Oath of a Pharmacist\textsuperscript{1}

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 concern.

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, experience, 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.

\textsuperscript{1} American Pharmacists Association, \url{http://www.pharmacist.com/oath-pharmacist}, August 18, 2015
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I. Welcome

Welcome to the UNE College of Pharmacy and to the pharmacy profession. This manual is a compilation of policies and information about the College. Please take the time to look through the Table of Contents to see what the manual entails. In particular, you are required to read and comprehend the Code of Professional Conduct and the Technical Standards. You will be asked to sign documents, acknowledging that you have read and understand the Code and the Standards.

II. Mission, Vision & Strategic Initiatives

Mission
To provide an exemplary, learner-centered pharmacy education and advance the practice of pharmacy through interprofessional collaboration, research, patient care, and service.

Vision
The College of Pharmacy will be nationally and internationally recognized for the ability of our Doctor of Pharmacy students and graduates to provide compassionate, patient-centered care that combines both time-honored and cutting-edge methodology. We will also be known for the leadership of our faculty, students, and alumni in the broad areas that provide the foundations for the field of pharmacy education: the pharmaceutical and biomedical sciences, social sciences, clinical sciences, and interprofessional care.

Core Values
The College operates by a set of values that emphasize:

- Learner-centered approaches
- Professional and servant leadership
- Diversity and inclusiveness
- Lifelong learning, discovery, and creativity
- Collegiality and mutual respect
- Integrity and accountability
- Continuous quality improvement

Strategic Initiatives 2015-2020

- Goal 1: Provide an educational experience that develops and enriches outstanding student pharmacists, residents, practitioners and scientists in a culture of scholarship, professional development, life-long learning, and community service
- Goal 2: Expand the educational opportunities, clinical and service activities and programs offered by the College of Pharmacy
- Goal 3: Grow and diversify resources for the College of Pharmacy
III. Technical Standards

All students must be able to meet the following University of New England (UNE) College of Pharmacy technical standards. A student accepted into the Doctor of Pharmacy Program must have abilities and skills in five categories: observation, communication, motor, intellectual, and behavioral/social. Standards are developed as criteria to achieve the Doctor of Pharmacy degree in preparation for licensure as a practicing pharmacist and for postgraduate professional training and education in any of the varied fields of pharmacy. Further, the safety of the patient, on whom the pharmaceutical education process is largely focused, must be guarded as the final and ultimate consideration.

The University of New England, College of Pharmacy acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires minimum technical standards be present in students accepted into the Doctor of Pharmacy program. The College of Pharmacy will engage in an interactive process with applicants with disabilities but the College of Pharmacy reserves the right not to admit any applicant who cannot meet the Technical Standards set forth below, with reasonable accommodations. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. However, any applicant with questions about these technical standards is strongly encouraged to discuss his/her specific issue(s) with Disability Services prior to the interview process. If appropriate, and upon the request of the applicant, reasonable accommodations will be provided.

Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a student in the Doctor of Pharmacy program must be able to perform in an independent manner. Every applicant is considered without regard to disability. Once accepted, students must complete all elements of the curriculum with or without reasonable accommodations. In the case of a documented disability, the College of Pharmacy must be fully satisfied that the applicant can make progress through the curriculum. Students in the Doctor of Pharmacy program must have the functional use of the senses of vision and hearing. A student's skills will also be lessened without the functional use of the senses of equilibrium and smell. Additionally, they must have sufficient exteroceptive senses (touch, pain and temperature), and sufficient motor functions to permit them to carry out the activities described in the sections that follow. Doctor of Pharmacy students must be able to integrate information received from multiple senses quickly and accurately. They must also have the intellectual ability to learn, integrate, analyze and synthesize data. Graduates of the College of Pharmacy must have the knowledge and skills to function in a broad variety of clinical, administrative and leadership situations and to render a wide spectrum of pharmaceutical care.

Throughout the pharmacy program, a student will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action (e.g., remediation, counseling, or dismissal) will be taken. Because this expectation is separate from academic achievement, simply maintaining a passing GPA is not sufficient.

While the College of Pharmacy recognizes that certain disabilities can be accommodated without compromising the standards required by the college and the integrity of the curriculum, the use of a trained intermediary means that a student's judgment must be mediated by someone else's powers of selection and observation, and is not acceptable. Additionally, those individuals who would constitute a direct threat to the health or safety of others are not considered suitable candidates for continued matriculation.

The following skills are required, with or without accommodation:
**Observation**

Students must be able to observe demonstrations and conduct exercises in a variety of areas related to contemporary pharmacy practice, including but not limited to monitoring of drug response and preparation of specialty dosage forms. Students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, medical illustrations and models, microscopic studies of microorganisms and tissues in normal and pathological states. A student must be able to observe a patient accurately at a distance and close at hand, noting non-verbal as well as verbal signals. The student must be able to observe and interpret presented information. Specific vision-related requirements include, but are not limited to the following abilities: visualizing and discriminating findings on monitoring tests; reading written and illustrated material; discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests; observing the activities of technical staff operating under their supervision; reading information on a computer screen and small print on packages or package inserts; distinguishing shapes, colors, markings, and other characteristics of small objects (e.g. different dosage forms); and competently using instruments for monitoring drug response. Observation requires not only the functional use of the sense of vision, but other sensory modalities as well such as hearing and other somatic senses. For example, observation can be enhanced in some situations by the use of the sense of smell.

**Communication**

A pharmacy student should be able to speak, to hear and to observe patients and other healthcare professionals in order to elicit both verbal and nonverbal information, and must be able to communicate effectively with and about patients. Communication includes speech, reading, writing and computer literacy. The student must be able to perceive and respond appropriately to all types of communication including telephone communications (verbal, nonverbal, written) from faculty, staff, peers, patients, caregivers, family of patients, the public, and all members of the health care team. Specific requirements include but are not limited to the following abilities; reading, writing, speaking and comprehending English with sufficient mastery to accomplish didactic, clinical and laboratory curricular requirements in a timely, professional and accurate manner; eliciting a thorough medication and medical history; and communicating complex findings in appropriate terms that are understood by patients, caregivers, and members of the healthcare team. Each student must be able to read and record observations and care plans legibly, efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, decisions and encounters with patients. Students must be able to complete forms or appropriately document activities according to directions in a complete and timely fashion.

**Motor**

Pharmacy students must have sufficient motor function to carry out basic laboratory techniques and skills to accomplish basic pharmacy practice tasks utilizing both gross and fine motor skills. These include but are not limited to; compounding prescriptions, filling prescriptions, counting prescription medications, administering medications, preparing intravenous products, and administering intramuscular and subcutaneous injections. The student must be able to conduct a physical assessment of a patient by palpation, auscultation and other diagnostic maneuvers. Other motor activities include performing first aid and/or cardiopulmonary resuscitation in the clinical setting. The student must be able to transport him or herself to off-site settings and experiential locations in a timely manner. Students must be able to respond promptly to urgencies within the practice setting and must not hinder the ability of their co-workers to provide prompt care. Examples of such emergency treatment reasonably required of pharmacists include arriving quickly when called, rapidly and accurately preparing appropriate emergency medication, and the preparation of sterile intravenous medications.
Students must be able to use computer-based information systems and have sufficient motor function and coordination required for manipulation of small and large objects. The student must have the ability to move and position another person in a manner that will facilitate physical assessment or other diagnostic lab testing. Lastly, students must exhibit the physical and mental stamina needed while standing or sitting for prolonged periods of time.

**Intellectual**
A student should possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum. These abilities include measurement, calculation, reasoning, analysis, decision-making, judgment, information integration, and solution synthesis. In addition, the student should be able to comprehend three-dimensional relationships and to understand the spatial relations of structures. Especially important is the appropriate and rapid calculation of dosages for a variety of patient-specific conditions such as renal or hepatic failure, obesity, cardiac or respiratory arrest, etc. Additionally, calculations involving appropriate dilution or reconstitution of drug products, electrolytes, etc. must be made accurately and quickly. Students must be able to retain and recall critical information in an efficient and timely manner. Students must be able to identify and acknowledge the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation before making a decision. Students must be able to interpret graphs or charts describing biological, economic or outcome relationships. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. Students are expected to be fully alert and attentive at all times in classroom and clinical settings.

**Behavioral and Social**
A pharmacy student must possess the physical and emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients. Students must adapt to changing environments, to display flexibility and function in the face of uncertainties inherent in the academic and clinical environments with appropriate coping responses. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are qualities that are assessed during the admission and education process. The student must recognize and display respect for differences in culture, values, and ethics among patients, faculty, peers, clinical and administrative staff and colleagues. The student must be able to identify and demonstrate appropriate behavior to protect the safety and well being of patients, faculty, peers, clinical and administrative staff and colleagues. Lastly, the student should handle situations appropriately and professionally when those situations may be physically, emotionally, or intellectually stressful, including those situations that must be handled promptly and calmly. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.

IV. Code of Professional Conduct

**Preface**
The University of New England College of Pharmacy is committed to promoting in all students a sense of professionalism and a desire to adhere to the highest professional standards that pertain to pharmacy practice or the professions in pharmaceutical sciences. Students are expected to
exhibit the highest standards of professional conduct and clinical performance, avoiding impropriety or the appearance of impropriety.

The Code of Professional Conduct exists to promote honorable conduct on the part of all students in the school and instill in students a life-long commitment to the principles embodied within the code. Its purpose is to create an environment where honesty, integrity and respect are rewarded and unethical, dishonest or disrespectful behaviors are prevented, deterred or do not exist. The credibility of any healthcare professional is based on the high degree of trust accorded by the individuals he or she serves. Students entering the healthcare professions have a unique, particular obligation to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others.

Responsibility for success of the Code of Professional Conduct lies principally with the individual student as well as with the collective academic community of students, faculty and staff. Ultimately, the value of the code depends on students monitoring their own behavior and discouraging violations of the code by others and not on proceedings of a Committee to impose disciplinary actions after violations have occurred. Students are obligated to report suspected code violations committed by students, faculty or staff members. The relationships that develop between faculty and students are the core of the College of Pharmacy’s academic program.

At the start of each academic year, all new students will sign a statement acknowledging that they have received and read the Code of Professional Conduct and that they have made a personal commitment to uphold the code and abide by its principles. The signed statement must be returned to the College of Pharmacy Office of the Dean within one week of the start of classes for the fall term and will be placed in the student's file.

