

# DYOUVILLE

---

SCHOOL OF PHARMACY

## Doctor of Pharmacy STUDENT HANDBOOK

320 Porter Avenue  
D'Youville Academic Center  
Buffalo, NY 14201

<http://www.dyc.edu/academics/schools-and-departments/pharmacy/>

UPDATED: April 8, 2026

While this catalog was prepared based on the best information available at the time of publication, all information including statements of policies, procedures, tuition, fees, course offerings, admissions and graduate requirements is subject to change without notice or obligation.

D'Youville provides equality of opportunity to all persons with respect to employment and to admission of students. The institution does not discriminate on the basis of race, religion, color, gender, age, creed, marital status, sexual orientation, veteran status, national or ethnic origin in administration of its educational policies, hiring policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. It continues to be the policy of D'Youville not to discriminate on the basis of disability. No person is denied admission, employment or access solely because of any physical, mental, or medical impairment, which is unrelated to the ability to engage in activities involved in the education requirements or occupation for which applications have been made.

Inquiries concerning the application of Title IX may be referred to the institution's Title IX coordinator by calling (716) 829-8198, or by email at [titleIXcoordinator@dyc.edu](mailto:titleIXcoordinator@dyc.edu)

More information on the institution's process of reporting and addressing bias-related incidents can be found at <https://www.dyu.edu/campus-life/support-services/campus-safety/policies-reporting/bias-review-committee>

# Dean's Message

Having the honor of succeeding the founding dean, Dr. Gary Stoehr, I am privileged to be working with an experienced leadership team and a vibrant faculty to prepare students for challenging careers as pharmacists. Open in fall 2010, we are one of New York State's newest schools of pharmacy, although we are building on a longstanding tradition of student-centered education and community service at D'Youville.

Pharmacists must embrace myriad responsibilities: to their patients, to other health care professionals, to society, and to their profession. Our mission is to produce compassionate graduates with a strong commitment to these important responsibilities.

As the practice of pharmacy evolves from a product-focused to a patient-focused model, pharmacists are vital members of a patient's healthcare management team. Graduates of our program will learn to effectively collaborate with healthcare practitioners to help patients manage and optimize their medication regimens.

Our Doctor of Pharmacy (PharmD) degree is designed to integrate the natural and social sciences with practice experience in a team-based setting, so that students will be able to learn, remember, and apply what they have been taught. Students will begin practicing pharmacy as soon as they enroll. Early practice experiences allow students to:

- Solve problems related to medications
- Learn to communicate with patients
- Manage themselves and others

The practice experiences become increasingly more challenging as students move through the curriculum, with the fourth year focused on all experiential learning. In all, students will complete over 1800 hours of practice experience during their program, enough to prepare them to enter practice upon graduation.

I invite you to explore our website, visit our campus, and learn more about our school and our commitment to training the next generation of pharmacists.

Dr. Canio J. Marasco, Jr.,  
Dean and Professor  
School of Pharmacy  
D'Youville

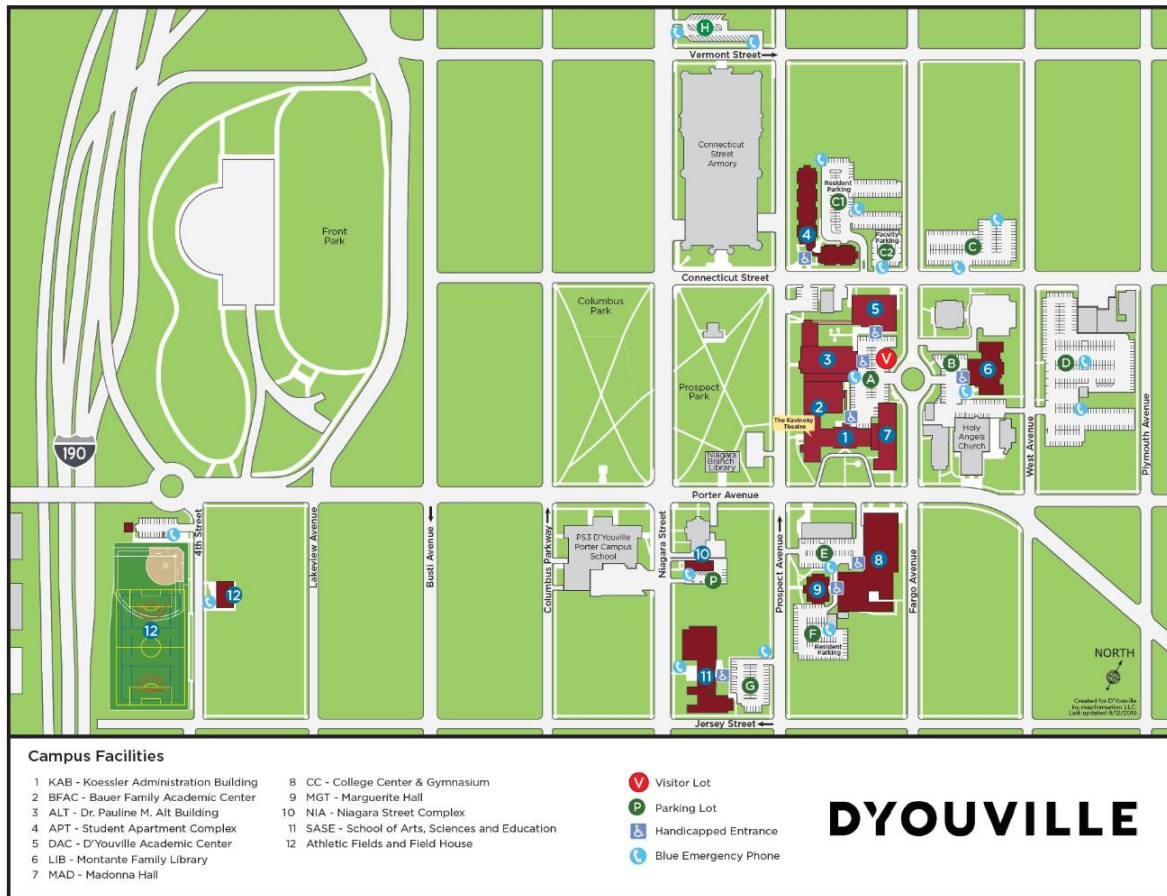
# Table of Contents

1. GENERAL INFORMATION
  - A. Campus Information and Directions
  - B. D'Youville School of Pharmacy Mission, Vision, Values and Principles
  - C. History of D'Youville
  - D. Community Service
  - E. The Philosophy of Patient-Centered Care
  - F. Degree Awarded
  - G. Accreditation Information
2. ADMISSIONS
  - A. Early Assurance
  - B. Pre-Pharmacy Admission
  - C. Undergraduate Requirements
  - D. Application Procedure
  - E. Background Checks
  - F. Transfer Policy
  - G. Immunization
  - H. Deferred Admission
3. STUDENT EXPENSES AND FINANCIAL AID
  - A. Tuition and Fees
  - B. Student Housing (On-Campus and Experiential Practices)
  - C. Financial Aid & Application Procedure
4. CURRICULAR PROGRAM
  - A. Program at a Glance
  - B. Experiential Learning Program
5. POLICIES AND PROCEDURES
  - A. Registration
  - B. Academic Advisement
  - C. Academic Performance and Integrity Committee
  - D. Online Examination Policy
  - E. Course Load, Grading and Quality Points
  - F. Standard for Satisfactory Progress
  - G. Probation, Satisfactory Grades, Remediation and Incompletes
  - H. Dismissal, Appeals and Readmission
  - I. Course Withdrawal, Academic Resignation and Leave of Absence
  - J. Pathway Transition
  - K. Attendance, Tardiness and Absences
  - L. Requirements for Graduation
  - M. School of Pharmacy's Professional Code of Conduct

- N. Student Guidelines for Dealing with Issues Related to the Professional Code of Conduct
  - O. Procedure for Appeals of Academic and Misconduct Decisions
  - P. Enrollment Status During Appeal
  - Q. School of Pharmacy Guidelines for Professional Attire
  - R. Using Social Media Responsibly and Professionally
  - S. Recording Lectures
  - T. Participation in Student Governments, Clubs, School of Pharmacy Committees and Conference Meetings
  - U. Class Rank
  - V. Transcripts
  - W. Complaints Policy
  - X. Right of the School of Pharmacy to Refuse Access
  - Y. Legal Limitations of the Practice of Pharmacy
  - Z. Disability Statement
  - AA. Technical Standards
6. CAMPUS POLICIES AND REGULATIONS
- A. Campus Safety and Student Identification
  - B. Health Records Policy
  - C. Family Educational Rights and Privacy Act
  - D. Disclosure of Educational Records
  - E. Record of Requests for Disclosure
  - F. Correction of Educational Records
  - G. Recognition of Student Organizations
  - H. Student Organizations – Stationery and Use of School Logo
  - I. Student Sponsored Events
7. STUDENT SERVICES
- A. Student Success Center
  - B. Wellness Lodge, SaintsCare and Suicide Prevention
  - C. Campus Ministry
  - D. The Office of Accessibility Resources
  - E. International Student Services
  - F. Office of Diversity and Inclusion
  - G. Montante Family Library
  - H. The Health Professions Hub
8. PLEDGE OF PROFESSIONALISM AND OATH OF A PHARMACIST
- A. Pledge of Professionalism
  - B. Oath of a Pharmacist
  - C. Code of Ethics for Pharmacists

# 1. GENERAL INFORMATION

## A. Campus Information and Directions



### Location

D'Youville's campus is less than a mile from the heart of downtown Buffalo and within walking distance of the Peace Bridge to Canada. It overlooks two parks and is near the city's greatest cultural centers: the Albright-Knox Art Gallery and Kleinhans Music Hall, home of the Buffalo Philharmonic Orchestra. The Kavinoky Theatre, known for its professional productions, is part of the D'Youville campus. Close to two exits of the New York State Thruway, D'Youville is only minutes away from beaches, ski resorts and the stadiums where the Buffalo Bills, Sabres, Bandits and Bisons play their home games.

The School of Pharmacy is in the D'Youville Academic Center (DAC) on the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors.

## B. D'Youville School of Pharmacy Mission, Vision, Values and Principles

### MISSION

The D'Youville School of Pharmacy prepares students to be tomorrow's pharmacy practitioners and advances the profession through critical inquiry, research, scholarship and services.

### VISION

Our first-choice school of pharmacy will be recognized for excellence in pharmacy education and service to the profession and society. We will graduate leaders who are improving the profession and the health of their communities through collaborative practice and research.

*The School of Pharmacy adheres to the core values and principles of D'Youville. In addition, we bring forward the following as having particular importance to the School of Pharmacy:*

### CORE VALUES

- **Excellence** is pursued in our teaching, scholarship and practice every day.
- **Professionalism** is integral to our success. We care and respect others, accept responsibility for our actions, and act with integrity and honesty in our interactions. We prepare students to be professionals, not employees.
- **Leadership** is necessary to advance the pharmacy profession. Valuing others, integrity, self-awareness, and personal accountability are the fundamental attributes of leaders.
- **Social responsibility** is important to the profession and is demonstrated by contributing to the health and well-being of patients, the community, and at-risk populations through advocacy, volunteerism and service.

### PRINCIPLES

- **Student-centered learning** – Our efforts are focused on empowering students to gain the requisite knowledge, skills, and attitudes needed to provide patient-centered care.
- **Culturally responsive care** – We recognize and honor the diversity of peoples' values and beliefs, both spiritual and secular.
- **Decision-making** – We encourage personal and professional decision-making in accordance with legal, ethical, social, economic, and professional guidelines.
- **Collaboration** – We foster a spirit of teamwork among patients, peers, and partners, within and across disciplines, through effective communication skills and respect for the contribution of others.
- **Critical Inquiry** – Faculty and students form a learning community whose members interpret, evaluate, and use information discerningly from a variety of perspectives, tolerate ambiguity while understanding the complexity of many problems, issues, and topics, and transform the results of inquiry into judgments and actions.
- **Culture of Assessment** – Creating a culture of assessment requires us to gather data to define problems, implement solutions, and continuously improve our work. We consider alternative points of view and the implications of various courses of action before making decisions.
- **Quality** – We define quality practitioners as those who stand out among their peers through their commitment to their patients. Profession, and their communities.

### C. History of D'Youville

D'Youville is named for Marguerite d'Youville, an 18<sup>th</sup>-century woman whose love of God inspired her to spend her life responding to societal needs and finding creative ways of serving the poor. Marguerite was born near Montreal in 1701 and grew in courage, compassion, and faith during her life. A widow with young children, Marguerite cared for her family, but never neglected the poor. She became known as an astute and resourceful businesswoman, a compassionate friend to all in need and a person whose life was deeply rooted in her trust in God.

Several women joined in her efforts to offer asylum for the elderly, blind, orphaned and abandoned. Eventually, Marguerite and those women became the first congregation of religious women to be founded in North America: they were known as the Grey Nuns, Sisters of Charity.

During her life, Marguerite assumed the responsibility for administering the General Hospital of Montreal. She founded homes for the poor and aged, and cared for unwed mothers, orphans, and sick and wounded military men, regardless of their allegiance. She earned the title Mother of Universal Charity insisting, "The poor must know that we never refuse to serve." D'Youville, founded in 1908, seeks to continue the spirit of Marguerite d'Youville.

### D. Community Service

D'Youville is committed to developing liberally educated professionals. The institution is a member of Western New York Service-Learning Coalition and continues to enhance service-learning opportunities for students. Specific and committed service projects are many. The institution engages in cooperative programs with the Buffalo Public School system on the childhood, adolescent and special education levels.

Service-learning programs also have been developed to link a student's classroom experience with real world situations. Service learning is a mode of education that combines academic learning with community service. This work is integrated into the course content and is part of the student's evaluation and grade.

Campus Ministry offers many volunteer opportunities designed to encourage students, faculty and staff participation in the community. Specific volunteer efforts organized by Campus Ministry include Habitat for Humanity, Adopt-a-Grandparent, Meals on Wheels delivery, Lending a Hand (an intensive five- to seven-day community service endeavor) and a variety of collections or fundraisers for local community agencies.

Campus Ministry also assists in connecting NYC staff and students to local agencies with volunteer opportunities in Buffalo's West Side community.

