal, the student should first discuss the concern with the faculty member. In many cases, the communication of the concern will lead to an improved understanding between the faculty member and the student and result in an immediate adjustment of expectations on one part or the other. If the student is not comfortable speaking with the faculty member directly, he/she may contact the respective department chair. For clarity of communication, it is desirable for the student to submit the concern in writing.

Concerns must be brought to the appropriate person during the academic session when the concern occurred. Students may bring a concern up to thirty (30) calendar days after the conclusion of the course. After thirty (30) calendar days, the concern will not be reviewed.

Department Chair Review

The department chair will review the written concern and/or speak directly with the student regarding the concern. The student will be informed that the department chair will speak with the faculty member to hear his/her point of view before a decision is made about how the issue should be resolved. The department chair will present the concern to the faculty member to verify the facts, hear the faculty member's point of view, and seek a resolution. If a student brings a concern about a faculty member to an official other than the department chair, the official will encourage the student to speak to the faculty member with whom he/she has the concern. If the student is not comfortable doing so, the official will direct the student to the respective department chair and provide the student with the necessary contact information.

Complaints or concerns that are sent to the department chair anonymously will not, in most cases, result in an investigation. However, if a student brings a concern to the department chair and prefers that his/her name remain confidential, this request will be honored when practical.

The department chair will send official correspondence to the student to acknowledge their complaint and the process that will be followed to address their complaint.

Office of the Dean Review

If the student is not satisfied with the resolution at the department chair level, he/she may appeal the matter in writing to the school dean or dean's designee within seven (7) calendar days of the issuance of the resolution of the department chair, who will review the matter with the department chair and decide whether to uphold the proposed resolution or to offer a different resolution. The decision of the dean or dean's designee is final.

CRIMINAL BACKGROUND CHECK

Wisconsin law requires criminal history background checks of persons responsible for the care, safety, and security of children and vulnerable adults. The Wisconsin Caregiver Law requires criminal background checks for licensed individuals, employees, prospective employees, and other specified persons affiliated with caregiving entities or providers. As this law applies to students providing care in School of Pharmacy clinical settings, the school must ensure that pharmacy students obey this law. The School of Pharmacy requires that each applicant successfully pass a criminal background check as part of the admission process.

The initial background check will be in effect for four years. During that four-year period, students should notify the Office of Academic & Student Affairs if they have been convicted of a crime or are under investigation for a crime. At that time, another background check will be ordered. If a student does not report this information and the program learns of this information from another source, a background check will also be conducted. Likewise, if an individual remains in the program for more than four years, another background check is required.

If the new violation or conviction will prevent students from obtaining a license to practice pharmacy, they may be dismissed from the Doctor of Pharmacy program.

For more information about Wisconsin Act 27, please see the Wisconsin Department of Health Services.

EMAIL

Students are required to check their MCW email account daily during academic sessions and are strongly encouraged to check their email often during weekends and over breaks between sessions.

INFLUENZA IMMUNIZATION REQUIREMENTS

Students are required to comply with MCW's [Influenza Immunization Requirements](#).

There may be exceptions to this policy which can be discussed on a case-by-case basis. The main exception would be a history of allergy to a vaccine or one of its components, especially eggs.

PROFESSIONAL MEETING ATTENDANCE

The MCW School of Pharmacy provides limited financial support for student attendance at professional meetings and national conferences. A limited amount of funds is available to support such requests and will be awarded on a case-by-case basis.

This policy is to be considered in conjunction with the Student Conference Travel Award policy.

The School grants preference to students seeking to present a poster or their research or to a student chapter liaison/officer or member. Support approval will be decided upon and budgeted for by the director of academic and student affairs, the business manager, and the dean.

Even if a student is planning to attend without funding support from the School of Pharmacy, the Professional Meeting Attendance Request form must still be completed by the student.

In addition to the written descriptions provided below, procedural flowcharts are included as Appendix B (Procedure for Student Attendance at Professional Meeting).