No set of policies or procedures can anticipate every issue or situation, and circumstances at times require alterations or adaptations. What follows are the general policies that will govern these situations routinely. While maintaining the College’s commitment to these policies and to applying them fairly, the College of Pharmacy does, however, reserve the right to modify policies and/or procedures at any time as may be necessary. This Code of Professional Conduct is for the College of Pharmacy. It augments information provided in the University Student Handbook as it pertains to academic programs in the College. The University of New England reserves the right in its sole judgment to make changes of any nature in its programs, calendar, or academic schedule whenever deemed necessary or desirable, including changes in course content, the scheduling of classes with or without extending the academic term, canceling of scheduled classes of other academic activities, in any such case giving notice thereof as is reasonably practicable under the circumstances.

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

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.
II. A pharmacist promotes the good of every patient in a caring, compassionate and confidential manner.
III. A pharmacist respects the autonomy and dignity of each patient.
IV. A pharmacist acts with honesty and integrity in professional relationships.
V. A pharmacist maintains professional competence.
VI. A pharmacist respects the values and abilities of colleagues and other health professionals.
VII. A pharmacist serves individual, community and societal needs.
VIII. A pharmacist seeks justice in the distribution of health resources.

The previous Oath and following Code outlines expectations for Doctor of Pharmacy students both in and out of the classroom as well as in the professional practice setting. It shall be the responsibility of the students and faculty of the College of Pharmacy to uphold the integrity and ethical standards of the community to the fullest extent possible. The standards of conduct listed below set forth general responsibilities of students and faculty in a teacher learner environment.
**College of Pharmacy Standards for Professional Conduct**

A student enrolled in the University of New England College of Pharmacy is expected to **demonstrate professional behavior and conduct for graduation** by:

Behaving in a responsible, reliable and dependable manner -- e.g. to manage time well; be on time for assignments, meetings, and appointments; to plan ahead and to follow through with commitments; to cooperate with person(s) in charge of programs; and to take responsibility for absences or missed assignments by notifying the Dean's Office, instructors and/or preceptor, or other leader, in case of emergency absence or calls; to apologize if unable to notify in advance; and, to demonstrate diplomacy in expressing opinions, choices, and values.

1. Demonstrating personal integrity, honesty, and self-discipline – e.g. to be consistent and truthful, to show appropriate personal control, to take on tasks that he/she can manage; to be honest in reports and self-evaluations; to provide pharmacy services according to legal and ethical standards of pharmacy practice.

2. Projecting a professional image in manner, dress, grooming, speech, interpersonal relationships and and writings, including social media, that is consistent with the pharmacy profession’s accepted contemporary standards – e.g. to use appropriate language in verbal and written communication with others; to maintain an awareness of personal hygiene; to wear professional attire and a name tag.

3. Recognizing his/her personal limitations and biases, whether they are intellectual, physical or emotional; to strive to correct them (e.g. overcome negative behaviors such as procrastination); to learn to be a team member; to adapt to new situations; and to avoid discriminatory conduct or speech.

4. Demonstrating the professional and emotional maturity to manage tensions and conflicts which occur among professional, personal, and family responsibilities, seeking professional help if necessary – e.g. to meet with supposed antagonists to resolve misunderstandings; to get needed help from faculty advisors, tutors, counselors, learning assistance professionals and other qualified persons; to show ability to prioritize appropriately one’s personal, professional, and academic expectations and activities; to accept decisions of persons of authority at the College of Pharmacy and UNE as well as in the professional practice environment.

5. Demonstrating the ability to exercise sound judgment and to function under pressure – e.g. to request help when needed and to avoid endangering others; to respect the difference between pharmacist and pharmacist-in-training; to remain focused on the task at hand; to remember that as a student he/she represents UNE College of Pharmacy and the pharmacy profession to the greater community at large.

6. Demonstrating the ability to self-assess, to continually learn and to learn from mistakes and failures and to heed admonitions and warnings from faculty and administrators (or their staff representatives) of UNE College of Pharmacy and from preceptors – e.g. to be responsive to feedback and constructive criticism regarding professional behavior and attitude; and, to understand the seriousness of academic and disciplinary warnings.

7. Demonstrating compassion and respect toward others – e.g. to be respectful of others; to work cooperatively with differences and diversity in personalities and in cultural backgrounds as well as with differences in social and in economic status; and, to respect the privacy, confidentiality and individual choice of others, including patients, students, faculty and staff.

8. Demonstrating a commitment to the health of patients and a willingness to place the needs of patients above personal needs.

These standards are taken very seriously and evaluated regularly. **Failure to abide by these standards may result in academic warning, prescribed or proscribed actions, probation, or dismissal from the PharmD program.**

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1 Adapted from the UNE College of Medicine Standards of Professional Conduct.
Discipline

Students committing any form of Professional Code violation are subject to discipline. The routine disciplinary response is an immediate F for the course as well as placing the student on permanent academic probation. Depending on the severity, disciplinary action may be decreased or increased.

Professional Conduct

Conduct in the Classroom

Students, faculty members and the administration share the responsibility of maintaining appropriate student conduct in the classroom. Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of the Pharmacy Code of Professional Conduct.

Demonstration of a respectful learning environment includes, but is not limited to the following types of behaviors:

1. Be on time for class; should you arrive late, enter the classroom quietly and do not disrupt anyone while finding a seat.
2. Do not leave the classroom during lecture unless a reasonable circumstance requires this action (e.g., illness); if you must leave, do so as quietly as possible with minimal disruption.
3. Refrain from conversations during the presentation of the class, seminar or other learning session.
4. Avoid visiting websites that are not pertinent to the class topic or discussion.
5. Cell phones must be off or on vibrate-only modes. Emergency conversations must be held outside the classroom.
6. Refrain from visiting websites unrelated to the lecture (i.e., online shopping, etc)
7. Do not gather materials to leave the class until the instructor has completed his or her remarks.
8. Refrain from making sounds during lecture.
9. Refrain from distracting activities during class, including persistent complaining disruptive to the learning environment.
10. Do not bring pets or other animals into class, seminars or other learning sessions (except for certified companion dogs).
11. Refrain from bringing family members or other guests into class, seminars or other learning sessions unless permission is obtained from the instructor and course director.

Faculty have the authority to identify disruptive or actively disengaged students, instruct students to refrain from such behavior and require that students leave the classroom if, in the judgment of the instructor, their behavior is not conducive to learning. In addition, sanctions may be brought against any student as outlined in the University of New England Student Handbook or this Code.
Conduct on Clinical Rotations

Faculty and preceptors have authority to identify disruptive students, instruct students to refrain from such behavior and require students to leave the clinical site if, in the judgment of the faculty or preceptor, the student’s behavior is interfering with the learning environment, patient and student safety. Students may also be asked to leave the clinical site if, in the judgment of the faculty or preceptor, the student is unable to conduct themselves in a professional and competent manner. Examples are, but not limited to appearing to be intoxicated, under the influence of drugs or appearing to be otherwise impaired. Additional examples of unprofessional behavior are challenging authority or becoming unusually upset or uncooperative. An incident report must be filed with the Office of Experiential Education and an unprofessional conduct report, with the Dean's Office within twenty-four hours. The student will also be referred to the College Student Progress Committee.

Confidentiality: Understanding HIPAA Privacy

Pharmacy students are obligated to respect all confidences revealed to them such as patient conditions, medical and pharmaceutical records, economic information, fee payments or any privileged information from committees of which a student is a member. Confidentiality is an ethical concern and a legal issue. Pharmacists, including pharmacy students, are legally bound to safeguard the confidentiality of matters concerning patients. Breaking patient confidentiality is grounds for malpractice. Respecting the confidentiality of patients maintains public trust. As part of the curriculum, pharmacy students complete several hundred hours of pharmacy practice. Students must understand that as a licensed pharmacy intern he/she is required to comply with the legal requirements and with professional and ethical standards relating to the practice of pharmacy.

As an experiential pharmacy student, you must maintain the principle of confidentiality and you must agree not to obtain and/or disclose any information about the medical condition, prescription records or personal affairs of any patient while working in the pharmacy environment. You must also understand that failure to maintain the confidentiality of any patient or failure to engage in professional and ethical conduct will be treated by the College of Pharmacy in the same manner as academic dishonesty. It is the policy of the College of Pharmacy that students who engage in unethical conduct will be subject to disciplinary penalties.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Consumers have rights and protections that are provided by the Privacy Rule. Covered entities must comply with the Privacy Rule and it's requirements. Guidance is available to help covered entities implement and maintain compliance with the requirements. Pharmacy students will be required to complete HIPAA training before engaging in patient care. There is much more information and additional reading available located on the WEB.

NOTE: All pharmacy faculty, staff and students must successfully pass HIPAA training at the start of each academic year. Faculty and staff who fail to do so are not paid for the time they are not compliant; students are pulled from classes.
Immunization Requirements

Meeting immunization requirements is a professional responsibility of all Health Professions Students at UNE. Students who are not in compliance with Maine State, UNE and College of Pharmacy immunization requirements will not be allowed to attend classes or clinical experiences until they are in compliance. The UNE Student Health Center will provide guidance and assistance with completion of these requirements if necessary. Expenses related to completing these requirements through UNE Student Health will be the responsibility of the student or will be billed to the student’s insurance.

Student E-mail Addresses and Curricular Information and Materials

The University of New England provides every student with an e-mail account and a separate Blackboard user ID and password for the delivery of course materials while they are enrolled in the Doctor of Pharmacy program. The e-mail account (@une.edu) is recognized as the official means of communicating with students for all UNE correspondence including but not limited to, announcements, list-servers, course-instructor evaluations, online grading, emergency response and other systems as developed.

Students are responsible to review e-mail messages on a daily basis. If a student elects to have correspondence from their UNE e-mail forwarded to another e-mail account, it is his/her responsibility to ensure they are receiving all forwarded documents and information. A student is responsible for all University and College of Pharmacy information or correspondence provided via his/her UNE e-mail account. Faculty and staff members will not make provisions or accommodations for a student if he/she misses University or College of Pharmacy information because s/he did not read email messages or the message was forwarded to another e-mail account. Blackboard software is used for on-line and supplemental instruction. While classes are being delivered via Blackboard, students should check their Blackboard website for mail or other correspondence on a daily basis.

Alcohol & Drug Abuse

A pharmacy student or pharmacist who irresponsibly uses alcohol or drugs discredits his or her professionalism and pharmacy as a health care profession. Alcohol or drug abuse compromises the student's ability to learn and to practice as a health care provider and thus is considered unprofessional conduct and a violation of the Pharmacy Student Code of Professional Conduct. Alcohol or drug use that results in compromised patient care should not and will not be tolerated. Further, because pharmacists are in a unique position of ready access to drugs, the College of Pharmacy must insist on "zero tolerance" of alcohol or drug abuse. Students who have a problem with alcohol or drugs should seek assistance from services available on campus or elsewhere.