## E. The Philosophy of Patient-Centered Care

The Accreditation Council for Pharmacy Education (ACPE) standards and guidelines emphasize a focus on patient care and the pharmaceutical care model. The ACPE describes pharmaceutical care as the “responsible provision of drug therapy for the purpose of achieving definite outcomes that improve a patient’s quality of life.” The American Pharmacists Association’s definition of pharmaceutical care states it is “a patient-centered, outcomes-oriented pharmacy practice that requires the pharmacist to work in concert with the patient and the patient’s other healthcare providers to promote health, to prevent disease, and to assess, monitor, initiate and modify medication use to assure that drug therapy regimens are safe and effective.” Both definitions indicate that pharmaceutical care is a form of pharmacy practice that is patient centered, rather than medication centered, requiring pharmacist to accept responsibility as direct patient-care providers.

Pharmaceutical care provides a more formalized relationship between the pharmacist and the patient and healthcare provider with the explicit purpose of improving patient outcomes. This increased engagement in the medication-use process requires pharmacists to undertake the assessment and evaluation of medication regimens, monitor regimens to ensure desired outcomes are attained, counsel to ensure medications are being used optimally, communicate with healthcare providers, and document care. In fulfilling this new and expanded role, pharmacists practice the fundamentals of patient care such as patient-history taking, conducting basic physical assessment (i.e., vital signs) and assessing therapeutic markers for the purpose of monitoring medication safety and efficacy. The ultimate end-product of the process is the avoidance of medication related problems, thereby ensuring more positive patient outcomes. The D’Youville School of Pharmacy emulates the Patient Pharmacist Care Process model, developed by the Joint Commission of Pharmacy Practitioners (JCPP) to standardize the approach to pharmaceutical care, and instills the tenets of patient-centered care into all its students.

## F. Degree Awarded

The D’Youville School of Pharmacy confers the Doctor of Pharmacy degree, PharmD.

## G. Accreditation Information

### **Accreditation Disclosure Statement**

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Precandidate accreditation status, Candidate accreditation status, and Full accreditation status. Precandidate accreditation status denotes a developmental program that is expected to

mature in accord with stated plans and within a defined time-period. Precandidate accreditation status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the School to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled but has not yet had a graduating class. Accreditation status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate accreditation status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

### **Accreditation Status**

**The Doctor of Pharmacy program of the D'Youville School of Pharmacy was awarded accreditation status during the June 18 - 22, 2014 meeting of the ACPE Board of Directors based upon an on-site evaluation conducted April 8 - 10, 2014 and discussion with institutional and School officials.**

It is expected that the accreditation status of the program will be fully disclosed. ACPE requires that all Colleges and Schools of Pharmacy with Accreditation Status utilize the following language when referring to the accreditation status of the program in any publication, both in print and on the program's web site:

"D'Youville School of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603-3410, 312/664-3575; FAX 312/664-4652, web site [www.acpe-accredit.org](http://www.acpe-accredit.org)."

For further information about the accreditation process visit: <https://www.acpe-accredit.org/pharmd-program-accreditation/> or send an inquiry to:

Accreditation Council for Pharmacy Education  
190 S. LaSalle Street, Suite 2850  
Chicago, IL 60603-3410  
(312) 664-3575

D'Youville is accredited by Middle States Commission on Higher Education.  
<http://www.msche.org>  
(267) 284-5000

## 2. ADMISSIONS

The School of Pharmacy will admit students into the professional phase of the program who meet the prerequisite criteria.

Applicants who meet the minimum criteria outlined below will be evaluated for admission and the most competitive candidates will be invited for an on-campus interview. All required pre-professional coursework should be completed within five calendar years of the time of application into the program. Applicants who have completed any of the core prerequisites from a country other than the United States will have to submit transcript evaluations from one of the following services: World Educational Services, Educational Credential Evaluators or Josef Silny and Associates. Applicants submitting coursework from non-English speaking foreign schools who have not earned a grade of B or better in the English Composition and Speech prerequisites will have to achieve a score of at least 600 on the paper-based, 250 on the computer-based, or 100 on the internet-based Test of English as a Foreign Language (TOEFL) and will have to submit these scores with their applications. Applicants whose native language is not English must also submit scores from the TOEFL exam, unless the applicant has attended an English-speaking institution for two or more years. The Test of Spoken English (TSE) is required if the applicant's TOEFL score is <600 on the paper-based test, <250 on the computer-based test, or <100 on the internet-based test. A minimum TSE score of 40 is required. Applicants must disclose a complete academic history or forfeit his/her eligibility for admission. Credentials submitted for admission to the School of Pharmacy become the property of the School and will not be returned or released. The School of Pharmacy has established the following criteria for admission:

### A. Early Assurance

Early Assurance admission to the School of Pharmacy is offered to a select group of freshman students who meet and maintain the following criteria:

1. A high school grade point average of 85% (math, science, social studies/history, English, foreign language).
2. Score 1080 or greater on the SAT (Mathematics and Critical Reading) or 21 on the ACT.
3. Matriculate to D'Youville as a freshman student.
4. Complete the courses below earning a B average (3.0/4.0) or higher in each course. Consult the D'Youville Academic Catalog for a complete listing of course descriptions.
5. Direct Admission into the School of Pharmacy – Complete all enrolled courses with a grade of C or higher. Do not resign from any classes.
6. PCAT is recommended to be taken, but not required.
7. Earn Early Assurance by earning and maintaining a prerequisite GPA of 3.0 or better.

## Early Assurance Curriculum

### *First Pre-Professional Year, Fall Semester*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
BIO 101/101L	Biology I and Lab	4.0
CHE 101/101L	General Chemistry I and Lab	4.0
MAT 125	Calculus I	4.0
ENG 111	Language Arts Seminar Research Writing	3.0
<b>Total Credit</b>		<b>15.0</b>

### *First Pre-Professional Year, Spring Semester*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
BIO 102/102L	Biology II and Lab	4.0
CHE 102/102L	General Chemistry II and Lab	4.0
ENG XXX	English, Writing or Literature Elective of Choice	3.0
Elective	Social Sciences or Humanity*	6.0
<b>Total Credit</b>		<b>17.0</b>

### *Second Pre-Professional Year, Fall Semester*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
CHE 219/219L	Organic Chemistry I and Lab	4.0
PHY 101/101L	Physics I and Lab	4.0
MAT 123	Statistics	4.0
BIO XXX	Human Biomedical Science with Lab**	4.0
<b>Total Credit</b>		<b>16.0</b>

### *Second Pre-Professional Year, Spring Semester*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
CHE 220/220L	Organic Chemistry II and Lab	4.0
SPE 201	Public Speaking	3.0
ECO 201/202	Principles of Economics Macro or Micro	3.0
Elective	Social Sciences or Humanity*	3.0
Elective	Social Sciences or Humanity*	3.0
<b>Total Credit</b>		<b>16.0</b>

\* Acceptable Social Sciences are Sociology, Psychology, History, or Political Science. Acceptable Humanities are Ethics, Philosophy, Fine Arts, Literature, Religious Studies, and Foreign Language.

\*\* Two 200-level or higher Human Biomedical Science courses without lab can be substituted for a single human biomedical science with lab. The Biomedical Science courses that are acceptable include: Microbiology, Anatomy, Physiology, Cell Biology, Molecular Biology, Genetics and/or Pharmacology. Microbiology or Anatomy and Physiology are recommended.

## B. Pre-Pharmacy Admission

Other than Early Assurance, all other pre-pharmacy majors will apply directly to the Department of Pharmaceutical, Social & Administrative Sciences, the Department of Biology and Mathematics, or the Department of Chemistry. Admission into the Pharmaceutical Science B.S., the Biology B.S. or the Chemistry B.S. programs for pre-professionals requires a minimum SAT score of 1080 (Math and Verbal), or ACT score of 21, a high school average of 85 percent or 2.85 on a four-point scale and a rank in the top 50 percent of one's class. Transfer students are required to have a minimum GPA of 2.5.

## C. Undergraduate Requirements

Undergraduates shall meet these minimum requirements:

### **1. Prerequisite Course Requirements**

Complete 60-61 credit hours of pre-professional course requirements from regionally accredited college or university prior to matriculation. All required courses must be taken for a letter grade. Pass/Fail, online, distance learning, CLEP, Advanced Placement and foreign courses will be judged on a course-by-course basis. Grades lower than letter grades of a C are non-transferable from institutions other than D'Youville.

Biology – 8 credit hours (\*)

Human Biomedical Science – 4 credit hours (\*\*)

General Chemistry – 8 credit hours (\*)

Organic Chemistry – 8 credit hours (\*)

Calculus – 4 credit hours (\*)

Statistics – 4 or 3 credit hours

Physics – 4 credit hours (\*)

English Language – 6 credit hours

Public Speaking or Communications – 3 credit hours

Economics – 3 credit hours

Social Sciences and Humanities – 9 credit hours (\*\*\*)

\* Science courses must include a laboratory with each lecture.

\* Botany or Zoology with lab and cell biology with lab can satisfy the general biology requirement.

\*\* Two 200-level or higher Human Biomedical Science courses without lab can be substituted for a single human biomedical science with lab. The Biomedical Science courses that are acceptable include: Microbiology, Anatomy, Physiology, Cell Biology, Molecular Biology, Genetics and/or Pharmacology. Microbiology or Anatomy and Physiology are recommended.

\*\*\* Examples of acceptable Social Sciences are Sociology, Psychology, History, or Political Science. Examples of acceptable Humanities are Ethics, Philosophy, Fine Arts, Literature, Religious Studies, and Foreign Language.

All prerequisite mathematics and science subjects must be completed no later than the spring term of the year of admission.

## **2. Prerequisite Grade Policy**

Grades below “C” cannot be accepted toward completion of these requirements. A minimum prerequisite math and science grade point average of 2.5 (out of 4.0) is required to be considered for admission.

## **3. Pharmacy College Admissions Test (PCAT)**

The Pharmacy College Admissions Test assesses one’s skills necessary to complete the Doctor of Pharmacy curriculum. The PCAT is recommended to be taken, but not required, when applying.

## **4. Interview**

The School of Pharmacy will conduct personal interviews of all final applicants before determining their ultimate acceptance into the professional program. The personal interview will assess the applicant’s verbal communication skills, understanding of the demands and rewards of a career in pharmacy, a general knowledge of the practice of pharmacy, commitment to patient care, motivation, dedication and other qualities and attributes deemed beneficial to a career as a pharmacist.

The Admissions Committee has developed interview questions to assess the non-cognitive variables important to professional life. In general, there are five personality factors (the “Big Five”) thought to predict success in graduate study (Kyllonen PC, Walters AM, Kaufman JC. Non-cognitive constructs and their assessment in graduate education: A review. Educational Assessment 2005; 10:153-184.) These are:

- “Openness to experience” (imagination, emotionality, adventurousness, intellect, liberalism and artistic interests);
- “Agreeableness” (trust, morality, altruism, modesty, cooperation and sympathy);
- “Neuroticism” (not easily bothered or irritated, rarely blue and remains calm under pressure);
- “Conscientiousness” (self-efficacy, orderliness, dutifulness, achievement-striving, self-discipline and cautiousness); and
- “Extraversion” (friendliness, assertiveness, cheerfulness, gregariousness, and activity level)

The School of Pharmacy will incorporate multiple mini-interview scenarios in our admission process to assess domains that are not included in the PharmCAS application. Each of the scenarios attempts to assess one of the “Big Five” factors.

## **5. Letters of Recommendation**

Each applicant will submit two letters of recommendation – one letter from an academic source (e.g., professor, advisor), and one letter from a professional source (e.g., employer, pharmacist, other health professional).

#### D. Application Procedure

Applicants are required to submit an online application to PharmCAS ([www.pharmcas.org](http://www.pharmcas.org)) by the first Monday in June of the application year. PharmCAS is a centralized application service that allows applicants to use a single application and one set of official transcripts to apply to multiple PharmD degree programs. Applicants must designate the D'Youville School of Pharmacy as a selected pharmacy institution. Applicants must submit all transcripts to PharmCAS by the first Monday in June of the application year. Applicants must submit two letters of recommendation by the first Monday in June of the application year. One letter should be from an academic source (e.g., professor, advisor) and the other letter should be from a professional source (e.g., employer, pharmacist, other health professional). Evaluators can submit references to PharmCAS online. Additional information about PharmCAS and the on-line PharmCAS application may be obtained by contacting: PharmCAS, P.O. Box 9109, Watertown, MA 02471, (617) 612-2050.

#### E. Background Checks

A growing number of national healthcare organizations, institutions and state legislatures require student pharmacists to complete a criminal background check (CBC) at least once during their educational career. Since student pharmacists may be subject to criminal background checks earlier in their educational career due to introductory pharmacy practice experiences (IPPEs) the School of Pharmacy is requiring all students have this check completed.

Upon initial, conditional acceptance by the School of Pharmacy, Certiphi Screening, Inc. will send an email to the preferred email address entered in the applicant's PharmCAS application. This email will provide basic identifying information and consent for this report to be procured. The applicant's consent will serve for all pharmacy schools, and the applicant will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating pharmacy schools. Once the applicant has provided consent, Certiphi Screening, Inc. will procure a national background check on the student (Background Check Details). Once the report is complete, Certiphi Screening, Inc. will send an email to the applicant's preferred email address requesting that the student review the report prior to its distribution. Upon receiving this email:

- The applicant will have ten (10) calendar days from the date this email is sent to review their report prior to this report being made available to the participating pharmacy schools who request this report. If the applicant does not review this report, the report will be distributed after this period elapses.
- The applicant will be provided with an opportunity to contest the accuracy of the contents of the report within the specified ten (10) calendar day period.

Once the applicant has reviewed and released this report, or after the specified ten (10) calendar day period has elapsed, the report procured on the applicant will be made available to the participating pharmacy school that offered an acceptance and initiated

the request for this report. The report procured during this process will not be released to any party other than the pharmacy schools requesting this report.