Procedure for general attendance:

1. Students that are interested in attending a professional meeting must complete the School of Pharmacy Professional Meeting Attendance Request form available on Brightspace no fewer than 45 days prior to the meeting registration deadline. Students who do not adhere to this deadline may not be considered for support. Completion of the form does not automatically grant School support for attendance.
2. Should the student be approved for attendance, the director of academic and student affairs will communicate via email such approval to the student no fewer than 30 days prior to the start of the meeting, when possible.
3. A group of students who has been approved for attendance with lodging funding provided by the School may be required to share a hotel room with at least one student of the same gender.
4. Students who are approved to attend a professional meeting are expected to attend as many of the sessions as possible that are applicable to their role. If there are sponsored sessions or recognition events by or for MCW or the MCW School of Pharmacy, student attendance is mandatory.
5. Students who are approved to attend a professional meeting who then must miss a meeting session or an entire day of the meeting must request permission from the director of academic and student affairs before travelling to the meeting.
6. The School of Pharmacy reserves the right to rescind attendance approval/support based upon the student not maintaining Satisfactory Academic Progress as defined in the Academic Standing policy. Within one week of the start of the professional meeting, the director of academic and student affairs will inquire with the Office of Academic & Student Affairs to confirm the student has no academic deficiencies. In the event the student has one or more deficiency and approval/support is rescinded, the director of academic and student affairs will notify the student. The School of Pharmacy will not be obligated to costs incurred with the rescinded approval.

Procedure for attendance with a poster or presentation:

The production of a poster that will be presented at an academic or professional meeting must occur under the supervision of an MCW School of Pharmacy faculty or affiliated preceptor. Prior to the poster's submission it must be reviewed by an independent, internal reader assigned by the Office of Academic & Student Affairs to ensure that it meets the standards set by the School of Pharmacy. The procedures for student poster reviews are presented below.

1. Students that are interested in attending a professional meeting to present a poster must complete the School of Pharmacy Professional Meeting Attendance Request form, including the poster abstract, no fewer than 45 days prior to the meeting date or 21 days prior to the abstract submission deadline – whichever comes first. Students who do not adhere to this deadline may not be considered for support. Completion of the form does not automatically grant School support for attendance. Even if a student is planning to attend without funding support from the School of Pharmacy, the Professional Meeting Attendance Request form must still be completed by the student for excused absence consideration.
 - a. Upon receipt of the Professional Meeting Attendance Request form, the Office of Academic & Student Affairs will identify at least two reviewers who have a basic understanding or expertise on the abstract topic.
 - b. Reviewer feedback on the abstract will be shared with both the student and faculty or preceptor in writing within one week of the abstract submission.

- c. Once the abstract is approved, students will be sent the School of Pharmacy student poster templates to use in the preparation of their draft poster. Posters are expected to include where applicable all elements found on the MCW School of Pharmacy Student Poster Template.
 - d. Once the abstract has been approved and accepted by the sponsoring organization, the student may proceed with preparing the final poster draft.
 - e. The final poster draft must be submitted to the Office of Academic & Student Affairs no later than three weeks prior to the start date of the professional meeting. The initial internal reviewers assigned by the Office of Academic & Student Affairs will review the poster.
 - f. Once final approval is granted by the Office of Academic & Student Affairs, the student may print the poster.
2. Should the student be approved for attendance, the director of academic and student affairs will communicate via email such approval to the student no fewer than 30 days prior to the start of the meeting.
 3. A group of students who has been approved for attendance with lodging funding provided by the School may be required to share a hotel room with at least one student of the same gender.
 4. Students who are approved to attend a professional meeting are expected to attend as many of the sessions as possible that are applicable to their role. If there are sponsored sessions or recognition events by or for MCW or the MCW School of Pharmacy, student attendance is mandatory.
 5. Students who are approved to attend a professional meeting who then must miss a meeting session or an entire day of the meeting must request permission from the director of academic and student affairs before travelling to the meeting.
 6. The School of Pharmacy reserves the right to rescind attendance approval/support based upon the student not maintaining Satisfactory Academic Progress as defined in the Academic Standing policy. Within one week of the start of the professional meeting, the director of academic and student affairs will inquire with the Office of Academic & Student Affairs to confirm the student has no academic deficiencies. In the event the student has one or more deficiency and approval/support is rescinded, the director of academic and student affairs will notify the student. The School of Pharmacy will not be obligated to costs incurred with the rescinded approval.

Students who have a poster approved through the process above, present it at a professional meeting, and wish to submit/present the same or a slightly modified version of the poster at a subsequent professional meeting do *not* need to have their poster re-approved by the process outlined above. However, a professional meeting attendance request should still be submitted by the student.