Pharmacists have been entrusted by society as the legal custodians of controlled substances approved for medicinal use. It is critical that pharmacy students understand the laws relating to the use and dispensing of controlled substances. Pharmacists and pharmacy students have a moral, legal and ethical imperative to refrain from the use of illegal drugs, the unauthorized use and distribution of controlled substances and the abuse of alcohol.

Pharmacy students are licensed health professionals in the state of Maine (pharmacy intern license) and are encouraged to self-report problems with chemical dependency to the Medical Professionals Health Program (MPHP), a non-disciplinary approach for dealing with licensees who have substance abuse problems. This organization can be contacted at 1-207-623-9266. Participation in the MPHP
guarantees that the identity and confidentiality of any student in compliance with the program will be protected.

Students with problems related to substance abuse who fail to voluntarily enroll in MPHP and are subsequently found to have violated legal or professional standards as a result of their chemical dependency are subject to the same sanctions as any other licensed health professional, up to and including license revocation. In addition, students on rotation are subject to the same rules and regulations as other employees in the workplace when participating in practice experiences.

If a preceptor, faculty member, staff or any personnel, perceives a student to be impaired from any substance on university property, at a College/University activity/function, or at a rotation site, the student may be asked to leave the classroom, campus, or site and may be subject to disciplinary charges.

A student, convicted of any criminal offense, including driving under the influence (OUI/ DUI), must report the offense to the Board of Pharmacy in all states in which the student has an intern license. **The Maine Board of Pharmacy requires any criminal conviction or disciplinary action be reported with 10 days.** Boards of Pharmacy may choose to immediately suspend the student's intern license and require a hearing before Board of Pharmacy members. A license suspension means the student will not be eligible to participate in any IPPE and/or APPE rotations while the intern license is suspended or revoked, likely resulting in a delayed graduation date.

The Dean of the College of Pharmacy may immediately suspend a pharmacy student who has unresolved or habitual alcohol or drug use problems or who has been accepted to participate in the MPHP program and fails to attend or complete the MPHP program.

For specific details regarding UNE’s policies on alcohol and drugs, please refer to the appropriate sections of the UNE Student Handbook.

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**Sexual Harassment Policy:**
Please refer to the Sexual Misconduct Policy of the UNE Student Handbook.

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**Statement on Sensitive and/or Proprietary Research**

Given the variety and description of the work at the University of New England College of Pharmacy, some research projects do not permit the free and open publication, presentation, or discussion of the results. Students must acknowledge that while the results of all College of Pharmacy research are open, some investigators may be given classified or proprietary information by a sponsor when such information would be useful background material to the research effort. Such information must be identified as such in writing. Students will use reasonable efforts to prevent inadvertent disclosure of such information.

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**Respecting the physical environment**

A considerable amount of human and fiscal resources are used to maintain the integrity and appearance of the physical facilities of the school. Unless authorized to do so by a professor or during a special event, food and drink are prohibited from lecture halls and laboratories during class
time. Students are expected to contribute to the maintenance of a neat and clean environment by properly disposing of trash and recyclables and by helping to keep classrooms, study areas, lounge areas, kitchens and appliances, hallways, restrooms, walls and bulletin boards free of trash and clutter. In addition, theft, vandalism or inappropriate access to personal or proprietary information or personal property (offices, desks, computers and computer files or other College, university or student property) is not acceptable behavior.

Respect for faculty, staff, students, patients and other healthcare professionals

1. Students are expected to demonstrate respectful behavior at all times toward the faculty, staff, and students in the College of Pharmacy and other institutions on or affiliated with the College of Pharmacy.

2. The student body, faculty and staff represent a diverse group. Respect for and understanding of individuals from diverse backgrounds is a part of a university education. Prejudices against individuals because of race, ethnic or cultural background, gender, disability or other personal characteristics will not be tolerated in the College of Pharmacy.

3. Students are expected to display mature judgment and abide by the reasonable decisions communicated by faculty and staff. Profane language or disrespectful behavior by students is unacceptable. Faculty and staff members work to provide a quality educational program for pharmacy students. Misunderstandings, changes in curricula or mistakes in administrative aspects of the program will occur from time to time. Appropriate mechanisms exist to communicate student concerns about the operation of the school through the Office of Student Services, faculty members, administrators, student government members and student representatives on school committees.

4. The dignity and respect of all health care practitioners and caregivers must be acknowledged, promoted and upheld.

Social Media Policy

Student pharmacists are representatives of the College of Pharmacy, the University and the Profession of Pharmacy. As a student pharmacist, you should be concerned with any behavior that might reflect poorly on yourself, the University of New England (UNE), the College of Pharmacy (College of Pharmacy), and/or the profession and be aware that such behavior may result in liability for yourself, the College, and/or the University. Such behavior includes any activities conducted online and/or through social media.

Student pharmacists are not restricted from using any online social network media site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow appropriate professional behaviors and also to comply with all local, state, and federal laws, College of Pharmacy and University policies.

Before participating in any online community, it is important to understand the types of behavior that are not acceptable. Your social media activities are required to be consistent with College of Pharmacy and University policies, including, but not limited to, the Pharmacy Code of Professional Conduct, the College of Pharmacy Professional Performance Standards, the Oath of a Pharmacist, the Professionalism Pledge, and the Code of Ethics for Pharmacists.
Examples of Prohibited Behavior

- Postings about yourself, your peers, faculty, staff, preceptors, patients or clinical instructors, the College of Pharmacy, or the University of New England that are unprofessional and/or could negatively alter professional reputations. Postings are considered to be information, text, video, photos, music or other online item placed, linked or forwarded via electronic media.
- Profane, vulgar and otherwise unprofessional postings do not reflect the values of the College of Pharmacy, the UNE, or the Profession and must be avoided if there is even the slightest possibility that the student will be considered to have an affiliation (e.g. the student is otherwise identified as a student elsewhere) with the College of Pharmacy or University.
- Postings regarding patient information, including de-identified patient information, descriptions of patient encounters, and information pertaining to activities that occurred at pharmacy practice sites.
- Malicious use of online social networking programs. This includes derogatory language directed at UNE and College of Pharmacy administration, faculty, staff and students; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other behaviors considered inappropriate and unprofessional for pharmacy students.
- Posting any online materials that could be interpreted as a violation of the Health Insurance Portability and Accountability Act (HIPAA) or Family Educational Rights and Privacy Act (FERPA).

Clear violations of this College of Pharmacy policy or suspected evidence of such violations in the content of social networks or digital platforms will be subject to investigation and sanction under the Standards for Professional Conduct. Any behaviors considered to be illegal will be referred to the appropriate law enforcement agency for investigation and potential prosecution. If multiple laws and/or policies apply to a particular situation, the most stringent of these laws/policies will take precedence.

2 Modified from the Shenandoah University Bernard J. Dunn School of Pharmacy Social Media Guidelines and Policy
3 Student pharmacists are defined as students from when they have been accepted into the program through graduation.
4 Examples of social media include, but are not limited to, collaborative projects, blogs and microblogs, content communities, social networking sites, virtual game worlds, and virtual social worlds.

Academic Honesty and Integrity

Pharmacy students are expected to adhere to all aspects of the University of New England Student Handbook. Students who believe that academic misconduct has taken place are obliged to bring their concerns to the attention of the instructor for the course or other faculty of the College of Pharmacy as may be appropriate. Anonymous accusations of misconduct will not be considered.

The University of New England, College of Pharmacy expects academic honesty from all its students. Cheating, plagiarism, or other kinds of academic dishonesty are considered violations of established University and College expectations. Ignorance and lack of intent are not valid excuses. Commission of an act of scholastic dishonesty by a student is not a victimless offense. If works by some students have been accomplished unfairly, then all other students in the class are victims because their honest efforts cannot be fairly evaluated and the integrity of the program is compromised. Students are directly responsible for understanding the concepts and intentions of the Pharmacy Student Code of Professional Conduct. Upon observing a possible violation of the Pharmacy Student Code of Professional Conduct, students are obligated to:
1. Report suspected misconduct.
2. File an incident report with the Assistant Dean of Students for Graduate and Professional Student Affairs and the Associate Dean for Student Services. If necessary, students should seek advice from a faculty member or school administrator.
3. Maintain confidentiality regarding the incident.
4. To facilitate academic honesty, students are expected to conduct themselves in a manner that will prevent or decrease opportunities for academic dishonesty, particularly during examinations. These include:
   a. Remove yourself from a situation that is likely to lead to a violation of the Pharmacy Student Code of Professional Conduct.
   b. Be on time for each examination.
   c. Protect your exam from the view of others.
   d. Keep your eyes focused on your own exam.
   e. Do not begin your exam before the time designated by the instructor or proctor.
   f. Do not continue to take the exam beyond the designated time period for the exam.
   g. Do not collaborate on an examination, assignment or project unless explicit permission to do so has been granted by the instructor or proctor.
   h. Assume the work is to be done individually unless specifically told otherwise by the instructor.

Academic misconduct includes, but is not limited to, the following actions:

**Cheating**
Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples of cheating include:

1. Using the work of another individual on an examination or assignment and submitting it as your own work.
2. Using another student’s “clicker” device or other electronic devices, to answer questions or provide feedback.
3. Permitting another student to use your work on an examination or assignment without explicit approval of the instructor.
4. Collaborating on any assignment or examination without the explicit permission of the instructor.
5. Possessing or accessing unauthorized notes, crib sheets, additional sources of information or other material during an examination.
6. Providing or receiving unauthorized help during an examination or prior to a make-up examination.
7. Taking an examination for another student or having an examination taken by a second party.
8. Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.
9. Unauthorized possession or use of examinations that were not returned by professors in previous course offerings.
10. Signing in or registering for a course for another student in order to record attendance or to save a spot in the class.
11. Failing to comply with instructions given by the person administering the test.
12. Falsifying data, laboratory reports, and/or other academic work offered for credit.
Plagiarism
Plagiarism is the appropriation, through any means, of another's work and the subsequent submission of it as one's own academic work. In the absence of any other agreement between the student and the instructor, it is assumed that when a student turns in an assignment or takes an examination, every word of the assignment or answer is the student's own work. Plagiarism can easily be avoided by clearly referencing the work of others when it appears in your own work.