#### F. Transfer Policy

Due to the highly integrated nature of the didactic and experiential components of the curriculum, the School of Pharmacy will consider requests for transfer of credits only on an individual basis. Students may transfer up to 45 credit hours with grades of “B” or better at the discretion of the Office of Student Affairs. Credits accepted for transfer must have been awarded from an ACPE accredited school of pharmacy. Only credits recorded on an official transcript of the issuing institution will be considered for transfer. Credits accepted for transfer must be determined to be substantially equivalent to courses offered by the D’Youville School of Pharmacy in their content and quality. Students must submit a letter from their previous school of pharmacy attesting to their “good standing” at that institution. Credits accepted for transfer must have been awarded within three years of the date of admission. The School may, in its option, accept older credits if the entering student holds an earned doctorate in the pharmaceutical sciences.

#### G. Immunization

A completed medical exam and immunizations are required to fulfill the admissions process to the School of Pharmacy and for introductory pharmacy practice experiences (IPPEs). Contact the D’Youville Health Center for a detailed instruction sheet for a self-medical history, physical examination and required immunizations. This requirement must be completed prior to matriculation into the P-1 year. If you have any questions please contact Dr. Mario Beccari, the Director of Experiential Education (716-829-8318).

Additionally, the School of Pharmacy is under the domain of the New York State Immunization Requirements which state, “Effective August 1, 1991, ALL UNDERGRADUATE AND GRADUATE students enrolled for classes must be in compliance with the New York State Immunization Law and D’Youville health requirements. Everyone born AFTER January 1, 1957, must show documentation of two vaccinations for measles, and one vaccination for mumps and rubella or blood tests demonstrating immunity to any of the diseases. The lab report must be submitted. Anyone born before 1957 must provide documentation showing proof of vaccination or a titer showing immunity to each disease. Women born before 1957 who are of childbearing age must provide rubella titer. A minimum of 90 days before registration would be needed for rubella vaccine administration and recheck of titer level if initial titers indicate non-immunity.”

## H. Deferred Admission

Students interested in deferring their offer of admission will have to make this request three weeks prior to the first day of orientation. Students will only be able to request to defer their offer of admission once, and that deferral will only be valid for the next academic year.

## 3. STUDENT EXPENSES AND FINANCIAL AID

### A. Tuition and Fees

Information on Tuition can be found at: <https://www.dyu.edu/cost-aid/tuition-fees>

Information about Student Fees can be found at: <https://www.dyu.edu/cost-aid/tuition-fees/fees>

### B. Student Housing (On-Campus and Experiential Practices)

Students are offered the option of living on campus in the institution's Residence Halls. Information about living on campus can be found at:

<https://www.dyu.edu/campus-life/housing>

*Please note: Students are responsible for housing expenses incurred during all off-campus Introductory and Advanced Practice Pharmacy Experiences.*

### C. Financial Aid & Application Procedure

All questions pertaining to the FAFSA and Financial Aid should be directed to the D'Youville Student Success Center at 716-829-7500 or by going to:

<https://www.dyu.edu/campus-life/support-services/student-success-center>

Information on Financial Aid and Scholarships can be found at:

<https://www.dyu.edu/cost-aid/tuition-fees/apply-aid> & <https://www.dyu.edu/cost-aid/scholarships>

## 4. CURRICULAR PROGRAM

### A. Program at a Glance

Full course descriptions can be found at:

<https://catalog.dyouville.edu/degree-programs/pharmacy/pharmacy-pharm-d/#requirementstext>. Kindly note that the curriculum outlined below is under the

auspices of the Curriculum Committee of the School of Pharmacy and may be subject to change.

<b>First Professional Year – Trimester 1 - Fall</b>		
<b>Course #</b>	<b>Title</b>	<b>Credit</b>
PMD 601	Biochemical Principles	3.0
PMD 603	Anatomy, Physiology, and Pathophysiology I	4.0
PMD 605	Pharmacokinetics	3.0
PMD 607	Profession of Pharmacy and Health Care Systems	3.0
PMD 609	Pharmacodynamics	2.0
PMD 611	Professional Development of the Student Pharmacist I	2.0
PMD 617	P1 IPPE Community	2.0
PMD 627	Interprofessional Collaborative Practice I	0.5
<b>Total</b>		<b>19.5</b>

<b>First Professional Year – Trimester 2 - Spring</b>		
<b>Course #</b>	<b>Title</b>	<b>Credit</b>
PMD 604	Anatomy, Physiology, and Pathophysiology II	4.0
PMD 606	Medicinal Chemistry	3.0
PMD 608	Pharmaceutics	3.0
PMD 610	Health Communications, Diversity, and Bioethics	2.0
PMD 612	Professional Development of the Student Pharmacist II	2.0
PMD 624	Nonprescription Pharmacotherapeutics	3.0
PMD 626	Introductory Pharmacy Calculations	2.0
PMD 628	Interprofessional Collaborative Practice II	0.5
<b>Total</b>		<b>19.5</b>

<b>Second Professional Year – Trimester 3 - Summer</b>		
<b>Course #</b>	<b>Title</b>	<b>Credit</b>
PMD 703	Pharmacotherapeutics I – Renal and Urologic Disorders, and Fluids and Electrolytes	4.0
PMD 705	Pharmacotherapeutics II – Cardiovascular and Pulmonary Disorders	4.0
PMD 711	Professional Development of the Student Pharmacist III	1.0
PMD 713	Pharmacogenomics	3.0
PMD 714	Pharmacy Management	3.0
PMD 717	P2 IPPE Community	2.0
PMD 727	Interprofessional Collaborative Practice III	0.5
<b>Total</b>		<b>17.5</b>

<b>Second Professional Year – Trimester 4 - Fall</b>		
<b>Course #</b>	<b>Title</b>	<b>Credit</b>
PMD 702	Medical Microbiology and Immunology	3.0
PMD 704	Pharmacotherapeutics III – Neurologic and Psychiatric Disorders	4.0
PMD 706	Pharmacotherapeutics IV – Endocrinologic and Gynecologic Disorders	4.0
PMD 708	Evidence-Based Medicine I	2.0
PMD 709	Integrated Compounding and Practice I	3.0
PMD 712	Professional Development of the Student Pharmacist IV	1.0
PMD 728	Interprofessional Collaborative Practice IV	0.5
<b>Total</b>		<b>17.5</b>

<b>Third Professional Year – Trimester 5 - Spring</b>		
<b>Course #</b>	<b>Title</b>	<b>Credit</b>
PMD 8XX	Electives	2.0-4.0
PMD 801	U.S. Pharmacy Law	2.0
PMD 803	Pharmacotherapeutics V – Infectious Diseases	4.0
PMD 805	Pharmacotherapeutics VI –Gastrointestinal and Nutrition Disorders, Pain Management, Substance Abuse, and Critical Care	4.0
PMD 811	Professional Development of the Student Pharmacist V	1.0
PMD 813	Evidence-based Medicine II	2.0
PMD 817	P3 IPPE Institutional	3.0
PMD 827	Interprofessional Collaborative Practice V	0.5
PMD 877	MTM IPPE	0/1.0
<b>Total</b>		<b>18.5-21.5</b>

<b>Third Professional Year – Trimester 6 - Summer</b>		
<b>Course #</b>	<b>Title</b>	<b>Credit</b>
PMD 8XX	Electives	2.0-4.0
PMD 804	Pharmacotherapeutics VII – Skin, Bone, and Joint Disorders; Oncologic, hematologic, and Immunologic Disorders	4.0
PMD 808	Pharmacotherapeutics VIII – Comprehensive Pharmacotherapy Review	4.0
PMD 810	Population Based Health Care	2.0
PMD 812	Gateway to Pharmacy Clerkship	1.0
PMD 814	Evidence-based Medicine III	2.0
PMD 828	Interprofessional Collaborative Practice VI	0.5
PMD 877	MTM IPPE	0/1.0
<b>Total</b>		<b>15.5-18.5</b>

<b>Fourth Professional Year – Trimester 7 &amp; 8</b>		
<b>Course #</b>	<b>Title</b>	<b>Credit</b>
PMD 901	Advanced Practice will consist of 6 six-week rotations. Each rotation is worth 6-credit hours and requires 240 clock hours, for a of total 1440 clock hrs. 1. (1) Institutional Clinical 2. (1) Institutional Operations 3. (1) Ambulatory Care Rotation 4. (1) Advanced Community Pharmacy Practice 5. (1) Elective A 6. (1) Elective B	
PMD 902		
PMD 903		6.0
PMD 904		6.0
PMD 905		6.0
PMD 906		6.0
		6.0
	6.0	
<b>Total</b>		<b>36.0</b>

## B. Experiential Learning Program

The objective of the experiential program, in combination with all other courses in the curriculum, is to educate students to think and act as independent pharmacy practitioners. The primary strategy used in experiential training to achieve this objective is to give students increasing levels of responsibility for patient care throughout the program in a variety of practice settings.

Introductory experiential education at the D'Youville School of Pharmacy begins early in the curriculum (fall of P-1 year [Trimester 1]) and continues in a progressive manner to prepare students for the Advanced Pharmacy Practice Experience in the fourth professional year (third calendar year).

One of the strengths of the D'Youville experiential program is the placement of the introductory rotations at the end of Trimesters 1, 3, and 5 (midpoint of the professional year). Placing the rotation at the midpoint of each professional year allows students to better integrate the didactic coursework with “real life” pharmacy experiences and allows students to focus on their rotations uninterrupted by classes or exams.

## 5. POLICIES AND PROCEDURES

### A. Registration

All registration is completed online. Registering students must electronically sign the appropriate term's financial liability waiver prior to registering. All current students are required to register within the registration period specified in the school calendar. Tuition, fees, and prior debts are payable in full on or before the start of each term. In addition, prior to registration, incoming students must make sure the School has received the following documents: final official transcripts from all previously attended colleges and/or universities, a physical examination form, immunization records as outlined on the physical examination form, emergency data form, safety report form, proof of health insurance coverage, criminal background check and a signed matriculation agreement. Outstanding balances for tuition or fees and/or missing health documents/immunizations will prevent students from being able to register. Attention to orientation materials is strongly encouraged for first year students. Matriculation is subject to satisfactory completion of all academic requirements and payment of tuition, fees and other charges to the School.

Prior to registration, the student must consult with their academic advisor to register. At the time of registration, the student must be in compliance with New York State health laws to be permitted to register. Student schedules are available online in the Self-Service Portal at [www.dyc.edu](http://www.dyc.edu) under "Current Students". Once officially registered, the individual is responsible for payment of tuition and fees. No one will receive credit for a course unless officially registered for it.

Second-, third- and fourth-professional year students must provide proof of health insurance and documentation updating their PPD record prior to the start of each academic year. Students must be registered during the term in which they receive their graduate degree.

### B. Academic Advisement

The Office of Student Affairs will oversee student advisement. Advisement will occur on an individual level between a student and assigned faculty member. Students must meet with their advisor on a regular basis throughout the academic year. Advisement will be proactive, where advisors know their students individually, along with the students' talents and academic weaknesses. Advisors will also offer career options and pathways, guidance in portfolio development, review progress in completing requirements necessary for a degree, certification, and/or licensure, and recommend tutoring, which is arranged by the Office of Accessibility Resources.

### C. Academic Performance and Integrity Committee

The Academic Performance and Integrity Committee will be responsible for monitoring the academic progress of each student and developing and administering policies for academic progress, academic probation, leave of absence, dismissal, readmission, and dismissal and promotion appeals. Additionally, the committee will advise and select recipients about scholarships and awards.

The Academic Performance and Integrity Committee members shall consist of one Committee Chair appointed by the Dean of the School of Pharmacy, five faculty members appointed by the Executive Council, a representative of the Office of Student Affairs and the Director of Experiential Programs (*ex officio*). The Committee may also include attendant staff during its meetings which include a representative from the School of Pharmacy Office of Student Affairs as an *ex officio* member. The committee at its discretion will invite student representatives. The criteria, policies, and procedures for academic progression as well as for academic probation, dismissal and readmission are included in the student handbook.

It is the desire of this committee to give students in the School of Pharmacy every reasonable chance to successfully complete its curriculum. However, the committee refuses to do so at the expense of the integrity of the school or the Pharmacy profession.

### D. Online Examination Policy

#### Before the Exam

- It is the responsibility of the student to address any computer hardware- or software-related issues before an exam opens; failure to access/complete the exam on time without prior permission from the course instructor may result in a grade of zero
- All exams will begin at **8pm Eastern Time** and must be uploaded by **10pm Eastern Time**
- Exams started after **8:30pm Eastern Time** will be subject to academic penalty
- Exams will be available to download 30 minutes before the beginning of the examination (i.e., 7:30pm Eastern Time)
- The exam password will be provided at the beginning of the exam via a Canvas course and/or email announcement
- Make-up exams are highly discouraged, and all efforts should be made to take the exam except in those cases that fall within the excused absence policy or at faculty discretion
  - If a make-up exam is required, faculty have the discretion and option to choose any number of alternative testing formats including, but not limited to, telephone or Zoom-based oral exams, long-answer essays, comprehensive assignments

### During the Exam

- Students are required to use the provided external USB camera during video proctored examinations
- To ensure exam integrity, students are required to provide a 360-degree view of their testing area upon starting the exam, as per the video tutorial instructions
- Students must ensure their entire testing area is visible to the camera at all times (e.g., appropriate angle, proper lighting, etc...), as per the video tutorial instructions
- The exam is to be completed independently; there shall not be any persons, course material, or other devices present in your immediate testing area
- Talking during an exam is not permitted
- Only SOP-approved erasable white boards are permitted during the exam; if using a whiteboard, both sides of the whiteboard must be presented to the camera at the beginning and end of the exam to confirm it is blank/cleared
- The use of scrap paper or physical calculator is not permitted
- Any violation(s) of the proctoring requirements will be subject to academic penalty

### Feature Settings

The following are minimum features that will be used for exams:

- Secure
- Time limit for overall exam
- Scientific Calculator
- Notes
- Numbering

### After the Exam

- Answers to exam items and details will not be posted; however, faculty instructors will be available to discuss exam performance with students
- Exam results will be posted to Canvas in a timely manner once faculty have the opportunity to review, analyze, and evaluate the results
- Any student found to be in violation of this, or course-specific testing policies, will be subject to disciplinary action

## E. Course Load, Grading and Quality Points

Each student in the program is expected to carry a full course load during each term. Permission must be obtained from the Office of Student Affairs to register for other than a full-time course load. Except for the experiential learning courses, all courses must be taken for a letter grade. Quality points are awarded according to the grades earned. The quality point average (Q.P.A.) is obtained by dividing the total number of quality points by the total number of term hours of credits attempted, exclusive of S/U grades.