Students who have a poster approved through the process above, present it at a professional meeting, and wish to submit/present a significantly modified version of the poster (due to a furthering of the project, updated results/outcomes, etc.) at a subsequent professional meeting must have the updated poster approved by the process outlined above.

When necessary, the Office of Academic & Student Affairs determines which modifications qualify as slight or significant.

STUDENTS CALLED TO MILITARY SERVICE

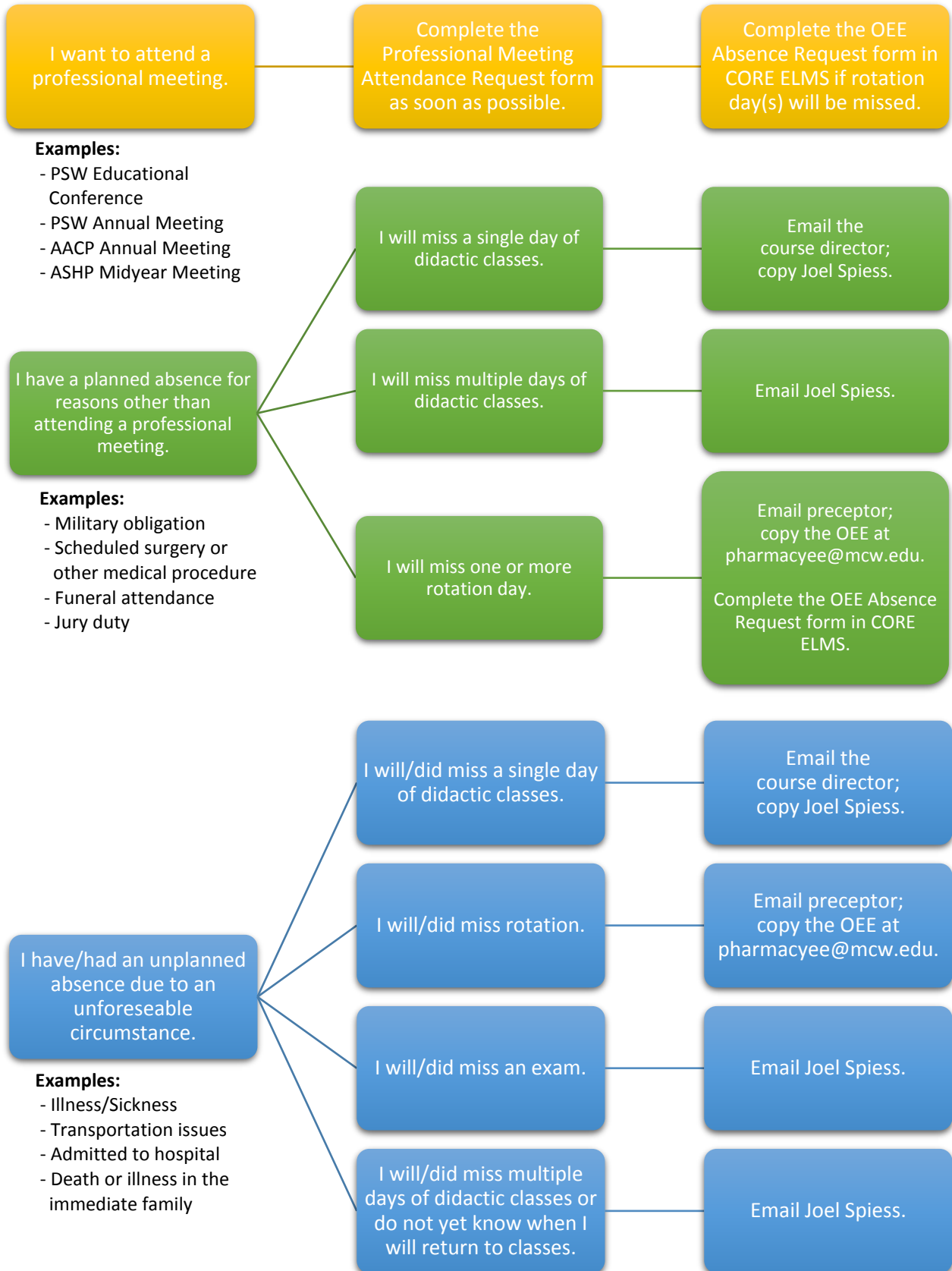
Students who are called to military service should immediately notify the director of academic and student affairs.