Examples of plagiarism as it might occur in term papers, research papers, laboratory reports, and other written assignments are listed below:
1. Failure to provide a citation for a paraphrase or summary;
2. Failure to paraphrase or summarize properly, even when a note is provided;
3. Copying another source verbatim (word for word) without quotation marks or proper indentation;
4. Copying another source without acknowledgement;
5. Turning in another student's or person's paper or other work as one's own.

Fabrication, Fraud or Forgery
This is defined as intentional and/or unauthorized falsification of any information or citation. A deception deliberately practiced in order to secure unfair or unlawful gain.

Examples of fabrication, fraud and falsification common in the academic and/or clinical environments are as follows:
1. Fabrication or falsification of examinations, reports, assignments, case studies and other assigned work.
2. Falsification or invention of sources or page references in assignments.
3. Falsification or alteration of original source documents, such as misquoting or misrepresenting the document, to support a specific point of view or hypothesis.
4. Falsification or fabrication of laboratory results or patient data.
5. Falsification of any school or university document including grade reports, transcripts or personnel files.
6. Forging signatures of school or university officials on any official document including patient records.
7. Providing a false excuse or reason for missing an examination, assignment, a required attendance class or clinical rotation.
8. Providing the name or signature of another student on an attendance form; signing an attendance form when you are present for only a brief period of time, e.g., signing in and leaving or signing when you arrive near the end of the class or session.
9. Providing false information to an instructor to increase one's grade or to attain special consideration.
10. Providing false information regarding contributions to group assignments or projects.
11. Knowingly misrepresenting material facts to faculty/staff administrators, e.g., to the Professionalism Committee, the Dean or the Associate & Assistant Deans, Department Chairs/Co-chairs of the College of Pharmacy or any other individual associated with a case involving an alleged violation of this code.
12. Misrepresenting facts about oneself or another in regard to health, personal, financial or academic considerations to gain an unfair academic or financial benefit.

Altering or damaging reference material and equipment
Examples include, but are not limited to, the following:
1. Destroying or removing study materials from circulation, examination keys, posted grades or other materials made available to all students.
2. Any attempt to limit another student’s access to educational resources.
3. Any attempt to alter equipment so as to lead to an incorrect answer for subsequent users.

Electronic Device Abuse- cell phone/pager/tablet/laptop or other communication device
Students are allowed to have cell phones, pagers, tablets, laptops and other similar devices on campus. However, students may not use or misuse these devices during class unless specifically permitted by the faculty member. No non-class-related web surfing allowed.

Faculty members have authority to confiscate these or related electronic devices, in the event of a violation of this policy, and/or require the student to leave for the remainder of class.

In the event of an emergency, the University of New England will use an alert system that incorporates the use of electronic devices. Thus, the student may have a device “on” but placed on a silent, meeting or vibrate setting.

Computer Use Policy
Please refer to the University Student Handbook for guidelines on Information Technology and computer use.

Student Responsibilities under the ExamSoft Policy
1. Students are required to possess a laptop in working order that meets the College of Pharmacy laptop requirements (distributed upon matriculation into the program and available upon request) as well as ExamSoft Minimum System Requirements (available at http://www.examsoft.com/une pharm). On the day of an examination, students should:
   a. Assure the laptop is virus free
   b. Have an A/C power cord available
   c. Ensure the laptop battery has a full charge (at least 2 hours) in the event there is a power disruption during the examination
   d. Ensure that the internal clock is set to the correct date and time (EST or EDT)
   e. Disable sleep/hibernate mode prior to the scheduled examination
   f. Disable or whitelist antiviral software
2. Students must install and maintain a current version of ExamSoft’s SofTest application on any laptop that will be used during an exam. The SofTest download is available after logging into ExamSoft at http://www.examsoft.com/une pharm
3. Students are expected to download the examination prior to arriving to take the exam. Examinations will be available for download no later than one business day prior to the
examination. Students who have not downloaded the examination prior to arrival will not be provided extra time to take the examination.

4. With the exception of a laptop, power adapter, all personal belongings must be placed at the designated area. This includes food/beverage, mobile phones, calculators, or any other devices/materials which are not explicitly authorized immediately before each exam. Phones must be turned off or placed in silent mode and left with belongings. The room clock or proctor's watch is the basis for timing the exam. While students may utilize the exam timing feature in SofTest to assist with timekeeping, the room clock or proctor's watch is the official exam timer. The SofTest exam timer may be incorrect due to a delayed exam start, computer reboots or other factors. Students must complete and submit their examination when instructed by a proctor.

5. Students should plan to arrive at least 10 minutes before the scheduled start time of an examination. Students should place all belongings at the designated area and take his/her seat, ready to start the exam. Next, students should turn on the laptop and open SofTest so that he/she is ready to enter the exam password immediately at the start of the exam. Students arriving late and/or not having SofTest open and ready at the start of the exam will not be granted additional time to complete the exam.

6. Students who experience computer issues after the examination has started must call for a proctor to help resolve the issue.

Students may exit the exam prior to showing the proctor the green SofTest screen, unless he/she is leaving to use the restroom. In this instance, individual students may only leave once during an exam. No more than one student may leave the exam at the same time for reasons other than finishing the exam. When leaving, students are expected to enable the SofTest "Hide Exam" function so it cannot be viewed by a classmate.

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**College of Pharmacy Dress Code**

The College of Pharmacy recognizes that appropriate personal appearance creates a favorable impression on the College and the pharmacy profession in general. The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics. The continuous demonstration of appropriate manners and dress insures that the College of Pharmacy students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers.

As well, faculty, visitors, patients, families, health care sites and accrediting agencies justifiably expect strict standards to be maintained. The dress code applies at all times when the student is in the College of Pharmacy building (8:00AM-5:00PM or while professional classes are in session), at College professional functions, and in any situation where patient care activities occur or the occurrence of direct patient or health care professional contact can be reasonably assumed. These instances include but are not limited to all experiential experiences. In the absence of a stated policy for an individual course or setting, the following dress code will apply:

**General Personal Care**

1. Maintain good personal hygiene, which includes regular bathing, use of deodorants and regular dental hygiene.
2. Hair should be neat and clean. Hair longer than shoulder length should be secured if close contact with patients is anticipated. Beards and mustaches must be clean and well groomed.
3. Perfume, cologne and scented body lotions/oils are not permitted.
4. Cosmetics should not be used in excess.
5. Fingernails must be clean, neatly trimmed, and short to medium length.
6. Tattoos must be covered with clothing.
7. Jewelry in pierced noses, lips, tongues and other exposed body areas, other than ears is not permitted. Ear gauges larger than 0 gauge are not permitted and skin tone plugs must be worn.

**Appropriate Attire**

**Business casual (Business casual does not mean sloppy)**

1. College of Pharmacy name badge (required at all times)
2. Clean, business-casual-styled, neatly pressed clothing (e.g., Shirts with a collar, colored or khaki trousers, slacks, skirts and skorts just above the knee for women, etc. Anything higher than that is inappropriate for work. Avoid high slits.
3. Closed-toed shoes. Loafers, clogs, boots, flats, 1-2 inch dress heels, and leather deck-type shoes are acceptable.
4. Dress shirts, sweaters, polo shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire, if they violate none of the listed guidelines. For men, shirts with a tail or a split should be tucked in.
5. Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants and nice-looking dress synthetic pants are acceptable. Avoid capris.
6. Belts should be worn with all pants that have belt loops.
7. An undershirt/camisole must be worn if bra is visible through clothing.

**Inappropriate Attire**

**Casual and Nightlife/Clubbing**

1. No animal print or leather clothing, fish net or seam nylon stockings
2. Hats, caps, bandanas, hoods or head scarves (except if considered part of religious or cultural dress)
3. Jeans, sweatpants, sweatshirts (including professional org sweatshirts), pajamas, scrubs, spandex, tight pants (men & women), leggings, jeggings, shorts, yoga pants or exercise attire
4. Tank, mesh, halter or strapless tops/dresses, spaghetti straps, showing of midriff or low cut tops The general rule of thumb is a woman's shirt or dress should land two inches above the cleavage
5. Athletic shoes, flip flops, stiletto heels, platform or open-toed shoes including sandals and bare feet.
6. T-shirts, including professional organization t-shirts, or shirts with inappropriate or vulgar lettering or messages. Professional organization t-shirts and sweatshirts may be worn on special occasions, for specific functions, with permission.

**Additional dress code requirements**

1. Pharmaceutics lab: designated laboratory coat.
2. Pharmacy Practice Laboratory: name badge on the right front pocket/chest area of the white lab coat and appropriately knotted/secured tie for men.

3. Introductory and Advanced Pharmacy Practice Experiences: name badge on the right front pocket/chest area of the white lab coat and appropriately knotted/secured tie for men.

4. If for religious, medical or cultural reasons, there is a need to deviate from the dress code and personal care policy, the student must make a request to the Associate Dean for Student Services in writing, be willing to provide required documentation, and have written approval from that Associate Dean.

The College of Pharmacy faculty and its preceptors will require students who are in violation of the dress code to leave the learning or patient care environment no matter what is transpiring in that environment, e.g., an examination without opportunity for make up. All administrative, faculty and support staff members will be expected to monitor compliance to this dress code and report such disregard or violations to the Office of the Dean.

**Conduct violations**

All violations of the Code of Professional Conduct must be reported to the Associate Dean for Student Services, using the Incident Reporting Form.

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**V. Attendance Policies**

You are required to attend all classes. You are allowed three (3) absences whether they are excused or unexcused. The fourth absence may result in a drop of a letter grade or failure in the course. Make up exams will be given only in cases of extraordinary circumstances due to documented illness (a note from your doctor) or death of a family member. Problems with your work schedules, automobiles and day care, as examples, are not considered valid excuses for missing exams.

You must notify both the course director/instructor and the Dean's office (COPDeansoffice@une.edu) of your absence. All documentation for absences must be provided to the Dean's office; however, the Dean's Office does not excuse absences. It is at the course director's/instructor's discretion whether to exempt you or to allow make up of assessments.

**Office of Experiential Education Attendance Policy**

The student must complete all required hours during each IPPE and APPE rotation. The day-to-day schedule of the required hours throughout the rotation should be planned with the preceptor at the beginning of the rotation. The student should not work-over to “get-ahead” in hours so as to complete the rotation early. If you miss a day because of an excused or unexcused absence, you must contact your preceptor and the Assistant Dean Experiential Education immediately. In cases of tardiness, sickness, holidays, or any other excused or unexcused absence, the student pharmacist is responsible for making arrangements to make-up the time missed time before the end of the rotation.