<b>Letter</b>	<b>Quality Points</b>	<b>Numerical Value</b>
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	0.67	60-62
F	0	Below 60
FX	0	Failure for non-attendance
I**	0	Incomplete
IA*	0	Absent for term exam
IS*	0	Incomplete, progressing satisfactorily
IP*	0	Course in progress
R	0	Course repeated
S	0	Satisfactory completion of minimal requirements
U	0	Unsatisfactory
W**	0	Withdrawal without penalty

*\* TEMPORARY GRADES: An "IA" automatically becomes an "F" if the student does not complete a deferred examination before the date determined by the professor involved. A grade of "I" becomes an "F" or "U" if the work is not completed before the end of the eighth week of the next term in which the student is enrolled. "IS" and "IP" grades will be replaced with the earned grade upon course completion. Students will not be allowed to register for a course for which a prerequisite has been established, if a grade of incomplete ("I" or "IA" has been received in the prerequisite course and has not been replaced by an acceptable grade before the course begins.*

*\*\* A course may be dropped without academic penalty until the end of the tenth week of the term. An "F" is given after that time.*

**Grade Reports** – Approximately two weeks after the close of the term, grade reports are available to students via the My D’Youville Self-Service Portal, located on the “Current Students” page of the D’Youville website. If a mailed grade report is requested for employment or health insurance verification, it will be sent to the permanent address provided by the student.

**Grade Change** – Grades that have been recorded in the registrar’s office can be changed only through consent of the faculty member and with the permission of the Vice President for Academic Affairs. Forms for this purpose are available to faculty through the Registrar’s office.

#### F. Standard for Satisfactory Progress

Students must pass all courses and rotations with at least a 70% (“C-”) average to be considered making satisfactory progress. A grade that is lower than a “C-” must be remediated for promotion and graduation. Remediation is a privilege granted only in the appropriate circumstances. Students must complete requirements for graduation within six years from the date of matriculation. For a student to meet the standard of satisfactory academic progress to serve as an officer of an approved School of Pharmacy club and/or organization, the student must maintain good academic status and not be on probation.

#### G. Probation, Satisfactory Grades, Remediation and Incompletes

**Probation** – Each student must maintain a cumulative quality point average (QPA) of 2.0 on a 4.0 scale. A student who’s cumulative QPA falls below 2.0 will be placed on academic probation. The Academic Performance and Integrity Committee may require that students perform certain activities aimed at aiding their academic standing, such as meeting regularly with their academic advisors, developing a career plan, and seeking tutorial assistance through the Office of Accessibility Resources and DYUSOP. The students must raise their QPA above 2.0 prior to the start of the next professional year or will be dismissed on academic grounds by the Committee.

##### **Conditions Resulting in Academic Probation**

A student will be placed on **probation status** for any of the following infractions:

1. GPA (academic term\* or overall) below 2.0
2. Two grades of D+ or lower within the same academic term
3. One grade of D+ or lower in the Pharmacotherapeutics sequence
4. Two infractions of the school’s code of conduct
5. Re-admission into the professional program (whether through appeal to the Academic Performance and Integrity Committee or Dean) unless withdrawal was due to medical leave while in good academic standing

\*Academic term refers to a single trimester

## **Terms of Academic Probation**

In accordance with **probation status**, a student must:

1. Attend and be on time for all classes and/or school of pharmacy learning requirements and assigned experiential rotation hours (unless granted an excused absence by the instructor or meet the stated course criteria for an excused absence)
2. Successfully complete all classes with a grade of C- or higher
3. Successfully complete all experiential rotations with a grade of satisfactory (S)
4. Adhere to their Guided Academic Plan
5. Adhere to the Student Code of Conduct as stated in the DYUSOP Student Handbook
6. Resign any leadership position(s) within the School of Pharmacy

**Probation Status** – Failure to meet and abide by the terms of academic probation will result in dismissal from the D'Youville School of Pharmacy. A student who successfully adheres to the terms of academic probation for two (2) complete, consecutive academic terms may be removed from probation status and returned to good academic standing. The decision to remove a student from academic probation will be at the discretion of the Academic Performance and Integrity Committee. Students who are readmitted to the program following dismissal are not eligible for a change in their probation status. However, if a readmitted student is successful for two (2) complete, consecutive academic terms, he/she may be allowed to serve in leadership positions within the School of Pharmacy and may be eligible for modifications to his/her Guided Academic Plan. The decision to allow these modifications will be at the discretion of the Assistant Dean for Student Affairs.

**Satisfactory Grades** – The minimum grade for passing a D'Youville School of Pharmacy course is a C-. A student may only receive two (2) grades of D+ or lower in an academic year and a total of three (3) during their academic career in the School of Pharmacy (see section, G. Dismissal). A student who receives more than two (2) grades of D+ or lower in an academic year will be dismissed from the program. The only exception to this policy pertains to the Pharmacotherapeutics course sequence. A student who receives two (2) or more failing grades (D+ or lower) in any of the Pharmacotherapeutic course sequence will be dismissed from the program.

**Remediation** – A grade of F in a course is not subject to remediation, unless the course coordinator(s) and/or the Academic Performance and Integrity Committee grant permission. A student who receives a grade of D+ or lower or an unsatisfactory grade (U) must repeat the course unless he or she has been dismissed. Grades of D-, D, and D+ will be remediated as a compressed course format in the summer session immediately following the academic year for the 4-year program or in the allotted three-week period at the end of each professional year for the 3-year online or in-person pathways (Trimester 2, 4, and/or 6) in which the unsatisfactory grade(s) was received. Remediation may occur prior to the summer session (or during the trimester) only by special arrangement between the course coordinator and student with the approval of the Academic Performance and Integrity Committee. A student may only remediate two courses in an academic and/or professional year. Remediating students will be required to sign a contract detailing the conditions of their remediation and faculty will create a remediation syllabus. The Academic Performance and Integrity Committee will ultimately approve all remediation plans. Students who successfully remediate will receive a final grade of “S” for satisfactory in the remediation course. Students who do not successfully remediate will be dismissed from the program. *Note: exceptions to this remediation policy may only be made by the course coordinator(s) and/or the Academic Performance and Integrity Committee on a case-by-case basis.*

**Incomplete Grades** – Incomplete grades are issued and resolved according to the policies outlined in [D'Youville University's Academic Catalog](#).

#### H. Dismissal, Appeals and Readmission

A student will be dismissed from the program for any of the following:

1. Failure to raise a QPA to a 2.0 or higher after two (2) academic terms
2. Receiving more than three D+ or lower grades in an academic career
3. Receiving two or more D+ or lower grades in the Pharmacotherapeutics course sequence
4. Receiving a failing grade (D+ or lower or U) in a repeated course or repeated experiential rotation
5. Receiving more than two failing grades (D+ or lower and/or U) in an academic year
6. Receiving a grade of (U) in more than two (2) IPPE rotations
7. Receiving a grade of (U) in more than one (1) APPE rotation
8. Receiving a grade of (U) in three (3) Experiential rotations
9. Plagiarism or cheating

The Academic Performance and Integrity Committee may recommend dismissal for unsatisfactory professional and personal behavior in violation of the School's Professional Code of Conduct.

**Appeal Process** – A student may appeal the Academic Performance and Integrity Committee’s dismissal decision within five (5) business days from receipt of the dismissal notification through a formal written appeal to the Chairperson of the Academic Performance and Integrity Committee describing any extenuating circumstances that limited academic performance. The appeal will be reviewed by the committee. If the appeal is accepted by the committee, the student may be reinstated, but must satisfy all the conditions outlined in the committee’s decision. If the student’s appeal is denied, the student may appeal that decision within five (5) business days to the Dean of the School of Pharmacy. The Dean’s decision will be final.

For further information about the appeals process, see the [Academic Appeal Procedure](#) in the D’Youville Academic Catalog.

**Regulations for Readmitted Students** – A student is only allowed one (1) readmission into the School of Pharmacy. A readmitted student will be evaluated at the end of each academic term to determine if the criteria have been met to continue in the program, such as maintaining a cumulative QPA of 2.0 or greater, not receiving any failing grade(s) (D+ or lower and/or U), adhering to the Student Code of Conduct, attending and participating in all courses, and adhering to their Guided Academic Plan. Failure to meet all requirements for continuing in the program will result in permanent dismissal from the program with no further/additional appeal available.

#### I. [Course Withdrawal, Academic Resignation and Leave of Absence](#)

**Course Withdrawal** – A student may withdraw from a course(s) only after permission has been obtained from the course instructor or coordinator and a withdrawal request is processed through the Office of Student Affairs in accordance with the time-period specified by D’Youville University. Withdrawal from a course(s) will not be approved solely based on poor performance in the course(s), nor may a student continue to attend the course(s) once a withdrawal has been granted. Due to prerequisite requirements for course enrollment and integration of the curriculum, withdrawal from a course may result in the student having to repeat a full academic term.

**Academic Resignation** – A student may resign from the program at any time prior to two weeks before the beginning of the final examination from the term. Students who wish to resign must officially communicate this in writing to the Office of Student Affairs. Resignation constitutes withdrawal from all courses being taken. A student who has resigned from the program must petition the Admission Committee for readmission.

**Leave of Absence** – A student who wishes to interrupt his/her studies through a leave of absence may do so only up to one calendar year. To obtain permission for a leave of absence, students must complete a request form and submit the form to the Office of Student Affairs. Ordinarily, a student may not request a leave of absence after the tenth week of the academic term. Special consideration is given for illness or other extenuating circumstances. If a student does not return at the time stipulated, the leave automatically becomes a withdrawal. The student must then apply for readmission to return to the School.

## J. Pathway Transition

A student in the in-person program (either 3- or 4-year) in good academic standing can petition the APIC to transfer to the three-year online pathway. Accordingly, a student in good academic standing in the three-year online pathway can request permission from the APIC to transition to the in-person program (3- or 4-year program). A representative from the Office of Student Affairs and the APIC will holistically review said requests, and in the absence of any extenuating evidence indicating that approval would make the student less likely to successfully complete their degree, the transition between pathways would be approved. A student can request pathway transition only once in their academic career. If a student who is in the three-year online program is dismissed and readmitted by either the APIC or the Dean upon appeal of their dismissal, either the APIC or the Dean must determine whether readmission would be back into the three-year online pathway or the in-person pathway (3- or 4-year program). When considering readmission, the Dean or the APIC will conduct both objective and subjective reviews of the student to determine which pathway is most likely to result in success. The student will not be eligible to appeal the decision, given that it is a condition of readmission. *Note: Pathway Transition requests will be evaluated by the Academic Performance and Integrity Committee on a case-by-case basis.*

## K. Attendance, Tardiness and Absences

As professionals, students are expected to adhere to the attendance policy with diligence. As such, attendance is required at all scheduled instructional periods and attendance will be taken randomly. Absence from instructional periods for any reason does not relieve the student from the responsibility for the material covered during the periods. Unexcused absences will be viewed as violations of the Professional Code of Conduct and may result in disciplinary action by the Academic Performance and Integrity Committee including, but not limited to, loss of remediation privileges and possible academic sanctions. Excused absences for single-instance illnesses or personal leaves may be granted by the Course Coordinator and communicated in conjunction with the Dean. It is recognized that there may be isolated instances when an individual must be absent; however, the student who misses a class is not excused from the subject materials presented during the lecture or laboratory period. The student may be required to make up the missed educational session(s) during off-hours. For an absence to be considered excused for medical reasons, a note must be submitted from the examining physician upon the student's return to class. Students on rotations must abide by the additional requirements contained in the relevant IPPE or APPE syllabus provided by the Experiential Education office.

Requests for limited excused absences for illness longer than two days should be communicated through the Office of Student Affairs. For an absence to be excused for medical reasons, a note must be submitted from the examining physician upon the student's return to class.

Requests for limited excused absences for personal leave longer than two days must be submitted to the Office of Student Affairs for approval prior to the anticipated absence. No travel arrangements should be made prior to approval being granted.

Requests for excused absence for attendance at school-related activities must be approved by each course coordinator and/or instructor prior to the anticipated absence. No travel arrangements should be made prior to approval being granted.

Requests for make-up examinations / quizzes / laboratories / other activities for illness, personal leave, or school-related activities may be granted by the course coordinators. In the rare event of excused absence from examinations / quizzes / laboratories, the course coordinator will approve (and reschedule) make-up examinations / quizzes / laboratories missed during an excused absence. The course coordinator may review urgent requests for make-up examinations / quizzes / laboratories on a case-by-case basis.

Promptness is another trait professional health care practitioners must display. Additionally, tardiness in class both disturbs the lecturer and the entire student body and is thus markedly inconsiderate and rude. Repeated violations will be considered improper professional behavior and may result in disciplinary action.

#### L. Requirements for Graduation

Students who have satisfactorily completed all academic requirements and who have been recommended by the school faculty (as indicated by the successful completion of the faculty-developed curriculum) may be awarded the Doctor of Pharmacy (PharmD) degree; if they are of good moral character and have met the following standards:

1. Maintained at least a 70% in each course and rotation and have no un-remediated failing courses and no grades of Incomplete (I);
2. During the P4 year successfully complete all requirements of licensure review (PMD 911);
3. Are at least 21 years of age;
4. Matriculated at least three academic years, but not more than six academic years, in the Pharmacy professional program;
5. Completed all legal and financial requirements of the institution;
6. Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of pharmacy;
7. Completed an Application for Graduation from the Office of the Registrar. This form, which must be returned to the Registrar one academic term prior to graduation, is placed with the student's permanent record and serves as the student's final clearance from campus;

8. Completed an exit interview with the Office of Student Affairs if the student is a recipient of any form of financial aid;
9. Attend all official commencement week activities;
10. Attend the commencement at which the degree is to be awarded. Only in unusual circumstances, and with the approval of the President, will a degree be awarded in absentia.

A student who completes the curriculum in four consecutive years (for the 4-year program) or three consecutive years (for the 3-year online and in-person pathways) is required to meet the graduation requirements listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the four years (or three years for the 3-year online and in-person pathways), the student must meet the requirements for the class with whom the individual graduates and any other requirements specified by the Academic Performance and Integrity Committee. Students must complete all requirements for graduation within six years from the date of matriculation.