PHARMACY SCHOOL

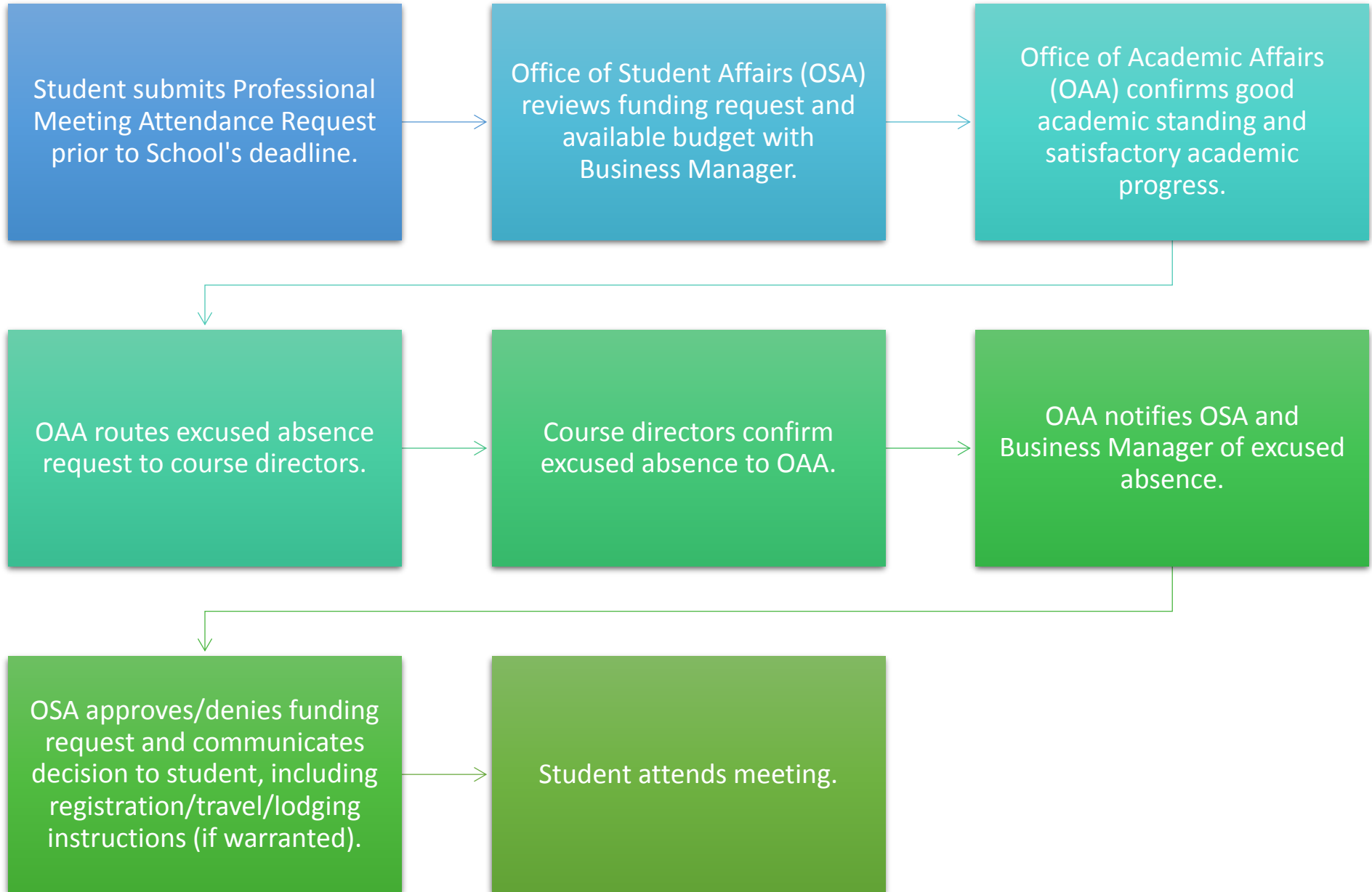
Appendix A

Student Absence Notification



Questions? Contact Joel Spiess (jspiess@mcw.edu) in the Office of Academic Affairs.

Procedure for Student General Attendance at Professional Meeting



Procedure for Student Attendance with Poster at Professional Meeting