It is the preceptor’s decision whether or not hours missed can be made up. Students are responsible for the completion all assignments and learning activities, regardless of attendance when activities...
have been scheduled. A single unexcused absence may result in the reduction of the overall course grade by 10%. More than one unexcused absence may result in a failure of this rotation. Excused absences should be minimized. Any deviation from this attendance policy or related issues will be addressed by the Office of Experiential Education.

Religious holiday observance
Students who wish to observe a religious holiday must submit a request to be absent to course directors by the tenth day of classes that they wish to be absent. If a religious holiday is observed on or before the tenth day, the student must contact course directors at least five days in advance of the date when he or she wishes to be absent. Faculty members have been asked to avoid major religious holidays for examinations. The student must plan, at the discretion of the faculty member, to take any missed exam either prior to or following the scheduled exam time. All assignments must be handed in on time.

Student athletes
Student athletes may request to miss class for a scheduled varsity intercollegiate competition. Students must submit a request to be absent to course directors by the tenth day of classes that they wish to be absent. If varsity intercollegiate competition occurs on or before the tenth day, the student must contact course directors at least five days in advance of the date when he or she wishes to be absent. The student athlete is responsible for initiating collaboration with faculty and making arrangements with other students to obtain all information from each missed class. The athlete must make arrangements to take exams scheduled for a day of absence early or late, at the instructor's preference. All assignments must be handed in on time. Faculty are not required to remediate student athletes as a result of these absences.

Student Appeals
Informal process: Students, who feel that any faculty member has unfairly treated them concerning grades, class expectations, unfair or discriminatory actions, etc., should speak directly with the professor involved first. It is expected that the student will make every effort to contact and discuss their concern about the grading decision made with the course director or instructor. If no change is made after a discussion with the course director/instructor and the student still feels s/he was graded unfairly, it is expected that the student then discuss the situation with the appropriate administrator (Pharmacy Practice: Dr. Allen; Pharmaceutical Science: Dr. Sutton; Experiential: Dr. Krebs). In the event that the administrator is the professor in question, the student may speak with the Associate Dean for Academic Programs or the Associate Dean for Student Services.

Formal process: A decision regarding academic progression or grades reached by the individual faculty member, department chair or a decision imposed by the Student Progress Committee may be appealed by the student to the Dean within seven (7) business days of the decision. Such appeals shall be in writing and shall be delivered to the Dean and must be based on: 1) new evidence that could not have been presented to the Student Progress Committee at the time of the original decision, or 2) procedural errors in the original review process that had a substantial impact on or otherwise prejudiced the original determination. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive. Appeals will only be accepted by the Academic Dean's office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).
VI. Academic Policies:

Matriculation and Continued Enrollment

To matriculate and to continue enrollment in the UNE College of Pharmacy (CoP) a student is expected to read, understand, accept and adhere to the following requirements. Failure to comply with these requirements may impact or delay the student's graduation.

1. **COP Code of Professional Conduct**

2. **UNE COP Name Badges** - College Name badges are issued to students upon matriculation. Students are expected to wear these name badges at all times to identify themselves as members of the College community.

3. **Immunizations** - Students are required to have appropriate immunizations before they matriculate into the PharmD program. Please see the [University/College policy](#).

4. **CPR Training** - All College of Pharmacy students are required to have current CPR certification. The training program needs to be the American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR and AED) Program or the American Red Cross CPR/AED for the Professional Rescuer & Health Care Provider. The program may not be a completely online but we will accept the American Red Cross blended course. A copy of your CPR card needs to be uploaded to RxPreceptor along with expiration date by the end of Spring term.

5. **Pharmacy Intern License** - Students must be able to meet the Maine State Board of Pharmacy Licensing requirements to obtain a valid Maine Pharmacy Intern License, which is required to complete experiential courses in the State of Maine. Inability to obtain and maintain a valid license may prevent a student from continuing in the program and completing the requirements for graduation.

6. **HIPAA** - Students must be in compliance with UNE HIPAA requirements to attend classes and rotations.

7. **PCOA Assessment** - All P3 students are required to take this assessment.

8. **NAPLEX Review week** - All P4 students are required to take part in the College of Pharmacy NAPLEX Review week during the week between the end of the spring term of the graduation year and the UNE Commencement and COP Hooding ceremonies.

9. **Electronic portfolio** - You are required to maintain an electronic portfolio as directed by College policy, faculty and faculty advisors.
10. **Health insurance** is a requirement of all students at the University of New England COP. The insurance must cover inpatient and outpatient services for injuries sustained or diseases contracted while on rotations. Proof of this coverage must be provided to the COP Dean’s Office if/when requested.

11. **Drug Screening** - Rotation sites may request drug screens. Information obtained in drug screens may inhibit students from completing introductory or advanced practice experiences and thus may delay or hinder graduation. Students must pay for these tests.

12. **Background checks** - The College may be required to provide information from background checks on each student who participates in IPPE and APPE rotations. Any disqualification of a student by a practice facility could prevent the student from undertaking clinical rotations that are required to complete the pharmacy program at the University of New England. Students must pay for these checks.

13. **Transportation** - All students must provide their own transportation to off-campus pharmacy practice experience sites.

14. **Technical Standards** - All students must be able to meet the UNE College of Pharmacy technical standards listed in the “Technical Standard” section of this Manual. Individuals who could constitute a direct threat to the health or safety of others are not considered suitable candidates for pharmacy practice.

15. Students must have laptop computers, meeting College of Pharmacy minimum specifications, upon arrival to campus to attend required sessions/classes.

16. Students must meet program academic standards.

**Academic Program Standards**

Students who do not maintain a term or cumulative GPA of 2.0 will be placed on academic probation. Students must achieve a cumulative GPA of 2.0 in all didactic coursework to enter Advanced Pharmacy Practice Experiences. Students must complete all Doctor of Pharmacy Program requirements and receive at least a cumulative GPA of 2.0 to graduate.

**Grading**

Upon completion of a course of study, the faculty member in charge of that course submits a grade for each student to the Registrar. Starting with the 2015-2016 academic year, the minimum passing grade for didactic courses will be a C-. The minimum passing grade for IPPE and for APPE will be C. Any course that receives a grade less than minimum for passing will require remediation of the course, as dictated by the Academic Progression Committee.

GPAs are calculated by taking the average quality points per credit hour, i.e., \((QP \times \# \text{ course credits}) / \#\text{credits} \text{ (term or overall)}\). All courses taken (original and repeat/replacement) are included in term and cumulative GPAs.
Registration Issues

Students self-register for didactic core and elective courses (except for first year, fall term) during the scheduled registration period on the academic calendar, e.g., registration for spring 2016 is Nov 2, 2015-Jan 27, 2016. All courses, core, elective and independent study, must be added by the end of the drop/add period. The Office of Experiential Education will register students for all IPPE and APPE rotations.

Full-time at the College of Pharmacy requires 10 credits; thus, 9 or fewer credits will be considered part-time and the student will be charged on a per credit basis. A total of 6 credits or more is required for Financial Aid purposes and loan deferment.

You may only take one elective per summer/fall and winter/spring terms unless granted permission to do so from an Associate Dean. A summer elective course will count as a fall elective for Financial Aid and as a fall term elective; however, the number of credits will not count towards the fall term total credits—rather summer term number of credits. There is no charge for a summer elective if you are full time in the fall; however, you will be charged for a summer elective on a per credit basis if not full time in the fall.

Generally, 100-level courses are for P1 students; 200-level, P2 students; and, 300-level, P3 students. Special permission from the Associate Dean is required to enroll in a higher-level course than your status.

Course ADD/DROP or Withdrawal

Due to the standard curriculum sequence within the Doctor of Pharmacy Program, students do not usually add or drop Doctor of Pharmacy Program core courses; to do so may put them out of curriculum sequence and may delay graduation.

Under special circumstances, students may withdraw from a Doctor of Pharmacy Program core course without penalty up to 2/3s of the way through the course. After that time, a student receives either a WP (Withdraw Passing), or a WF (Withdraw Failing), depending on accumulated grades to that point in the course. Students contemplating course or curriculum withdrawal should seek the advice of their advisors and the Associate Dean for Student Services. A pharmacy student may drop/withdraw from an elective course within the first week of classes.

Adding or dropping a course outside the academic calendar time frame and before the class starts must be done using an Academic Petition. The Academic Petition must include an additional, attached statement from the student, indicating the nature of the request with the complete course number(s) and title(s).

Once a class starts, a withdrawal must be processed using a Graduate and Professional Course Withdrawal form. You may only take an elective once you have achieved P2 status; and, you only may register for one elective per term without permission from the Associate Dean for Student Services.

Repeat Course

Courses in the Doctor of Pharmacy Program are offered once per year. If a course grade does not meet passing criteria placing the student on probation, the student is allowed to repeat it. The last chance for an actively enrolled student to retake and pass a course will be at its offering in the next year, or the student will be dismissed from the program. If a student does not earn a passing grade
after retaking a didactic or required IPPE or APPE course, s/he will be dismissed. A student may not retake the same elective.

Upon completion of a repeated course, a new listing and assigned grade are placed on the student’s transcript. The original course listing and grade remain on the student's transcript. All courses are listed chronologically on the transcript by semester or academic period in which they are enrolled.

Incomplete

An incomplete grade (I) is given to a student who is doing passing work in a course, but who, for reasons beyond their control, is not able to complete the work on time. The incomplete grade must be changed within the time limit determined by the instructor and usually does not extend beyond six weeks following the end of the semester. The incomplete grade defers computation of credits for the course to which it is assigned. Failure to complete the work before the limitation date, or within the time imposed by the instructor, results in the assignment of a failing grade (F) for the course.

Transfer Credit

Transfer credits are rarely awarded to students who transfer from another Doctor of Pharmacy program. The Associate Dean for Academic Programs in the College of Pharmacy, with input from the course directors, will award transfer credits on a case-by-case basis. No credit will be awarded to transfer students for experiential learning.

Student Evaluations of Faculty Teaching

The College of Pharmacy and its faculty need constructive feedback regarding faculty teaching in order to improve to achieve our teaching mission. Students are required to evaluate courses and instructors online after courses are completed and are expected to be professional and constructive in their assessment of the course and its instructor(s). Students who do not complete instructor/course evaluations will have their grades withheld until after grades have been submitted and are published to their online transcripts and documentation will be placed in their academic file folders.