Students who complete the requirements for graduation after May 15<sup>th</sup> of the calendar year may participate in the commencement ceremony provided their anticipated completion date occurs prior to August 31<sup>st</sup> of that year. A diploma will not be granted at the graduation ceremony. For students completing the requirements after the August date, diplomas shall be dated with the last day of the month and year in which all requirements are met.

## M. School of Pharmacy's Professional Code of Conduct

### **Preamble**

As members of the D'Youville community, pharmacy students agree to adhere to the academic and behavioral standards expected of all students. Students will conduct themselves with honesty and integrity while completing course requirements and complying with the institution's academic regulations. The policy on academic integrity which is in the D'Youville Academic Catalog is fully incorporated in the School of Pharmacy's Professional Code of Conduct.

Once admitted to the School, students are members of the pharmacy profession and therefore bear additional responsibilities of all health care providers. As Pharmacy professionals, students agree to abide by the professional, ethical, and legal standards prescribed for the practice of Pharmacy. The School expects each student to adhere to the rules and regulations established for the preservation and enrichment of the School and profession. In addition to D'Youville's policy on academic integrity, the School of Pharmacy's Professional Code of Conduct incorporates the professional standards of the health profession. The procedures for appealing alleged violations are included in the section "Student Guidelines for Dealing with Issues Related to the Code of Conduct."

Violations of the Code of Conduct will not be tolerated in the professional pharmacy program. Any student found to have violated the School's policies on academic integrity, substance abuse, sexual harassment, or confidentiality risks failure of assignments / exams / course, suspension, or dismissal from the program.

The Code of Conduct provides an explicit statement of values and beliefs for all pharmacy students. Each year, students are asked to sign a copy of the Code of Conduct, signifying that they have read and agree to the code's provisions. A copy of the signed code is kept in the student's academic folder.

There are procedures and guidelines for determining whether a student has violated the Code of Conduct and whether sanctions should be imposed. Sanctions include, but are not limited to, receiving a failing grade on an assignment or examination, or expulsion from the School. More information on guidelines on academic and professional integrity and adjudication procedures for violations, as well as review and appeal, can be obtained in the Office of Student Affairs and by the Chair of the Academic Performance and Integrity Committee. Students with questions about the School of Pharmacy's Professional Code of Conduct and the process for addressing an alleged violation of the Code are also encouraged to contact the Office of Student Affairs.

### **Code of Conduct: General Principles**

The following section describes the principles that are the foundation of the School of Pharmacy's Code of Conduct. The discussion that accompanies each principle provides examples of violations and is not intended to be an exhaustive list of all possible situations. By signing the document, you are certifying that you have read, understand and agree to abide by the School of Pharmacy's Professional Code of Conduct. I understand that it is essential to:

- ***Act with honest and integrity in academic and professional activities.***

Academic integrity requires that each student do his/her work honestly. Students must not cheat. Examples of cheating include but are not limited to: use of unauthorized materials during an examination, copying work from another student, use of generative artificial intelligence (AI) to complete your assignment(s)/assessment(s) (unless authorized by your individual instructor), obtaining and using a copy of an examination in advance of administration, pretending to be someone else during an examination, falsifying signatures of preceptors or other students on assignments, or plagiarizing (present the work of another without proper acknowledgement). Students must also not assist others in committing the above acts.

Use of and/or having on your person technical and/or electronic devices, including but not limited to iPods, iPads, cell phones, smart phones, tablets, laptops, smart watches, Google glasses, calculators or wireless headphones or earbuds, is prohibited from classes, exams, and OSCEs without expressed permission of the instructor. Recording of lectures and/or proprietary information must only be obtained with permission from the

instructor (see SOP's "Recording Lectures" policy).

A student should accurately represent herself or himself to patients and others on the medical team. Students should identify themselves as a student to patients and other health care professionals. An appropriate name tag should always be worn in professional practice settings. A student must be willing to admit errors and not knowingly mislead others or promote himself or herself at the patient's expense.

The student is bound to know, understand, and preserve professional ethics and has a duty to report any breach of these ethics by other students or health care providers through the appropriate channels.

- ***Help foster a positive environment for learning. I will not interfere with or undermine other students' ability to learn or instructors' ability to teach.***

A student will not engage in any conduct that impairs the ability of the instructor to conduct class. This includes, but is not limited to, conduct such as talking to other students during class, unauthorized use of electronic and/or technical devices, interrupting the instructor or other students, using offensive language or other disruptive behavior.

The student is expected to make substantial, positive contributions when working as a member of a team. The student should notify the course instructor and teammates if he/she is unable to fulfill his/her commitments to the team.

- ***Respect the knowledge, skills, values and contributions of fellow students, instructors, administrators, staff, preceptors, and other health care professionals.***

It is unacceptable for a student to disparage the professional competence, knowledge, qualifications, or services of faculty, staff, students, or other health care professionals. It is inappropriate to imply in word, gestures, or deed that a patient has been poorly managed or mistreated by a health care provider without tangible evidence. Professional relations among all members of the academic and health care community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community.

- ***Respect autonomy and dignity of fellow students, instructors, staff, other care professionals, and patients.***

The student should use the highest professional courtesy when interacting with patients, their families, faculty, classmates, staff and other professionals (see the School of Pharmacy's policy "Using Social Media Responsibly and Professionally"). Offensive or threatening comments, email, posts or voice mail messages or any other form of verbal or nonverbal communication will not be tolerated. Inappropriate behavior includes the use of language, gestures, or remarks with sexual overtones. Students should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by faculty and staff in the classroom setting and by the student's preceptor in the clinical setting (see the School of Pharmacy's "Guidelines for Professional Attire").

- ***Promote the good of every patient in a caring, compassionate, culturally sensitive, and confidential manner.***

It is unacceptable for a student to refuse to participate in the care of a person or group of persons based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference. It is unacceptable to refuse to participate in the care of a patient solely because of medical risk, or perceived risk, to the student without the express agreement of the preceptor. It is not, however, unethical for a pregnant student to refuse to participate in activities that pose a significant risk to her fetus.

The student will not engage in romantic, sexual, or other nonprofessional relationships with a patient, even at the apparent request of a patient, while the student is involved with the patient's care. The student will not tolerate inappropriate sexual behavior on the part of other students, faculty, staff, other health care personnel or patients. The student will not engage in any action in violation of the institution's policy on sexual harassment.

- ***Protect the confidentiality of any medical, personal, academic, financial, or business information obtained through educational activities in any academic or professional practice setting.***

The patient's right to the confidentiality of his or her medical record is a fundamental tenet of health care. The discussion of problems, diagnoses, medication or other medical treatment of a patient by professional staff or students in public violates patient confidentiality and is unacceptable. Students should access patient medical records, including electronic medical and prescription databases, only when they are providing patient care or when working on research projects approved by their preceptors.

- ***Recognize and address any impairment, abuse or condition that could adversely impact fellow students, patients, instructors, administrators, staff, preceptors, or other health care professionals.***

Students have a responsibility to assist fellow students with potential substance abuse problems. Students will not use alcohol or drugs in a manner that could compromise performance in the classroom or in professional practice settings. It is the responsibility of every student to protect the public from an impaired health care professional and to assist a provider whose capability is impaired because of ill health. The student is obligated to report persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception. Such reports must conform to established institutional policies.

## N. Student Guidelines for Dealing with Issues Related to the Professional Code of Conduct

As students enrolled at D'Youville you are bound to adhere to the institution's policies on student behavior, non-discrimination, and sexual harassment. As a student enrolled in the School of Pharmacy, you bear additional responsibilities as outlined in the School of Pharmacy's Professional Code of Conduct. This code was adopted by faculty to reflect the high professional, ethical, and legal standards expected of all those engaged in the practice and science of Pharmacy.

In accordance with D'Youville's policy, the School of Pharmacy has established an Academic Performance and Integrity Committee (APIC) whose function is to delineate and uphold the professional and ethical practice standards of pharmacy as outlined in the Code of Conduct. This committee is comprised of faculty representatives from the Department of Pharmaceutical Sciences and the Department of Pharmacy Practice and Social and Administrative Sciences. Members of the committee are charged to evaluate alleged violations of the School of Pharmacy Professional Code of Conduct that have not been resolved at the student-faculty level and to provide recommendations for appropriate action. Certain infractions or complaints may lie beyond the scope of the Academic Performance and Integrity Committee's responsibilities and should be referred to the proper institutional unit for consideration and resolution. The Chair of the Academic Performance and Integrity Committee is available to provide guidance to students on the proper procedures for resolving such issues.

### **Rights and Responsibilities**

As students enrolled in D'Youville and the School of Pharmacy, you enjoy the right to study in an environment where academic integrity and professional conduct are valued. Protecting this environment is a shared responsibility of all members of the academic community – faculty, staff, and students. A complete discussion of the rights and responsibilities of students enrolled at D'Youville can be found in the D'Youville Academic Catalog. Policies on Sexual Harassment and Non-discrimination can be found on the D'Youville website: <https://www.dyu.edu/title-ix> & <https://www.dyu.edu/nondiscrimination-policy>. Some of these rights and responsibilities are highlighted below:

### **Rights**

Students have a right to:

1. Due process when accused of violations of the Code of Conduct. This means that the accused may appeal the charges and/or sanction(s) proposed. The appeal process is outlined in the Academic Catalog under "Academic Appeals Procedures" or below under "Procedure for Appeals of Academic and Misconduct Decisions".
2. Be treated with dignity by faculty, staff, and other students individually and collectively in the classroom and other academic contexts.
3. Confidentiality in all academic procedures. Neither the specifics of a violation or alleged violation nor the sanction(s) will be made public.

## **Responsibilities**

Students bear the responsibility to:

*Read, understand and abide by the School of Pharmacy's Professional Code of Conduct, the institution's*

*Policy on Academic Integrity, and policies on Sexual Harassment and Non-discrimination.*

1. Reaffirm their commitment to the Code of Conduct annually. This is done by signing a copy of the code each year.
2. Attend classes and examinations as scheduled.
3. Respect the dignity of faculty, staff, and other students individually and collectively in the classroom and other academic contexts.

## **Who Shall Be Involved in Potential Violations of the Code of Conduct?**

All of the following recommendations listed below are based upon the procedures described in [D'Youville's Policy on Academic Integrity](#).

### **A. Student – Faculty Code of Conduct Issues**

1. Responding to a charge from a faculty member:

A student who has been charged with violating the Code of Conduct by a faculty member should make every attempt to resolve the issue with the faculty member. If the issue is not resolved at this level, the student may contact either the Office of Student Affairs or the Chair of the Academic Performance and Integrity Committee for an explanation of appropriate procedures.

2. Initiating a Code of Conduct violation charge against another student:

- a. Breaches related to academic (course) context: A student wishing to pursue a perceived violation of academic integrity by another student should discuss the issue with the course instructor. The issue will then be the responsibility of the course instructor and course coordinator.

- b. Breaches occurring outside of academic context: A student wishing to pursue a perceived violation of any other issues related to the Code of Conduct by another student should contact either the Office of Student Affairs or the Chair of the Academic Performance and Integrity Committee. Procedures in this case should be as follows:

1. The student accusing another student of violation(s) of the School of Pharmacy's Professional Code of Conduct should submit a written letter to the Office of Student Affairs describing the factual events and the standards that were allegedly breached.
2. The Office of Student Affairs should then contact the accused student and present the student with the alleged charges. The student will have an opportunity to respond to accept or deny

the violation(s). If there is more than one violation, the student will be asked to consider each and state acceptance or refusal. If the student accepts that the violations are true, the Office of Student Affairs will decide on whether to impose sanctions. If the student does not accept the charges, he/she may appeal by contacting the Chair of the Academic Performance and Integrity Committee.

3. If the student agrees with the charges, the Office of Student Affairs will compose a letter that describes the events, the discussion with the student, and proposed resolutions (sanction / no sanction). The letter will include places for two signatures: a representative of the Office of Student Affairs and the student. If the student agrees with the letter, both will sign. A copy will be placed in the student's file. If there are no further violations over the time of the student's tenure in the School of Pharmacy, the letter will be destroyed when the student completes the program.
4. A representative of the Office of Student Affairs will meet with the student who made the accusations to discuss the outcome and resolution.

### **General Code of Conduct**

D'Youville expects its students to obey all applicable federal, state and local laws, to behave in moral, ethical, professional, civil and courteous ways, and to observe the specific policies, procedures, regulations, rules and standards that are declared by D'Youville for conducting its own affairs. For more information, see D'Youville University's [Student Conduct Handbook](#) .

### **SEXUAL MISCONDUCT**

Sexual misconduct / assault / harassment is illegal under both federal and state law and is also a form of sex discrimination which is illegal under federal laws Title VII (employees) and Title IX (students) and the New York State Human Rights Law. The Title IX coordinators may be reached at [nesselbd@dyc.edu](mailto:nesselbd@dyc.edu) (716-829-8337). Pursuant to the aforementioned laws, in keeping with the Clery Act, the Violence Against Women Reauthorization Act of 2013, and other applicable laws and in keeping with our institutional values, D'Youville has established a sexual misconduct policy. For more information, see [Sexual Misconduct and Harassment Information \(Title IX\)](#).

## **ALCOHOL/DRUG POLICIES**

Information on D'Youville's alcohol and drug policies can be found in Section 5: Student Code of Conduct in D'Youville University's [Student Conduct Handbook](#) .

## **COMPLAINTS OF DISCRIMINATION AND/OR HARASSMENT**

D'Youville provides equal opportunity to all students. The institution does not discriminate on the basis of race, disability, religion, color, gender, age, creed, marital status, sexual orientation, veteran status or national or ethnic origin with respect to its academic programs, policies and practices.

Should a student advance an appeal under the above procedures that alleges discrimination or harassment on the basis of race, disability, religion, color, gender, age, creed, marital status, sexual orientation, veteran status, national or ethnic origin, or other legally protected status, the appropriate School or Department will immediately notify the Title IX Coordinator for the institution and/or the Office of Accessibility Resources. The Title IX Coordinators will oversee the processing of any such appeal. Students are also encouraged to directly consult with the Title IX Coordinator and/or the Office of Accessibility Resources in the event they are seeking to file an appeal related to discrimination or harassment.

