

# HANDBOOK



*Effective: 2019-2020 Academic Year*

Published by Roseman University of Health Sciences College of Pharmacy  
<http://www.roseman.edu>

**HENDERSON CAMPUS**

11 Sunset Way  
Henderson, Nevada 89014  
Tel: (702) 990-4433  
Fax: (702) 990-4435

**SOUTH JORDAN CAMPUS**

10920 South River Front Parkway  
South Jordan, Utah 84095  
Tel: (801) 302-2600  
Fax: (801) 302-7068

*University policies and procedures are included in the University Catalog or may be found on the University website (<http://www.roseman.edu/students/registrar/university-policies/>). The po*

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Calendar for the 2019-2020 Academic Year



If a student has an absence, which would prevent him/her from taking a scheduled initial assessment, reassessment, summer assessments, or other required classroom activity the student *must* request an excused absence from the Assistant Dean of 9(c) -1 (l) 2 t re 0 0 052134lcsjE ( ) -31 (a4 (v) 1 (l) 38 (a) re e4 (v) c) -va -11 (4 0 0 0.24 54.57996 662.06 cm BT

other required classroom activity scheduled during a pharmacy professional meeting or pharmacy-related job interview, *each student* attending the meeting/interview must *individually* submit a request, us-



are required to abide by the attendance policies outlined in the Experiential Manual.

The stated class hours for the didactic portion of the curriculum are from 8:00 am to 3:00 pm, unless approved by the Assistant Dean for Academic Affairs as noted below. In observance of these posted times, students and all faculty who are scheduled to teach will be expected to be present at 8:00 am, except when otherwise approved by the curriculum committee and the faculty. This does not necessarily mean that faculty have no flexibility and must begin lecturing at 8:00 am. Faculty have the latitude to allow students to study in their groups or work on special projects; however, that time must be defined and structured, and faculty should be available to assist and facilitate students in their learning. Students will not be al-

### Honors (H)

The Honors "H" designation denotes individual high achievement on a didactic topic within the curriculum.

For regular block assessments, a student receiving 95% individually on the assessment (without team assessment points) will receive a designation of "H" for that assessment on their transcript. This designation is only eligible on a student's first attempt at the material, and cannot be earned for reassessments or summer assessments.

For the following longitudinal courses:

- PHAR 450: Pharmaceutical Calculations
- PHAR 451: Top 200 Drugs I
- PHAR 465: Pharmacists' Patient Care Process (PPCP) I
- PHAR 495: Continuous Professional Development (CPD)
- PHAR 550: Top 200 Drugs II
- PHAR 565: Pharmacists' Patient Care Process (PPCP) II
- PHAR 595: Continuous Professional Development (CPD) II

A student receiving 95% of the total points available in the course at the end of the academic year (before summer assessment) will receive a designation of "H" for that course on their transcript. Summer remediation for any portion of these courses makes the student ineligible for the Honors designation.

The Honors designation is not awarded for any experiential portion of the curriculum.

Certain electives may be designated as "Honors" electives by the Curriculum Committee. The block plans for these electives will note their eligibility for an "H" transcript designation and will contain instructions for how

points will be credited to the students on that team. Participation in the team assessment is mandatory. A student who does not participate in the individual assessment cannot participate in the team assessment. A student who participates in the team assessment must sign the team assessment booklet or other officially designated docu-



It is the student's responsibility to ask the proctor(s) for approval about any item they wish to have at their desk during the assessment, prior to the start of the assessment.

If Scantron forms or electronic means of testing are not used and a student does not pass

A student is only allowed to repeat a block once after receiving a "No Pass" during the summer assessment. A student who receives a "No Pass" on a reassessment that covers the material for which they received a "No Pass" during the summer assessment will be required to withdraw from the program.

A student who receives a "No Pass" for a pharmacy practice experience will be required to repeat the rotation after the current academic year when rotation availability permits as scheduled by the appropriate Directs q 0.24 03( ) -96 (so)60 0.24 0 tpe

- had a license suspended, revoked, surrendered or



A student must complete HIPAA, Bloodborne Pathogens in Healthcare Facilities (OSHA) and Tuberculosis training prior to participating in Pharmacy Practice Experiences.

Students must be certified in American Heart Association Basic Life Support for Health Professionals and maintain that certification throughout their time of enrollment in the College.

A student is required to maintain medical insurance. Each student is responsible for his/her medical care and/or treatment in case of illness or injury while on rotation including transportation. In the event that a student no longer has medical insurance they are ineligible to continue their experiential training. The University will be unable to award a degree without successfully completing all required aspects of the curriculum, including the experiential component.