Progression in the Program

The Student Progress Committee is responsible for developing and revising policies and procedures for 1) academic probation, progression, dismissal and readmission and 2) academic or professional misconduct. The Committee also will provide an impartial review of student appeals to the Dean according to the procedures associated with professional/academic misconduct or academic progression/dismissal.

Academic Probation

A Student with term GPAs < 2.0 will be placed on academic probation. A student may be removed from probation at the end of any semester when the term and average cumulative GPA for professional program courses equal to or exceed 2.00 and a grade of at least C is earned in all repeated courses.
A student on probation for two consecutive Fall/Spring semesters due to GPA who fails to remove himself or herself from probation after the second semester will be dismissed from the program. Any subsequent semester with a GPA below 2.0 may result in dismissal from the CoP for academic deficiency.

Students receiving one or more D’s in a term will have at least one (1) year of academic probation.

- Any subsequent D during probation will result in permanent academic probation.
- Any subsequent F during probation may result in dismissal.

A student receiving three (3) or more F’s in a single term will be dismissed.

Students receiving one (1) or two (2) F’s in a term will be placed on Permanent Academic Probation

- Any subsequent F at any time in the program will result in dismissal.

For the student placed on probation, the Student Progress Committee will develop an educational plan that must be followed for the remainder of his/her enrollment in the COP. Students on permanent probation will be monitored for potential adjustments to their educational plans. These plans may require additional actions, including but not limited to:

- Retaking courses below C+.
- Working with the Student Academic Success Center and other resources to improve in areas of deficiency.
- Incorporating course load limits.

A student on academic probation:

- Is ineligible to participate in major extracurricular activities, such as intercollegiate athletics, or to serve as an officer, chair, or leader of any student activity/organization, or represent the college as an Ambassador.
- Is not sanctioned to attend any on- or off-site meetings as a representative of the college or any group associated with the college.
- May not serve on or be a representative to any college or university committee
The Student Progress Committee may recommend probation/dismissal for unsatisfactory professional and personal behavior, which includes but is not limited to, the following:

- Poor attendance
- Failure to cooperate with instructors
- Inappropriate or unethical interactions with fellow students, associates, the school of pharmacy, and experiential site personnel
- Inappropriate or unethical interactions with patients
- Repeated personal appearance not in compliance with the College’s dress code
- Violation of the School’s Code of Professional Conduct;
- Any breach of confidentiality that is in clear violation of HIPPA regulations or the College of Pharmacy’s Code of Professional Conduct

7-week Progress Report: Monitoring progress

Within two days of faculty submission of midterm grades (at 7 weeks), all students will be notified of their status with the requirement that those with unsatisfactory grades meet with the course director/coordinator within a week. This meeting is required. The Dean’s Office, with the help of course directors, will monitor compliance. P1 students and students on probation must also meet with the Associate Dean for Student Services within two weeks. It is strongly recommended that students also inform and seek guidance from their advisors.

Course directors will be asked to use an email template to send summary comments to the student with a cc: to Dean’s office staff. After one week of monitoring emails, the Dean’s office will follow-up with Course directors/coordinators to verify a list of non-compliant students. Non-compliance will be noted in the student’s file and subject to discipline.

VII. Miscellaneous

E-Portfolio (RxPortfolio)

Each student will be expected to create and maintain an electronic portfolio using RXportfolios by RXinsider (CORE Technology Group) [https://www.academicsuiterx.com/presentation_eportfolio.php](https://www.academicsuiterx.com/presentation_eportfolio.php)
Faculty Advisors

Students are assigned a faculty advisor when they matriculate into the College of Pharmacy. Students are asked to remain with the advisor through their first term at the College after which they may choose to change to another faculty member with his/her permission. See Appendix III for Sample Advisor Switch Form (available in Dean’s Office).

Roles and Expectations of Advisors and Advisees

Advisor Role

- Review advisee portfolio entries and provide feedback.
- Meet with advisee(s) at least once during a semester, hopefully more often.
- Communicate with advisees regarding how to contact you.
- Maintain confidentiality regarding student records and discussions.
- Be available; return phone calls and emails.
- Be familiar with student services on campus.
- Show interest in advisee development, academic performance and professional activities.
- Discuss academic difficulties and make appropriate referrals.
- Encourage and assist with pharmacy career exploration.

Advisee Role

- Take responsibility for keeping the relationship going.
- Know how to contact advisor (phone, email or in person).
- Meet with advisor at least once a semester, preferably more often.
- Keep advisor informed of academic progress, interests, career goals, etc.
- Share “good news” as well as “bad news” with advisor.
- Keep appointments, return emails and phone calls.
- Ask advisor about his/her career choice, research interests, etc.

Awards, Scholarships & Honors

Awards

Awards available to students.

**Descriptions under review by the Awards and Honors sub-committee of Student Affairs and Awards Committee**

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Douglas Kay</td>
<td>For most accomplished student in the College of Pharmacy Senior Class. Considerations for this award are primarily the student’s academic achievement,</td>
</tr>
<tr>
<td>Cornerstone Award**</td>
<td>scholarly work, and service considerations during her/his UNE career.</td>
</tr>
<tr>
<td>Leadership Award**</td>
<td>Awarded to a member of the College of Pharmacy Graduating Class who has</td>
</tr>
<tr>
<td>Award</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>demonstrated great leadership</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Shining Light</strong>**</td>
<td>Awarded to a member of the College of Pharmacy Graduating Class who has demonstrated a commitment to the underserved communities, both locally and beyond.</td>
</tr>
<tr>
<td><strong>Fourth-Year Academic Excellence Award</strong>/*</td>
<td>For Fourth Year College of Pharmacy student(s) who has/have excelled academically during the advanced experiential courses and demonstrated excellence in patient care.</td>
</tr>
<tr>
<td><strong>Third-Year Academic Excellence Award</strong>*</td>
<td>For Third Year College of Pharmacy student(s) who has/have excelled academically over the previous two semesters.</td>
</tr>
<tr>
<td><strong>Second-Year Academic Excellence Award</strong>*</td>
<td>For Second Year College of Pharmacy student(s) who has/have excelled academically over the previous two semesters.</td>
</tr>
<tr>
<td><strong>First-Year Academic Excellence Award</strong>*</td>
<td>For First Year College of Pharmacy student(s) who has/have performed at the highest academic level, based on his or her first semester performance.</td>
</tr>
<tr>
<td><strong>Community Service Award</strong></td>
<td>For a College of Pharmacy student who has demonstrated an exemplary commitment to service to others in the University or greater community. Strong academic achievement must also have been demonstrated.</td>
</tr>
<tr>
<td><strong>Student Leader Award</strong></td>
<td>For a College of Pharmacy student who has demonstrated excellence of leadership within the College, University, and/or profession.</td>
</tr>
<tr>
<td><strong>Student Scholar Award</strong></td>
<td>For a College of Pharmacy student who has demonstrated strong contributions in scholarly work.</td>
</tr>
<tr>
<td><strong>Award for Outstanding Professionalism</strong></td>
<td>For a College of Pharmacy student who has demonstrated exemplary citizenship and has served as a positive role model.</td>
</tr>
<tr>
<td><strong>Alumni Award of Excellence</strong>**</td>
<td>For a graduate of the UNE College of Pharmacy who has made significant and sustained contributions to the profession, practice, and/or sciences of pharmacy.</td>
</tr>
</tbody>
</table>

*=awarded based on GPA
** = awards for the Graduating Class Ceremony
*** = never been awarded, discussing with Alumni/Advancement

*External Student Awards*
** Based on awards distributed at the 2015 Graduating Class Awards Ceremony **

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lilly Achievement Award</td>
<td>Lilly USA recognizes a graduating student who is pursuing a career in community pharmacy.</td>
</tr>
<tr>
<td>Mylan Excellence in Pharmacy Award</td>
<td>Mylan recognizes a graduating senior who has demonstrated a unique ability to communicate drug information and within the top 25% of their graduating class.</td>
</tr>
<tr>
<td>Natural Standard Academic Achievement Award</td>
<td>Natural Standard recognizes a graduating student who has demonstrated a high standard in drug information as it pertains to natural therapies, attention to detail and strong teamwork.</td>
</tr>
<tr>
<td>Teva Pharmaceuticals Outstanding Student Award</td>
<td>Teva Pharmaceuticals recognizes a graduating senior who, in the opinion of the University of New England College of Pharmacy, who excels in the study of pharmacy.</td>
</tr>
</tbody>
</table>

Scholarships

** Based on scholarships award at the 2014/2015 P1-P3 Annual Awards Ceremony **

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billy &amp; Gloria Miller Scholarship</td>
<td>For College of Pharmacy incoming first year student from Maine.</td>
</tr>
<tr>
<td>Dr. Douglas H. and Dorothy B. Kay Endowed Scholarship</td>
<td>For a second or third year College of Pharmacy student with financial need and a GPA of 2.8 or higher. The Dean of the College of Pharmacy will select the recipient each year with a preference given to a student from Maine.</td>
</tr>
<tr>
<td>Hannaford Scholarship</td>
<td>For a College of Pharmacy student</td>
</tr>
<tr>
<td>National Association of Chain Drug Stores Foundation Pharmacy Partners</td>
<td>The student must have completed at least one professional year of pharmacy school. First year students are not eligible. Preference should be given to students with experience in community pharmacy, as well as a desire to pursue a career in community pharmacy. The student must</td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>have strong oral and written communication skills and excel at patient counseling. The student must be in good academic standing.</td>
<td></td>
</tr>
<tr>
<td>New Albertson’s Scholarship</td>
<td>To be awarded to a College of Pharmacy student. Scholarship monies are to be given out as separate $1000 awards. Student must be in one of the last three years of pharmacy school. The student must have a GPA of C or higher, be currently employed in a community pharmacy setting and must reside in the state of Maine or an adjacent state where New Albertsons has stores. Preference may be given to an Acme-Sav-on, Jewel-Osco or Shaws-Osco pharmacies associate.</td>
</tr>
<tr>
<td>Pharmacy Dean’s Scholarship</td>
<td>For a College of Pharmacy student</td>
</tr>
<tr>
<td>Pioneers Endowed Scholarship for Pharmacy Students</td>
<td>Recipients must be the first generation in their families to attend college, be first year students in the PharmD program, demonstrate financial aid, have a demonstrated passion for learning and are committed to giving back to their communities. In addition, first preference is for students with a hometown in Maine. In the event there are no students from Maine that meet the above criteria, second preference is for a student from New England. This scholarship requires an application submitted to the College of Pharmacy Awards and Scholarship committee who should work with the COP Admissions Committee, the Graduate and Professional Admissions office and financial aid.</td>
</tr>
<tr>
<td>Rite Aid Scholarship</td>
<td>For a College of Pharmacy student</td>
</tr>
<tr>
<td>Walgreen’s Diversity &amp; Inclusive Excellence Award</td>
<td>For a College of Pharmacy ONE student who embraces diversity and promotes diversity and inclusion initiatives on campus.</td>
</tr>
<tr>
<td>Walgreens’ Diversity Scholarship</td>
<td>For College of Pharmacy student. May to be awarded to one or more students of an underrepresented minority group with an interest in community pharmacy.</td>
</tr>
<tr>
<td>William Bingham 2nd Scholarship for the College of Pharmacy</td>
<td>College of Pharmacy. Preference shall be given to a pharmacy student residing within Oxford County, or if there shall be no qualified student residing within Oxford County, within Western Maine, or if there shall be no qualified students residing within Western Maine, within the State of Maine. If in any year there shall be no qualified student residing within the State of Maine, no award shall be made in that year and the return on the endowment shall be accumulated in the fund. The determination of a student's residence (whether within Oxford County, Western Maine or the State of Maine) shall be made as of the year prior to enrollment in an undergraduate program of college level study (typically the final year</td>
</tr>
</tbody>
</table>
of high school). In addition to the other criteria for selection of scholarship recipients, awards shall be made only to students demonstrating substantial financial need.