**PROCEDURE FOR SECTION 504.** Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. For students wishing to file a grievance in relation to Section 504, it is recommended that they consult with the Section 504 coordinator to assist with the processing of the complaint. The current Section 504 coordinator is Ashley Olsen, Assistant Director of Accessibility and Tutoring Services.

More information on the institution's process of reporting and addressing bias-related incidents can be found at <https://www.dyu.edu/title-ix>

## O. Procedure for Appeals of Academic and Misconduct Decisions

The School of Pharmacy provides the following appeal process for students who wish to appeal academic evaluations or evaluations of misconduct that have a significant academic consequence (resulting in probation, suspension, dismissal or other significant change in academic status) as well as those that do not have a significant academic consequence (such as a grade dispute not resulting in probation, suspension, dismissal or other significant change in academic status).

When a student seeks to challenge a decision other than a dismissal, he/she must first attempt to informally resolve the situation as described below and then, if such informal attempts fail, he/she may file an appeal pursuant to the Formal Appeal Procedure set forth below.

**APPEAL OFFICER (and temporary designee)** – The appeal officer shall act as the coordinator of the appeal process. Should a student or faculty member have any questions concerning the appeal process and procedures (including how to file an appeal), he/she is encouraged to contact the appeal officer. Further, the appeal officer is empowered to adjust the appeal schedule to expedite decisions that have direct and immediate consequences upon the academic status of a student. Any adjustments to the appeal schedule will be communicated to all parties to ensure their awareness and cooperation. The current appeal officer for the School of Pharmacy is Mr. Steven Wrobel, Office of Faculty and Student Affairs. If the appeal officer is temporarily unable to fulfill their obligation (e.g., conflict of interest, schedule conflict, temporary absence), the School will name a temporary designee.

### **INFORMAL RESOLUTION (FACULTY/STUDENT CONFERENCE):**

A student wishing to appeal an academic evaluation or evaluation of misconduct other than a dismissal shall confer with the faculty member or preceptor who made the decision in question and inform the appropriate Department Chair in writing.

#### **For Didactic Courses:**

- The student/faculty member conference shall take place within five (5) business days after the student receives official notification of the decision in question.
- If either the student or faculty member wants the conference to take place in the presence of a third party, a request will be submitted to the Department Chair for another member of the School to sit in on the conference.
- The student shall explain the reasons for appealing and the faculty member shall explain the reasons for his/her decision or action.
- If the faculty member believes the decision or action should not be changed, the student shall be notified in writing (with a copy to the Department Chair) within five (5) business days after the conference has occurred.

### **Experiential Practice Experiences (Introductory or Advanced):**

- The Director of Experiential Education will consider all the facts presented by the student and preceptor and will make a decision regarding any changes based on this information.
- Upon receipt of information from both parties, the student shall be notified in writing of the Director of Experiential Education's decision within five (5) business days.

### **FORMAL APPEAL PROCEDURE:**

If the student seeks to challenge a dismissal decision or seeks to challenge another decision or action and remains unsatisfied with the outcome of the Informal Resolution Process (if applicable), then he/she may file a formal appeal.

A student seeking to challenge a dismissal decision must submit a written complaint to the Chairperson of the Academic Performance and Integrity Committee within five (5) business days following notification of the dismissal decision.

A student seeking to challenge an academic evaluation other than a dismissal (such as a grade dispute) must submit a written complaint to the Chairperson of the Academic Performance and Integrity Committee within five (5) business days following receipt of written notification at the conclusion of the Informal Resolution process set forth above.

A student seeking to challenge a decision imposing sanctions for a violation of the School's Professional Code of Conduct must submit a written complaint to the Chairperson of the Academic Performance and Integrity Committee within five (5) business days following receipt of written notification at the conclusion of the Informal Resolution process set forth above.

For didactic courses: While under appeal, a student will be allowed to continue to attend all classes until a final decision is rendered. For more information, see "Enrollment Status During Appeal".

For experiential practice experiences: The Director of Experiential Education, in certain circumstances, may withhold a student from clinical rotations until the appeals process is resolved. For more information, see "Enrollment Status During Appeal".

### **Contents of Written Complaint**

The written complaint must state the specific violation of School policy, rule or direction being challenged. The complaint, plus any supporting documents, shall supply full detail regarding this alleged violation and the remedy sought. The complaint shall indicate the dates on which attempts at informal resolution, including any faculty/student conference, took place. The faculty member or committee against whom the complaint has been filed will be notified within five (5) business days of the filing of the complaint.

To appeal a final grade, a student must offer convincing arguments that good cause exists for mandating a change of grade. Each of the following reasons, if supported by sufficient evidence, shall constitute “good cause”:

- Assessment of a grade that is malicious and/or discriminatory: i.e., in determining the grade, the Course Coordinator clearly did not apply the same standards he/she used for grading other members of the class whose work and behavior were like those of the appealing student.
- Assignment of a grade that is arbitrary and/or capricious: i.e., the Course Coordinator had apparently no discernible rationale for arriving at the grade given.
- Assignment of a grade that has resulted from human error: i.e., the Course Coordinator reported an incorrect grade as the consequence of a mistake in computation, in recording, or in some other mechanical aspect of the grading process. In such instances, it is assumed that the error will be corrected as a result of the Informal Resolution Process described above.

The following reasons do not constitute “good cause” for the purposes of appealing a grade:

- Disagreement with the course requirements established by the Course Coordinator.
- Disagreement with the grading standards established by the Course Coordinator.
- Disagreement with the judgment of the Course Coordinator in applying his/her grading standards so long as he/she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the Course Coordinator’s part shall be presumed unless the student can offer convincing arguments to the contrary.

The student’s desire or “need” for a particular grade, while compelling to the individual on a personal level, shall not be considered “good cause” for purposes of appeal.

### **Committee Review and Determination**

For appeals challenging a dismissal decision or academic evaluation (such as a grade dispute), the Academic Performance and Integrity Committee has responsibility for reviewing and rendering a determination regarding the appeal. For appeals challenging a decision imposing sanctions for a violation of the School’s Professional Code of Conduct, the Academic Performance and Integrity Committee also has responsibility for reviewing and rendering a determination regarding the appeal.

The procedure used by the Academic Performance and Integrity Committee in reviewing an appeal shall include, at minimum, the opportunity for the student and the relevant faculty to meet with the Committee and make a statement; submit other supporting statements; submit documents; and submit other information to support his/her position.

Normally, the Academic Performance and Integrity Committee will schedule the student's appeal hearing within five (5) business days of the student's appeal submission.

The student may be accompanied by a member of the D'Youville community acting as a support person at any meetings held by the Committee with the student concerning the appeal. This support person cannot be a parent or guardian of the student. Further, because the purpose of the appeal process is to provide a fair review rather than a formal legal proceeding, participation of attorneys in the appeal process is not permitted. A support person may not speak for the student. The student is responsible for speaking, submitting statements, and presenting other information on his/her own behalf. There shall be an audio recording of any meetings held by the Committee with the student concerning the appeal. The audio recording, as well as any meeting notes, statements or other information submitted or collected, shall be maintained by the School for six (6) years.

A written determination of the appeal will be issued by the Committee, which sets forth the rationale for the determination, following the submission and collection of all relevant documents, statements, and other information. In the event a student is reinstated by the Committee following appeal of a dismissal decision, the determination may outline conditions for reinstatement, which the student will be required to satisfy.

Normally, no more than five (5) business days should elapse between the student's appeal meeting with the Academic Performance and Integrity Committee and the issuance of the Committee's written determination. If, because of the absence of key persons from the campus or other circumstances or exigencies (including those due to breaks in the academic calendar), the Chairperson of the Committee decides that disposition on that schedule is not possible, the Chairperson shall notify the Appeal Officer who will decide if an extension shall be granted. Delivery of the Committee's written determination shall be made by email to the addresses of record. A copy of the written determination shall be maintained by the School for six (6) years.

### **Further Appeal**

The student has the right to appeal the determination of the Academic Performance and Integrity Committee to the Dean. Appeals to the Dean can be made on four grounds only, which must be stated in writing and submitted to the Dean within five (5) business days of the student's receipt of the written determination from the Academic Performance and Integrity Committee:

- a. The Committee's decision is contrary to policy, rules or written directives of the School.
- b. The Committee's decision violated stated procedural guarantees and that alleged violation prevented fundamental fairness. A determination that a material error has occurred may result in reconsideration of the case using correct procedures, either by the Dean or by remand to the relevant Committee, in the discretion of the Dean. Immaterial procedural errors will not support an appeal.

- c. The Committee's decision was rendered without the benefit of significant new factual material not available at the time of that decision; however, information knowingly withheld from the prior proceeding by the appealing student will not support an appeal.
- d. Significant mitigating circumstances which may affect the nature of the sanction.

Following receipt of an appeal, the Dean will review the written determination of the Academic Performance and Integrity Committee as well as all materials in the appeal file, including, but not limited to, the statements, documents and other information submitted in connection with the appeal. The Dean may, but is not required to, hold further meetings regarding the appeal.

Normally, the Dean's decision concerning the appeal will be issued within five (5) business days of the student's appeal submission to the Dean. Delivery of the Dean's decision shall be made by email to the addresses of record. A copy of the Dean's decision shall be maintained by the School for six (6) years.

The Dean's decision concerning the appeal is final.

#### P. Enrollment Status During Appeal

Any student dismissed from the School, who has filed an official appeal of this decision with the Office of Student Affairs, will be permitted to remain in classes and/or rotations during the period of appeal until or unless one or more of the following circumstances is determined by the Dean to exist:

- The appeal has not been made according to officially recognized procedures for appealing a dismissal decision;
- The presence of the student in classes or clinical rotation constitutes a disruptive influence to the educational process or to patient care activities; or
- The presence of the student is potentially harmful to patients or would affect adversely the delivery of patient care.

Academic work including examinations or other evaluations will not be scored or graded during any period of enrollment while under appeal of a dismissal action. The Office of the Registrar will hold all grade reports and transcripts during the appeal process pending resolution of the appeal.

## Q. School of Pharmacy Guidelines for Professional Attire

### **GUIDELINES FOR PROFESSIONAL ATTIRE**

As student Pharmacists, you will be adhering to the standards of the profession, which includes dressing and speaking in ways that convey a professional image. As a representative of the School of Pharmacy, your personal appearance is an extension of the School and will reflect on how patients and colleagues view you, the program, and the profession of pharmacy. The School of Pharmacy has established appropriate dress and safety guidelines for clinical, laboratory and classroom settings. These guidelines are to be adhered to during all sanctioned School activities.

#### **General Personal Care**

Each student must maintain a neat and clean appearance befitting members of the pharmacy profession. The general guidelines for personal care include:

- Personal hygiene, including body and clothing, meets professionalism standards.
- Fingernails are well groomed and short to medium in length to facilitate patient care and laboratory activities.
- Hair must be neat and clean, and ideally styled off the face and out of the eyes. Bold hair styles such as, but not limited to, mohawks and spikes, as well as unnatural hair colors may not be viewed as professional and should therefore be avoided. Depending on hair length, it may be necessary for longer hair to be pulled back in certain circumstances, such as laboratory settings. Hair ornaments shall be moderate and in good taste.
- Beards and mustaches must be clean and well groomed.
- Body piercings and/or tattoos may not be viewed as professional and should therefore be discrete. It is recommended that large ear holes be filled with a skin tone ear hole plug. If any visible tattoos cannot be appropriately covered by clothing, then they may be covered with a bandage.
- Open sores or cuts should be covered with a bandage.

#### **Classroom Attire**

“Smart Casual” dress will be expected Monday through Friday between 8:00 am and 4:00 pm (or during scheduled class sessions outside of these hours) with the exclusion of holidays and approved “dress-down” days. A neat and clean appearance should be maintained. For all persons, attire must be clean and in good condition and appropriate for a professional setting. Undergarments should not be visible. See the section titled, “Attire Not Considered Professional for Classroom or Experiential Settings” for further details.

### **Attire for Laboratory Settings**

In addition to the above guidelines, students will be expected to adhere to the School of Pharmacy's guidelines for laboratory attire.

- Long hair must be secured back.
- Disposable gloves must be worn during the manipulation of test materials associated with blood, tissue, or other patient associated materials or hazardous chemicals or biological materials.
- The application of cosmetics or insertion of contact lenses in any laboratory setting is not allowed.
- Masks and safety goggles are to be worn if an aerosol might be formed or splattering of fluids is likely to occur.
- Closed-toed shoes must be worn in all laboratory settings.
- Students may be required to wear laboratory coats as specified by the instructor.

### **Attire for Experiential Settings/Clinical Practice, OSCEs, In Person Skills Week, Presentations, and Public Interactions**

"Business Casual" is expected in all settings involving public and patient interactions as well as class presentations and objective structured clinical examinations (OSCEs).

- Students must wear a clean and pressed white long-sleeved waist length pharmacy lab coat (issued by the School of Pharmacy). Laboratory jackets that extend to the knee or lower cannot be worn without expressed permission by the instructor.
- Men should wear trousers, a dress shirt with a collar and tie, and shoes that are appropriate for a professional setting. Women should wear dress shirts with slacks or skirts/dresses of reasonable length (no more than an inch above the knee) and shoes that are appropriate for a professional setting.
- For security purposes, students are always required to wear a D'Youville School of Pharmacy issued photo identification card in addition to any site mandated identification cards while on rotations.
- Students will wear closed-toed shoes.
- Cologne, perfume, or body sprays are not recommended to be worn during clinical experiences.

## **Attire Not Considered Professional for Classroom or Experiential Settings**

**“Smart Casual” does not permit:**

- Hats, caps, or hoods (except coverings considered part of religious practices)
- The use of headphones with electronic devices, unless permitted or required for a classroom/laboratory activity
- Sweatpants, spandex, leggings not covered to mid-thigh, athletic wear, shorts, or pajamas
- Midriff/halter tops, tubetops, tops with spaghetti straps, & low-cut shirts & blouses
- Jeans that are ripped or excessively distressed (jeans are not allowed in experiential settings in any capacity)
- Any attire that contains profanity or other inappropriate content that would be considered unacceptable in a professional setting
- Bold tennis/athletic shoes, casual (“flip-flops”) or sport/athletic sandals, work boots, or beach shoes
- Bold accessories or sunglasses (unless for documented medical reasons)
- Bold jewelry in pierced noses, lips, tongues, or other exposed body areas, other than ears (except jewelry associated with religious practices)

### **Enforcement**

As professionals, students should abide by these guidelines and assist classmates in recognizing when these professional expectations are not being met. If necessary, a faculty member/administrator who observes a student in violation of these guidelines will direct the student to immediately report to the office of the Office of Student Affairs. All questionable/disputed cases of dress/grooming shall be presented to the Office of Student Affairs, whose decision will be final. Students inappropriately dressed/groomed may be requested to leave the campus and not return until appropriately attired. Any classes, assignments, quizzes, or exams missed during that time will be considered an unexcused absence. Repeated violations will be considered unprofessional behavior and may result in disciplinary action by the Academic Performance and Integrity Committee.