An experiential training s

Students must comply with the Standards of Professional Conduct. A student's behavior may result

(matters concerning academic affairs or unprofessional behavior at experiential rotations should be referred to the Assistant Dean of Academic Affairs and all other matters concerning professional behavior should be referred to the Assistant Dean for Admissions and Student Affairs).

Step 2: The appropriate Assistant/Associate Dean or designee shall make a preliminary evaluation into the allegation(s) in order to determine if a sufficient basis exists to



Affairs or another faculty member who is designated a mentor to the student during this probationary period.

Attendance at the College is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct.

The College reserves the right to require withdrawal at any time it deems necessary to safeguard patient safety, its standards of scholarship, professional standards of conduct, and orderly operation. The student concedes this right by act of matriculation.

Application for voluntary withdrawal from the College must be made in writing to the Assistant Dean for Admissions and Student Affairs or designee. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the College of Pharmacy's administrative team. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the student and the personal interview, the Assistant Dean for Admissions and Student Affairs or designee will notify the Dean and/or South Jordan Campus Dean and will complete the forms necessary to pro-

A student who withdraws "in good academic standing" (i.e., not on academic probation) is not assured re-admission unless it is a part of the final written decision and/or agreement made between the Assistant Dean for Admissions and Student Affairs or designee and the student, and it is acknowledged through signature by the Dean or South Jordan Campus Dean.

A student who withdraws while on academic probation does so "not in good academic standing". A student who withdraws "not in good academic standing" may reapply for admission to the P1 year through the College's Admissions Application process unless otherwise stipulated. The student's previous academic performance and professional conduct at Roseman will be considered during the admission process.

A student may request a leave of absence (LOA) due to an occurrence of a medical problem, a personal problem, or pregnancy. For financial aid purposes, a leave of absence will be documented as a withdrawal.

A student requesting a leave of absence must apply in writing to the Assistant Dean for Admissions and Student Affairs or designee and provide:

- a rationale for the request
- the date the student expects to leave the program
- the date the student expects to return to the program
- documentation

requested date of return, unless otherwise stipulated in the University withdrawal forms. It is the student's responsi-

mended by the Assistant Dean of Academic Affairs, and two students appointed by the Dean from a list of at least four recommended by the President of the highest ranking class on the alternate campus. In their recommendations, the Assistant Dean of Academic Affairs and the Class President should endeavor to suggest individuals who are not personally involved and are accessible.

If the Assistant Dean of Academic Affairs determines that convening the committee is appropriate, the committee will consider the points-of-view of both the student and preceptor(s) to make a recommendation to the Dean who shall render his/her decision. The Dean shall communicate this decision in writing to the student, the preceptor(s) involved, and the Assistant Dean of Academic Affairs. **The decision of the Dean is final.**

If the Assistant Dean of Academic Affairs determines that the situation does not merit convening the Student Experiential Appeals Committee, he/she will consider the student appeal. The Assistant Dean of Academic Affairs will communicate his/her decision related to the appeal, in writing, to the student. **The decision of the Assistant Dean of Academic Affairs shall be final, effective immediately.**

Unsatisfactory performance on six (6) reassessments in an academic year; three (3) assessments during the summer assessment period; an assessment pertaining to material repeated from a prior summer assessment "NP"; any experiential rotation with the same rotation type twice (i.e. two Adult Acute Care rotaj ET Q q 0.24 0 0 0.2080. (r), 1 ( ) -71 (Cw) -6 (o) -3 ( ) .4cm BT 41 0 0 41 0 0 Tm /Tc11 Tf ( ) Tj Etapal2(i) 4 ( (





ences, student services, and overall impressions of their educational experience. Results from this survey will be used by Roseman University of Health Sciences College of Pharmacy to identify potential areas of student concern so that quality improvement interventions can be introduced.

Students expected to graduate by the end of the December of the same year of the University Commencement are



PHAR 573: Introductory Pharmacy Practice Experience--Summer Institutional (IPPE-SI)	<b>Summer after Year 1</b>
PHAR 600-698: Advanced Pharmacy Practice Experiences (APPE)	<b>Year 3</b>
PHAR 700-799: Electives	<b>Year 3 (or as arranged)</b>
PHAR 699: Capstone Course	<b>End of Year 3</b>

Block and Course descriptions may be found in the Roseman University of Health Sciences Catalog and on the website (<http://www.roseman.edu/pharmacy/curriculum>).

A student in need of personal counseling services for non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Student Services Office. Further information is available at: <http://www.roseman.edu/students/student-services-resources/student-health-wellness/>

The Roseman University of Health Sciences College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE), 135 S. LaSalle Street, Suite