| Women’s Board of Maine General Hospital | For College of Pharmacy students in need of financial assistance. The group is hopeful that the recipients are interested in working at Maine Medical Center. |

How to apply for an award or scholarship

Applications for awards and scholarships are accepted through [https://sites.google.com/a/une.edu/cop-awards-honors/](https://sites.google.com/a/une.edu/cop-awards-honors/). Information regarding applications will be shared via email and Class Information sessions. Applications are separate for the Graduating Class Awards and the P1-P3 Awards ceremonies.

Honors

- **Dean’s List**
  - Students taking 12 credits or more of didactic courses and receiving term GPAs of at least 3.5 will be placed on the Dean’s List for the term.

- **Rho Chi Honor Society**
  - Rho Chi membership is by invitation only.

- **Honors Designations**
  - COP Graduation honors are awarded to candidates for the full-time Pharm.D. degree who have distinguished themselves by virtue of high academic achievement while enrolled in the Doctor of Pharmacy program at the University of New England College of Pharmacy. Grades from didactic and IPPE courses are included in the calculation of the cumulative grade point for a designation. Students who have been on academic probation will not be eligible for graduation with honors regardless of their GPA.

<table>
<thead>
<tr>
<th>Grade Point Average (4.0 scale)</th>
<th>Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 3.80</td>
<td>summa cum laude</td>
</tr>
<tr>
<td>3.70 - 3.79</td>
<td>magna cum laude</td>
</tr>
<tr>
<td>3.60 - 3.69</td>
<td>cum laude</td>
</tr>
</tbody>
</table>

**Interprofessional Honors Distinction** (or see Appendix II)

Professional Pharmacy Events

There is a signature event for each year in the program. Attendance at all ceremonies is expected. Attendance at the Half-Way Charity Gala is encouraged to support the charity and the P2 class.
White Coat Ceremony (P1)

The White Coat Ceremony is a significant and meaningful tradition that symbolizes the students' commitment to the profession of pharmacy and the professionalism that is expected of students within the College of Pharmacy and in their eventual practice. As a student of pharmacy, professionalism means to practice with excellence and accountability, and to always act with respect, honor and integrity. During the ceremony the students are asked to recite an oath in which they pledge their professionalism. The students will wear a white coat representing their commitment to clinical care and service. The White Coat Ceremony is held off campus on the third Saturday of September at the Westbrook Performing Arts Center.

Half-Way Charity Gala (P2)

This event is coordinated by the P2 class, giving the the challenge of developing an event for a cause. The P2 class chooses the recognized charity.

Professional Transition Ceremony (P3)

The transition to full-time experiential education is a significant step in the professional development of the student pharmacist. The UNE College of Pharmacy Professional Transition Ceremony focuses on the need to acknowledge the extension of professional knowledge, attitudes and behaviors developed during three years of didactic coursework to experiential pharmacy practice settings during Advanced Pharmacy Practice Experiences (APPEs). This ceremony is held on campus during the first week of April during P3 year.

Awards Ceremonies

P1-P3 Awards and Honors Ceremony
Each year the College of Pharmacy sets aside time at the end of the academic year to recognize those students, faculty and staff who have gone above and beyond in academics, leadership, community service and professionalism. The college takes this time to distribute awards and scholarships to students, faculty and staff. The P1-P3 Awards ceremony is held on the Third Thursday in April on campus, following the end of the last class held on that day.

Graduating Class Awards Night (P4)
The Graduating Class Awards Evening celebrates the outstanding achievements of the graduating class. This banquet provides the graduating class an opportunity to dine with the faculty and staff they have worked with throughout their four years of Pharmacy school. The banquet also celebrates outstanding members of the class with the College's wide variety of both academic and leadership awards. The banquet consists of an awards presentation and sit down dinner. The Graduating Class Awards Night is held off campus on the Wednesday night before Commencement.

Commencement and Hooding Ceremonies (P4)
Commencement is the University celebration of your accomplishment with a follow-up celebration by the College whereby the achievement is recognized through a hooding ceremony. These events have been celebrated consecutively.
Student Representation on Faculty Committees

Faculty committees which may request student participation:

- Academic Affairs
- Accreditation & Self-Study
- Admissions Committee
- Assessment and Evaluation
- Faculty Development and Scholarship
- Interprofessional Education and Practice
- Safety and Health
- Student Affairs and Awards
- Student Progress

Criteria for Eligibility:

- Students must maintain satisfactory academic standing while serving as a representative to faculty committees.
- If a student is placed on academic probation the student must step down from their position.
- Students are not precluded from holding additional student government offices if they have been selected to serve as representatives to faculty committees

Selection Process:

- After the mid semester (week seven of the semester), students will be notified of the opportunity to participate as student representatives to faculty committees.
- Students interested in serving must complete the approved application and submit to the appropriate office by the announced deadline. No late applications will be accepted.
- All applicants will be initially reviewed by the Associate Dean for Student affairs and Faculty development for verification of academic eligibility.
- The faculty will select students to serve as members of the committee based on admission data including:
  - Current academic standing
  - Previous leadership experience or current leadership status, e.g., Class President
  - Admission GPA of 3.0 or higher (first year students), current GPA of 3.0 or higher (second and third year students)
  - No history of academic probation

Term Length

- Each student will be selected in the first professional year and will serve through their 3rd professional year, as long as they remain eligible.
- Students who complete their 3 year term will remain as non-voting participants of the committee until graduation

Voting

There are two student votes held by the P2 and P3 students, the goal is the students from the second and third professional years cast votes while the student from the first professional year orients to the committee.

Student Responsibilities to the committee
● Attend all committee meetings
● Represent the student point of view
● Complete committee specific work as assigned

Removal of student from committee
If a student becomes disruptive to the work of the Committee, the committee may move to remove
the student from the committee with a 2/3 vote. The COPFA chair must be notified and be present
during the vote.

Building Hours
The COP Building is open 7 days a week between the hours of 6am and 1am by card swipe or open
access. The COP building is secured (no admittance)between the hours of 1am and 6am. There is
no student admittance when the University is closed (i.e. snow days and holidays).

<table>
<thead>
<tr>
<th>Monday – Friday</th>
<th>Saturdays and Sundays</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00am - 9:30pm Open Access</td>
<td>6:00am – 1:00pm Open Access</td>
</tr>
<tr>
<td>9:30pm – 1:00am Card Reader Access</td>
<td>1:00pm – 1:00am Card Reader Access</td>
</tr>
<tr>
<td>1:00am – 6:00am Building Secured/No Admittance</td>
<td>1:00am – 6:00am Building Secured/No Admittance</td>
</tr>
</tbody>
</table>

Lockers
You may place a lock on an open locker. As soon as you do, you must come to the COP Dean's
Office to record your name and locker number. We will remove locks and contents from lockers that
have not been reserved using this simple system. Locks and contents are to be removed during the spring Finals Week. Any locks remaining after spring finals week will be cut and locker contents removed.

Student Travel
You are referred to Info for Current Students on the College of Pharmacy Web page for travel
guidelines and policies.

Student Online Suggestion Box
You are referred to Info for Current Students on the College of Pharmacy Web page for access to the
anonymous online suggestion box.

To Order Another Name Badge or White Coat
You are referred to Info for Current Students on the College of Pharmacy Web page for access to order forms.

Professional Student Organizations/Fraternities/Societies

CoP Student Organizations

● American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP)
  ○ Advisor: Dr. Deborah Sturpe
● Dean’s Ambassadors
Professional Fraternities

- **Alpha Zeta Omega - AZO (Lambda Nu Chapter)**
  - Advisor: Dr. Devon Sherwood
- **Kappa Psi**
  - Advisor: Dr. Matthew Lacroix
- **Lambda Kappa Sigma - LKS (Alpha Psi Chapter)**
  - Advisor: Dr. Lisa Pagnucco

Societies

- **Phi Lambda Sigma (PLS)**
  - Advisor: Dr. Devon Sherwood
- **Rho Chi - Delta Chi Chapter**
  - Advisor: Dr. Erin Koepf and Dr. Daniel Selvage

Intern and Pharmacist Licenses

Students must be able to meet the Maine State Board of Pharmacy licensing requirements to obtain a valid Introductory (IPPE) and Advanced Pharmacy Practice Experiences (APPE) License. These licenses are required to complete off-campus experiential courses. Inability to obtain a Maine IPPE or APPE License may prevent completion of experiential courses and prevent a student from continuing in the program and completing the requirements for graduation. Students completing their experiential education in other states must meet the licensing requirements of that state.

**Intern license: how to obtain and keep**

In the Fall semester of the P1 year, each student must apply for and maintain a current Maine pharmacy intern license in order to complete the experiential education requirements. If a student is completing an IPPE and/or APPE rotation outside of Maine, the student will also be required to possess the appropriate license in accordance with that state’s board of pharmacy rules and regulations.
Each P1 student will be provided with an application for the Maine intern license during the orientation session with the Office of Experiential Education.