A preceptor who observes a student to be in violation of the Guidelines for Professional Attire or the guidelines dictated by the site will direct the student to immediately report to the Director of Experiential Education who shall notify the Office of Student Affairs. All questionable/disputed cases of dress/grooming shall be presented to the Office of Student Affairs, whose decision will be final. Students inappropriately dressed/groomed may be requested to leave the campus/site and not return until appropriately attired. Any assignments missed during that time will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and may result in disciplinary action by the Academic Performance and Integrity Committee.

Preceptors may request that specific exceptions be made to these guidelines for students at their particular site by contacting the Office of Experiential Education.

*The only exception to the guidelines stated above would be in special classroom, laboratories, and patient areas where the policies of instructors, preceptors, and institutions may supersede these guidelines.*

## R. Using Social Media Responsibly and Professionally

The D'Youville School of Pharmacy recognizes that online blogs, discussion forums, public mailing lists and social networking sites such as Facebook, Twitter, Instagram and many other sites and applications accessible via electronic devices including, but not limited to computers, tablets, or smart phones (hereafter collectively referred to as "social media") have become popular, important, and common means of communication.

Student Pharmacists at D'Youville School of Pharmacy are charged with the responsibility to understand how the use of social media may impact the institution, the School of Pharmacy, the profession of Pharmacy, and themselves. By identifying their affiliation with the School of Pharmacy, student pharmacists create perceptions about the institution, the School, and the Pharmacy profession. Therefore, they must assure that all public content is consistent with the values and professional standards of the institution, the School, and the profession. Posting of certain information is illegal. Violation of existing laws, statutes and administrative regulations may expose the offender to criminal liability, civil liability, and/or disciplinary action. Punishment for violations may include imprisonment, fines, and actions against professional licensure. In addition, social media postings may violate the D'Youville School of Pharmacy Professional Code of Conduct and as such expose the student to penalties outlined in the Code.

Students should also be aware that no method of security or privatization is perfect and that unauthorized or undesignated individuals may gain access to your social media sites or postings. While information might be able to be removed from the original social networking site after it is posted, exported information (e.g., retweeted, reposted, screen capture) cannot be recovered. Any digital exposure can "live on" beyond its removal from the original location or site and continue to circulate in other venues. Therefore, students are cautioned to think carefully before posting any information on a website or application. Future employers, among others, may be able to gain access to your previous postings and consider such information when contemplating decisions regarding your future. Therefore, when using social media students are encouraged to do so in a mature, responsible, and professional manner.

### **Expectations**

The School of Pharmacy cannot condone or tolerate unprofessional attitudes and behavior (in addition to the unprofessional attitudes and behaviors listed below). Students shall refrain from:

- Presenting personal health information ("PHI") of other individuals, especially that information which is obtained through the privilege of being a professional student. Removal of an individual's name does not alone constitute proper de-identification of PHI. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of highly specific images or photographs may still

allow the reader to recognize the identity of a specific individual. It is the student's responsibility to be aware of what is PHI.

- Presenting protected academic information of a faculty member, another student or trainee. Such information might include but is not limited to examinations, assignments, course grades, narratives, evaluations, examination scores, adverse academic actions, or financial aid information.
- Representing oneself as an official representative or spokesperson for the institution or School.
- Representing oneself as another person or otherwise attempt to obscure identity to circumvent their responsibilities as outlined by the Code.
- Posting images of patients or patient body parts with or without specific written permission of the patient.
- Failing to maintain the privacy of fellow students, colleagues, faculty and preceptors among others, unless they have been given permission to use the person(s)' likeness, images or names.
- Knowingly distributing false evidence against another or providing false statements or charges in bad faith against any member of the institution's faculty, student body, staff, or community.
- Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research or extension programs of the institution or School of Pharmacy, either on the campus or at affiliated training sites.
- Threatening violence or harm against any member of the institution's faculty, student body, staff, or community.
- Dissemination of any communications or verbal attacks electronically or via social media that in any way may be perceived as harmful, disparaging, or insulting to the institution's administration, faculty, staff, students or preceptors.
- Harassment, in any form, of the institution's administration, faculty, staff, students or preceptors.
- Violating the confidentiality of an institution or School committee upon which a student serves.
- Use of social media in a manner that interferes with academic responsibilities.
- Display of vulgar language.
- Displays of any kind that imply disrespect for any individual or group because of age, race, gender, ethnicity, religious affiliations, or sexual orientation.
- Displays of images that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website.
- Interactions with patients through social media, which may provide numerous opportunities for violating privacy restrictions and may have legal consequences.
- Violating any and all applicable federal and state laws or regulations, institution or School policies or rules, including, but not limited to, HIPAA and FERPA.

## **Best Practices**

Within the context of this policy and the guidelines herein, the following actions are considered “best practices” and are strongly encouraged:

- Students should aspire to maintain mature attitudes as expected of health care professionals.
- Students should use privacy settings to limit the unknown or unwanted access to their profiles or applications.
- Due to frequent updating of social media sites, it is advisable that students regularly check their privacy settings to optimize their privacy and security.
- Students should consider minimizing personal information on social media profiles. It is suggested students not include addresses, telephone numbers, social security numbers, PIN numbers, passport numbers, drivers’ license numbers, birth dates or any other information that could be used to obtain personal records.
- If students choose to list an email address on a social networking site, they should use a personal email address (not a “dyc.edu” address) as the primary means of identification.
- Students should make sure that images or photographs in which they are identified (i.e., “tagged”) are not embarrassing or professionally compromising. Students should “un-tag” themselves from any images that they cannot have removed. Likewise, students should refrain from “tagging” others without the explicit permission of those included in images or photographs.

## **Applicability**

This policy applies to all students currently enrolled in the School of Pharmacy, whether as an individual or as part of any student organizations. Social media sites operated, maintained, or endorsed by any School of Pharmacy class or student organizations must abide by the policy as well.

## **Consequences**

Issues regarding unprofessional activities could be brought to the School’s attention through any number of methods, including reports from faculty and students. Regardless of whether student postings on social networks are intended only for friends, those activities demonstrating attitudes or behaviors that are considered unprofessional could be subject to the School’s disciplinary process. Students and student organizations who have been accused of violating this policy will have their names referred to the Office of Student Affairs.

## S. Recording Lectures

Any electronic taping of lectures, verbatim or near-transcribing of lectures, or live streaming of lectures is not authorized by the administration of the School and is strictly at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained, and the instructor is to be informed that he or she is not under pressure from the administration to be transcribed and that such permission from the instructor to tape is strictly on a voluntary basis. The privilege may be withdrawn at any time.

## T. Participation in Student Governments, Clubs, School of Pharmacy Committees and Conference Meetings

**DEAN'S STUDENT ADVISORY BOARD** – The board will be charged to facilitate communication between students, faculty, administration, other student organizations at D'Youville, and other Schools of Pharmacy and to organize social, professional, and/or charitable activities. Meetings will be a forum for the free exchange of ideas and goals between the administration and students, and as a vehicle for students to express their concerns and suggestions about curricular, experiential, and general program issues. The board will be comprised of elected representatives for each professional year and officers from student organizations.

**THE SCHOOL CLUBS AND ORGANIZATIONS** – Students are encouraged to participate in extracurricular activities through membership in the various clubs and organizations established by students. The approved organizations are:

- a. American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)
- b. Industry Pharmacists Organization (IPhO)
- c. Kappa Psi (Professional Fraternity)
- d. Phi Lambda Sigma Pharmacy Leadership Society (PLS)
- e. Phytomedicinal Society
- f. Rho Chi Society (Academic Honor Society)
- g. Student Society of Health-System Pharmacists (SSHP)
- h. Student College of Clinical Pharmacy (SCCP)

**SCHOOL COMMITTEES** – Student representation on School committees is encouraged and mandated by committee charter. Students may recommend a list of candidates from their class to serve on School committees with final approval from the Office of Student Affairs. Students must be in good academic standing to serve on committees or participate in club or organization activities.

## U. Class Rank

Student class ranking may be obtained from the Office of Student Affairs. Requests for class rank must be made in writing to the Office. The class ranking is based solely on percentage grades attained during the course of study. Class rank is available at the end of each academic term.

Class rank for fourth year students is based on the grades up to and including the final coursework of the P3 academic year.

## V. Transcripts

The Registrar's Office handles all transcript requests from current students and alumni. Information about requesting an official transcript can be found at:

<https://www.dyu.edu/academics/academic-resources/registrar/transcript-requests>

## W. Complaints Policy

The School of Pharmacy's process for registering concerns and complaints is as follows:

1. A student who has a concern or a complaint about the School of Pharmacy or the Doctor of Pharmacy Program related to ACPE's accreditation standards, policies, or procedures may submit a written, signed, and dated complaint to the Office of Student Affairs. Alternatively, the student may choose to file an anonymous complaint or write directly to the ACPE. (The ACPE address is located on the Accreditation page of the School's website: <https://www.dyu.edu/academics/schools-and-departments/school-pharmacy/acpe-accreditation> or ACPE's website: <https://www.acpe-accredit.org/>)
2. The submission will be reviewed by the Office of Student Affairs, stored in a record of complaints, and then referred to the Executive Council for analysis, discussion, and action.
3. The complaining student (assuming the complaint is not anonymous) will be notified of the resultant actions taken or planned.
4. All aspects of student complaints will be confidential. Notwithstanding this confidentiality requirement, the student complaint file and record of complaints maintained in the Office of Student Affairs will be made available to representatives of the ACPE to fulfill the requirements for accreditation.
5. Concerns and complaints will also be considered in the School of Pharmacy's assessment, quality improvement, and self-study processes.
6. If and when a complaint regarding an ACPE standard is filed, those records will be chronologically maintained in the Office of Student Affairs. If a complaint regarding an ACPE standard is filed resulting in formal legal action, the School will notify ACPE immediately.

## X. Right of the School of Pharmacy to Refuse Access

The School reserves the right to refuse a student's request to inspect and review the following records:

- Letters and statements of recommendation for which the student has waived his or her right to access.
- Records connected with an application to attend the School.
- Those records which are excluded from the FERPA definition of Education Records.

## Y. Legal Limitations of the Practice of Pharmacy

It is a violation of the law and contrary to the policy of this School for any unlicensed person to attempt to engage in the professional practice of pharmacy. Students, therefore, are cautioned to confine such activities to duly licensed and supervised teaching clinics.

## Z. Disability Statement

The educational objective of D'Youville School of Pharmacy is to prepare students for the practice of Pharmacy. Accordingly, it is imperative that students meet minimum academic and technical standards to ensure patient safety and competent care. Individuals with disabilities, who provide appropriate documentation, will be provided with reasonable accommodations to meet the standards in fulfilling the requirements for the PharmD degree and the educational objectives established by the faculty. A reasonable accommodation is one that does not require substantial program modification or lower academic standards. Learning disabilities are included under this policy. All students who choose to disclose a disability will need to contact the Office of Accessibility Resources ([disabilityservices@dyu.edu](mailto:disabilityservices@dyu.edu)). The office will meet with you to identify what types of accommodations you'll receive. Students with a documented disability on file are eligible to receive accommodations on a case-by-case, course-by-course basis. Students who are unable to take an examination in the Saints Testing Center because of failing to make an appointment in a timely manner according to the Saints Testing Center guidelines will be required to take the examination in the same time period and classroom as the rest of the class in their section. Please contact the Office of Accessibility Resources at the email address above or review their website (<https://www.dyu.edu/academics/academic-resources/office-accessibility-resources>) if you have any questions or concerns.

## AA. Technical Standards

The following technical standards specify those attributes the faculty of the School of Pharmacy considers necessary for admission, promotion, and graduation from the pharmacy education program. Students must be able to independently perform all the described functions, with reasonable accommodations provided as needed for those with disabilities. Although the School of Pharmacy will engage in an interactive process with those individuals who have a disability, it is inevitable that inability to adhere to the minimum requirements will disqualify some applicants and students, including some who have a disability. Exclusion of such an individual, however, does not constitute unlawful discrimination but acts to ensure that patient safety is not compromised. Any condition(s) that could pose a risk to the safety and well-being of patients or colleagues must be formally disclosed to the School of Pharmacy. Disclosure will not result in automatic exclusion from the program but must be considered as a factor in the interest of patient safety. Inability to meet the technical standards may result in failure of a course and/or possible dismissal from the program.

The six (6) standards listed below describe the essential functions students must demonstrate to fulfill the requirements of a pharmacy education at D'Youville School of Pharmacy. An applicant or student must meet or exceed the required aptitude, abilities, and skills in the following areas:

### Observation

Students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, as well as medical illustrations and models. They must be able to accurately observe a patient's condition, must be able to obtain a history and perform appropriate assessments, and must be able to correctly integrate the information derived from these observations to develop and implement an accurate and appropriate care plan. Students must be able to prepare medications for dispensing to patients and observe the activities of technical staff operating under their supervision in accordance with State law. These skills require the functional use of vision, verbal, hearing, and somatic sensations.

### Communication

Students must be able to communicate with patients and other members of the healthcare team in oral and written English. They must be able to record patient information accurately and clearly. Students must be able to communicate orally in fluent English in patient care settings in which decisions based upon those communications may be made rapidly. They must be able to effectively communicate with and supervise technical support staff.