The application may also be found on the board’s website:

All pharmacy intern licenses expire on December 31. All UNE College of Pharmacy students will be required to renew their intern license (at no additional charge) using the Maine Board of Pharmacy on-line renewal process prior to the expiration date:

**NOTE: In accordance with the Maine Board of Pharmacy rules and regulations, any change in your name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to the Board of Pharmacy within 10 days. Failure to follow this requirement may result in an immediate suspension of your intern license and a possible civil penalty/fine.**

Pharmacist License/NAPLEX
To obtain a pharmacist license to engage in the practice of pharmacy in Maine, the Maine Board of Pharmacy requires 1500 intern hours. The number of required intern hours will vary state by state.

The Maine Board of Pharmacy will accept IPPE and APPE hours. Some states do not accept all IPPE and APPE hours and will require you have paid intern hours in addition to your school rotations.

It is each student’s responsibility to be aware of their states’ intern hour requirements or any additional requirements for licensure as a pharmacist. For example, preceptor affidavits or other specific reporting forms may be necessary. All applications, forms and requirements can be found under each state’s Board of Pharmacy website.

For more information regarding the NAPLEX and the pharmacist licensing process, see the National Association of Boards of Pharmacy (NABP) website:
http://www.nabp.net/students

http://www.nabp.net/programs/examination/naplex/registration-bulletin

**Denial of licensure or refusal to renew**
The Board of Pharmacy may deny a license, refuse to renew a license or impose the disciplinary sanctions for a licensed intern or pharmacist engaging in unprofessional conduct by violating any standard of professional behavior, including but not limited to a breach of confidentiality of health care information pursuant to state law, that has been established in the practice for which the licensee is licensed.

**University Services**
Counseling
http://www.une.edu/studentlife/counseling
Student Academic Success Center:
Tutoring, learning strategies, writing program, ELL services, workshops
http://www.une.edu/studentlife/portland/portland-student-academic-success-center

Career Services
http://www.une.edu/studentlife/portland/career-planning

Disability Services
A student who discloses a disability and requests accommodation will be required to submit, in writing, the request for accommodation and pertinent supporting documentation to the UNE Office of Students with Disabilities.

Student Responsibilities:

- Share DS registration information with faculty/course director and the department liaison.
- Discuss all contingencies, including regular, midterm and final exams, tests and quizzes with their faculty.
- The student must provide the DS a copy of their test schedule early in every semester with the courses noted in which they would be using their test accommodations outside the supervision of the instructor.
- Notify the DS Office of any test schedule changes within three business days of the exam.
- When taking a computer based test the student will come equipped with a personal computer that supports the test software.

For more information on disabilities and accommodation, please contact the: UNE Portland Disability Services, Ginn Hall, Lower Level, Phone: (207) 221-4418; Fax: (207) 523-1919.
Appendix I UNE COP Laptop Requirements and Recommendations

**Hardware and Software**

(Updated July 2015)

The University of New England College of Pharmacy (UNE COP) recognizes computer proficiency as a vital part of a pharmacist’s professional education. Therefore, UNE COP requires each COP student to have a laptop computer. UNE COP uses computers for communications and as educational resources. The myUNE website at [http://my.une.edu](http://my.une.edu) is the primary method of electronic communications with students. Many courses use the vast information resources of the Internet and multimedia resources in addition to standard textbooks. COP maintains web sites that contain information for students such as handbooks, calendars, curriculum materials and syllabi. All courses and clinical sites are evaluated on-line.

**Hardware:**

UNE CoP recognizes that students have distinct learning styles and preferences in the type of operating system (Mac® or Windows®) they wish to use. Since most applications are platform independent, students may use either a Mac® or a Windows® computer. Mac users may purchase Parallels Desktop or VMWare Fusion if they also wish to run Windows. We have adopted the following requirements and recommendations for laptop computers.

Computers, laptops, or tablets with detachable keyboards are not allowed because they are not compatible with testing software. Tablet computers typically are not powerful enough to meet the needs of a pharmacy student. The only exception here may be the Microsoft Surface Pro 1, 2 or 3 (external keyboard required) but not Surface RT or Surface2.

**Minimum Recommendations** consist of UNE’s recommendations for configurations that can be expected to be serviceable for the next few years.

<table>
<thead>
<tr>
<th>COP Minimum Recommendations for Computers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer Platform</strong></td>
</tr>
<tr>
<td>Windows PC Computer</td>
</tr>
<tr>
<td>Macintosh Computer</td>
</tr>
</tbody>
</table>
Notes:
1. USB memory sticks are recommended (not required) for portable data storage. All lab computers are equipped to handle these. Memory sticks also are known as disk-on-key, jump drives, thumb drives, or disk keys. They can be purchased in various sizes, with the most common sizes being 4 GB to 16 GB.
2. Integrated Ethernet Card (NIC) requires a Cat-5 Ethernet cable. Recommended length is at least 14 feet.
3. Wireless access to the University network is available in all classrooms on the Portland Campus as well as the library, gym, and other public areas.
4. The capability to display to an external monitor for connecting to the video projection systems in the multimedia classrooms is required. Most laptops come with this feature, but double check with the manufacturer.
5. Within wireless service coverage area only. Web and email require a data plan and an ISP, each sold separately. Some WiFi hotspots require a fee for usage.
6. Bluetooth functionality requires a compatible Bluetooth device.

Purchasing A Computer: Academic pricing

For information on computer discounts for UNE students go to [http://its.une.edu/student-purchase](http://its.une.edu/student-purchase) (refurbished might be available à suggest purchase insurance)

Software:

<table>
<thead>
<tr>
<th>Operating System (Required)</th>
<th>Windows Users</th>
<th>Mac Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 7 but 8.1 recommended</td>
<td>Must be maintained with all critical security updates applied</td>
<td>Mac OS X 10.10 or higher</td>
</tr>
</tbody>
</table>

| Anti-Virus (Required) | Windows Defender or AVG Free from links on the ITS website Anti-virus software must be updated at least weekly | ClamXav or Sophos Antivirus for Mac OS Free from links on the ITS website Anti-virus software must be updated at least weekly |

| Anti-Spyware | Recommended for additional protection: MalwareBytes and Ad-Aware both free from [www.download.com](http://www.download.com) | Anti-Virus and Anti-Spyware requirements are the same as Windows Users. |

<table>
<thead>
<tr>
<th>Browser (Required for Internet Access)</th>
<th>Internet Explorer 9.x, 10.x 11.x Chrome 30.x Firefox 30.x</th>
<th>Safari 6.x Chrome 30.x Firefox 30.x</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Productivity suite must be capable of reading and writing file types:</td>
<td>Productivity suite must be capable of reading and writing file types:</td>
</tr>
<tr>
<td></td>
<td>&quot;.doc&quot; for text</td>
<td>&quot;.doc&quot; for text</td>
</tr>
<tr>
<td></td>
<td>&quot;.xls&quot; for spreadsheets</td>
<td>&quot;.xls&quot; for spreadsheets</td>
</tr>
<tr>
<td></td>
<td>&quot;.ppt&quot; for visual presentations</td>
<td>&quot;.ppt&quot; for visual presentations</td>
</tr>
<tr>
<td>PDF Files (Required)</td>
<td>Application must be capable of reading &quot;.pdf&quot; files Adobe Reader XI (free from <a href="http://www.adobe.com">www.adobe.com</a>)</td>
<td>Application must be capable of reading &quot;.pdf&quot; files Adobe Reader XI (free from <a href="http://www.adobe.com">www.adobe.com</a>)</td>
</tr>
<tr>
<td>Examsoft &amp; Respondus Lockdown</td>
<td>Free and available from UNE</td>
<td>Free and available from UNE</td>
</tr>
</tbody>
</table>
Appendix II  The Process for Obtaining IP Distinction

1. Students must participate in at least 3 or more IPE activities to qualify for a distinction. IP events include but are not exclusive to:
   a. Wednesday noontime presentations/activities,
   b. Service learning/health fair opportunities;
   c. Participate on the Interprofessional Student Team (IPSAT) or other approved IP learning experience sponsored by the University of New England and its community partners.
   d. Students embarking on new IP activities should check in with IPEC staff to make sure they qualify for the distinction (IPEC@une.edu).

2. Each of these activities must be accompanied by a short report or critical reflection of at least one page. Content should illustrate critical thinking, analysis and reflection upon IPEC competencies, team-based strengths and challenges, new learning and/or constructive critique. Content that describes whether students liked or didn’t like the experience isn’t sufficient to credit a report or reflection. Students should store these reports in a computer folder.

3. Students must be in good academic standing to apply for an IP Distinction verified by their academic advisor or program director.

4. Students must identify a faculty mentor who will follow the student’s progression through the distinction and serve as a problem-solver/guide. The faculty mentor is also responsible for evaluating student materials. Faculty mentors do not have to be from the student’s primary program/discipline.

5. To officially launch the distinction process students must successfully complete an application available by contacting IPEC@une.edu with the words IP Honors Distinction in the subject line.

6. Once the application is approved, students will be sent an official electronic portfolio where their distinction materials will be stored.

7. The final phase of the IP Honors Distinction process is development, completion, and presentation of a robust interprofessional learning project. Projects MUST involve students from at least 2 or more professions. All projects are approved by students’ faculty mentors and if unsure whether the project qualified, vetted by IPEC staff.

8. Timeline for projects may vary but they all must be completed at least 3 weeks before the end of students’ final semesters.

9. Projects may conform with already existing IPE offerings, for example:
   a. IPE Student-led Mini-Grants
   b. UNE IP Case Competition (Clarion Competition)
   c. IP Service Learning (e. g. Cumberland County Jail Project; CHANNELS Project)
   d. Transdisciplinary Playgroup, IGEP or other IP course or Independent Study Project
   e. Interprofessional Clinical/Community Education
   f. IP Team Immersion Pilot
   g. Student-designed IP Project (with approval)
   h. Submission of abstract to IP conference (e. g. poster or oral presentation).

10. Student projects must meet UNE’s academic standards and will be evaluated by faculty mentors and IPEC designated staff.

11. Students successfully completing the IP Honors Distinction will receive a certificate and recognition of their achievement at graduation.
Appendix III  Faculty Advisor Switch Form

Faculty Advisor Switch Form

Each student needs an Advisor of Record. Students are assigned advisors but may switch advisors after Fall semester of the P1 year, for any purpose. Please use this form to request such a change.

Your name
Date of request

Your email address
Your ID#

Please check/complete one of the following options:

☐ I have recruited a new Faculty Advisor:

Name of advisor (Print) Signature of advisor Date

☐ Please assign me another Advisor.

Please return form to Erika MacDonald
Office of the Dean
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