### Motor Function

A student must have sufficient motor function and skills to perform basic tasks in the practice of pharmacy. This includes, but is not limited to, motor functions sufficient to:

direct, perform and supervise the accurate compounding and preparation of medications for dispensing to patients; monitor drug responses and counsel patients regarding their medication; elicit information from patients using basic patient assessment skills such as palpation, auscultation, percussion, among other diagnostic maneuvers; provide general care and perform emergency procedures/treatments to patients (e.g., first aid treatments, cardiopulmonary resuscitation); perform basic laboratory tests (e.g., blood glucose concentrations); administer immunizations; operate educational equipment and technology to fully participate in lectures, practice, laboratory, and other experiences; transport oneself to a variety of off-site settings and experiential rotations in a timely manner; consistently, quickly and accurately integrate all information received by whatever senses are employed, along with the intellectual ability to learn, integrate, analyze, synthesize and disseminate and communicate data.

### **Stamina**

The study and ongoing practice of Pharmacy may involve taxing workloads, competing obligations, and stressful situations. A Pharmacy student must possess the physical and emotional stamina to maintain a high level of function in the face of such working conditions.

### **Intellectual**

Students must possess effective and efficient learning techniques that allow for mastery of the didactic and experiential pharmacy curriculum. 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. They must be able to memorize, measure, calculate, reason, analyze, synthesize, and apply information and concepts promptly and accurately in simulated and actual patient care settings. They must also be able to comprehend spatial relationships and three-dimensional models.

### **Behavior**

Students must possess the emotional and mental health required to apply their intellectual abilities, exercise good judgment, complete all responsibilities attendant to didactic and experiential education in a timely fashion, and to develop mature, sensitive, and effective relationships with patients and healthcare professionals of various cultures and backgrounds. Compassion, integrity, kindness, patience, interpersonal skills, and motivation are required of all students. Students must be of sufficient emotional health to be able to tolerate physically, intellectually, and emotionally taxing workloads. They must be able to function effectively under stress or with distractions that require them to adapt to circumstances and situations that may change rapidly without warning and/or in unpredictable ways.

## 6. CAMPUS POLICIES AND REGULATIONS

### A. Campus Safety and Student Identification

D'Youville's Campus Safety Department, located on the first floor of the D'Youville Academic Center (DAC), is always available and staffed by officers who are highly trained and knowledgeable of the D'Youville campus and neighborhood.

The emergency phone line to Campus Safety is (716) 829-7777. This number is for SERIOUS EMERGENCIES ONLY. Routine calls and general security issues should be addressed by calling the main desk at (716) 829-7550.

Campus Safety arranges for issuance of photo identification (ID cards) to new students during orientation. The ID card must always be worn and visible on campus and at all clinical sites. If a student ID card is lost, stolen or damaged, there is a fee to replace your ID card. If a student withdraws, transfers, or is dismissed from the School, he or she must return his or her student ID card to the Campus Safety office on the last day in attendance.

Information about Campus Safety can be found at:

<http://www.dyc.edu/campus-life/support-services/campus-safety/>

### B. Health Records Policy

Prior to matriculation, first year students are required to submit a health form and immunization records through D'Youville University's partner, CastleBranch. For more information or to submit your forms, visit: <https://www.dyu.edu/campus-life/support-services/student-health-information/submit-your-health-history>.

Each student must submit these records to register for fall classes. The School's health requirements match the health requirements of most of the institutions, clinics, or hospitals where students are scheduled for rotations. Some pharmacies, hospitals, and clinics may require additional documentation of vaccines or tests which are not required by the School of Pharmacy. In such cases, it is the student's responsibility to satisfy the health requirements of the site where he/she is training.

### C. Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) places certain limitations on the disclosure of personally identifiable information maintained by the School with respect to the right to informal and formal internal procedures and the right to place a statement in such educational records explaining any information which he or she believes to be inaccurate or misleading. For more information on D'Youville's FERPA policy and policies related to education records, student consent, etc., please visit: <https://www.dyu.edu/academics/academic-resources/registrar/ferpa-faqs-privacy-policy>

Complaints regarding alleged violations of rights accorded students by the Family Educational Rights and Privacy Act or the regulations promulgated by the act may be directed, in writing, to the following:

U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202

Students are notified of their Family Educational Rights and Privacy Act (FERPA) rights annually by publication of the Student Handbook.

### D. Disclosure of Educational Records

The institution will disclose information from Education Records only with the prior consent of the student. The institution may, but need not, disclose personally identifiable information without the written consent of a student if the disclosure is:

- To the student himself or herself, or to anyone who has the written permission of the student.
- To institution's officials who have a legitimate educational interest in the record (a "legitimate educational interest" shall mean any interest of those officials directly related to the performance of their duties but shall not include any interest having as its principal source the personal prejudice of any such official).
- To officials of other colleges or universities in which a student seeks or intends to enroll, provided the student will be notified of the transfer of records, and receive a copy of the records if desired.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state and federally supported educational programs.
- In connection with a student's request for or receipt of financial aid, necessary to determine eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for or on behalf of the School.
- To accrediting organizations to carry out their functions.

- To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- To comply with a judicial order or a lawfully issued subpoena.
- Authorized officials for audit or evaluation purposes.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities pursuant to specific state law.

#### E. Record of Requests for Disclosure

The School will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The student educational record may be viewed by the student or by the parents of eligible students.

#### F. Correction of Educational Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

- Students must submit their request in writing to the appropriate officials of the School to amend a record. In doing so, the student should identify the part of the record that he or she wants changed and specify why he or she believes that it is inaccurate, misleading, or in violation of his or her privacy rights.
- The School may comply with the request, or it may decide not to comply. If it does not comply, the School will notify the student of the decision and will advise him or her of the right to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights. Upon request, the School will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
- The hearing will be conducted by a hearing officer who is a disinterested party. However, the hearing officer may be an official of the School. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's Educational Records. The student may be assisted by one or more individuals, including an attorney.
- The School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If the School decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

## G. Recognition of Student Organizations

The first step in obtaining recognition for a new student organization is the submission of a petition to the Office of Student Affairs for administrative review, approval, and the assignment of an academic advisor(s). Upon approval by the Office, a petition must be submitted to the D'Youville Student Government Association. The petition must include the goals of the organization, the proposed charter, the name of the faculty advisor, and list of charter members. This petition must be signed by the prospective officers and the faculty advisor of the new organization. The approval status of an organization is valid for one year, renewable on an annual basis. Administrative approval is important because only officially approved organizations and groups can use school facilities, be listed in school publications, and be eligible for institutional support.

## H. Student Organizations – Stationery and Use of School Logo

Student clubs or organizations requesting the use of the school logo, seal, or facsimile thereof for correspondence or other purposes must have approval from the Office of Student Affairs. The request to use the school/institutional logo or seal or stationery bearing the school/institutional logo or seal must be submitted in a proposal, be signed by the faculty advisor, and be submitted in writing to the Office of Student Affairs for approval.

## I. Student Sponsored Events

Any event conducted by a student group or organization recognized by the school is considered a student-sponsored event. Events of this nature require the approval of the Office of Student Affairs or respective organization advisor, and logistics should be coordinated through the Office of Student Affairs. All requests for student-sponsored events should be submitted in writing to the Office of Student Affairs. Requests should include a statement of facilities required for the event. Scheduling forms for events involving the use of institutional facilities are available from the Office of Student Affairs.

Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, pharmaceutical exhibits, or non-credit courses must have the approval of the Office of Student Affairs. Written requests and/or activity request forms for approval must be submitted to the Office of Student Affairs.

Additionally, all activities sponsored by student groups or organizations must be registered with the Office of Student Affairs one month prior to the activity. The institution may take appropriate action if a student's off-campus behavior adversely affects the good name of the institution or represents a threat to any individual, group, or the order of the community. If action is necessary, due process shall be afforded to parties.

## 7. STUDENT SERVICES

### A. Student Success Center

The Student Success Center is a central point for institutional information and addresses many student needs and questions including [Academic Advising and Planning](#), [Financial Aid](#), [Transfer Services](#), [Student Accounts](#), the [Office of the Registrar](#), [Career and Professional Engagement](#), and [International Student Services](#).

For more information about D'Youville's Student Success Center, please visit: <https://www.dyu.edu/campus-life/support-services/student-success-center>

### B. Tutoring

DYUSOP offers tutoring services through the Rho Chi National Pharmacy Honor Society. Please reach out to the Assistant Dean for Student Affairs for additional information about session schedules. In addition, the Office of Accessibility Resources can assist in finding alternative tutoring services. All students are eligible to access the online tutoring services offered.

### C. Wellness Lodge, SaintsCare and Suicide Prevention

D'Youville's on-site counseling center is located within the Wellness Lodge on the 3rd floor of the Koessler Administration Building (KAB). The Wellness Lodge also hosts a variety of wellness programs including yoga, art as therapy, weekly massage therapy, mindfulness and guided meditation workshops, and other special wellness events. All classes are free for students to participate.

All students have access to 24/7 free and immediate tele-mental health services through SaintsCare powered by TimelyCare.

**Suicide Prevention** - Any student who engages in suicidal behaviors and/or verbalizations must be evaluated by a psychiatrist or psychologist. The student can only resume their coursework, clinical rotation, or practice experience upon written documentation from the evaluating psychiatrist or psychologist which clearly and obviously states that the student is not a threat to himself/herself and is capable to return to the academic program.

All students are required to act, report, or intervene when an individual(s) is at potential risk of suicidal behavior. The scope of this policy includes any D'Youville program, building, grounds, vehicles, rental space, affiliated hospitals, or locations of official D'Youville functions. Violations of this policy may include disciplinary action, dismissal, or termination. For this policy, suicidal behavior is defined as direct or veiled statement(s), attempted act(s), threat(s), or gesture(s) in which a person engages in life threatening behavior(s) and/or harmful intentions toward themselves.

Information about SaintsCare, Emergency Resources and other services available within

the Wellness Lodge can be found at: <https://www.dyu.edu/campus-life/support-services/wellness-lodge>

#### D. [Campus Ministry](#)

Campus ministry seeks to provide a variety of opportunities for the development of the student's social, moral, and spiritual potential, while serving the various needs of the institutional community and the surrounding society. Campus ministry encourages all members of the institution to grow in personal spirituality and to volunteer time and talent to enhance campus and community life.

Mass and other worship services respecting various religious traditions are available on and off campus. A directory is published that locates places and times of worship for both Christian and non-Christian places of worship. To celebrate religious diversity, a variety of ecumenical experiences are also offered to the D'Youville community.

Campus ministry offers a variety of programs throughout the academic year. Such programs include religious education, spiritual guidance, Bible study, counseling, retreats, social action programs, a service trip, social events, and both short-term and long-term volunteer opportunities. Campus ministry serves as custodian for a data bank in which one's volunteer hours are logged for later verification and reference.

For more information on Campus Ministry, visit:

<https://www.dyu.edu/about/mission-integration/campus-ministry>

#### E. [The Office of Accessibility Resources](#)

D'Youville University is committed to providing equal access to all students, including those who qualify as persons with disabilities. Any student with documentation of a disability is eligible for service through the Office of Accessibility Resources. The office is located on the third floor of the [Montante Family Library](#). For more information, visit: <https://www.dyu.edu/academics/academic-resources/office-accessibility-resources>

#### F. [International Student Services](#)

D'Youville's International Student Services office provides specialized support to International students with services including immigration advising and guidance, programs and events, cultural resources and more. For more information, please visit: <https://www.dyu.edu/admissions/international-admissions/international-student-services>

## G. Office of Diversity and Inclusion

The Office of Diversity and Inclusion provides direction and services for current and prospective students that foster an inclusive and supportive environment. More information can be found at: <https://www.dyu.edu/about/mission-integration/diversity-equity-inclusion>

## H. Montante Family Library

Montante Family Library is housed in a magnificently renovated four-story building and provides 24-hour access for students, seven days a week. It contains approximately 100,000 volumes, including microforms and software, and subscribes to over 700 printed journals. The library boasts state-of-the-art computer reference capabilities for both in-house and off-site users, including access to over 70 online databases. A reference collection, computer lab, wireless internet connectivity, and study rooms are available. The library provides both group-viewing and portable TV/DVD/VCR units. The software collection includes DVD, videocassettes, compact discs, cassettes, and other formats.

For more information on circulation procedures, fines and fees, computers, electronic resources, interlibrary loan, online databases and more, please visit the website at: <https://dyu.libguides.com/home>

The D'Youville librarians have created a Library Databases section to assist students who are completing a research assignment. Students can easily find journal articles (online databases), encyclopedias and dictionaries, information for professional development and other discipline specific statistics. To access the Library Databases, click here: <https://dyu.libguides.com/find/articles> or link to the [APhA PharmacyLibrary®](#) featuring APhA's authoritative textbooks, PharmacotherapyFirst, interactive self-assessments, more than 250 Active Learning Exercises easily adaptable for a variety of educational settings, case studies, and information from a variety of news sources.

If you need more information, please see a Reference Librarian at the Research Desk, email [refdesk@dyc.edu](mailto:refdesk@dyc.edu) or telephone 716-829-7747.

## I. The Health Professions Hub

The Hub is an education, training, and community health center embedded in Buffalo's West Side where students, medical professionals, and community members can come together. For more information about the Health Professions Hub, please visit:

<https://www.dyu.edu/about/leadership/recent-initiatives/health-professions-hub>

## 8. PLEDGE OF PROFESSIONALISM AND OATH OF A PHARMACIST

### A. Pledge of Professionalism

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

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

- DEVELOP a sense of loyalty and duty to the profession of Pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.
- FOSTER professional competency through life-long learning. I must strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.
- SUPPORT my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics set forth by the profession.
- INCORPORATE into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.
- MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required to the patient centered caregiver.

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

## B. Oath of a Pharmacist

At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy.

- I will consider the welfare of humanity and relief of human suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability in serving the public and other health professionals.
- I will keep abreast of developments and maintain professional competency in my profession of pharmacy.
- I will obey the laws governing the practice of pharmacy and will support enforcement of such laws.
- I will maintain the highest principles of moral and ethical conduct.
- I will address the challenges and opportunities in the profession of pharmacy and will participate in the change process.
- I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

*The Oath of a Pharmacist is based on the “Oath and Prayer of Maimonides” with input from the American Pharmaceutical Association (APhA) and the American Association of Colleges of Pharmacy (AACP). The Board of Directors of AACP approved the Oath of a Pharmacist in 1983 and has made it available to every college and School of Pharmacy.*

## C. Code of Ethics for Pharmacists

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

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

2. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner. A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
3. A pharmacist respects the autonomy and dignity of each patient. A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
4. A pharmacist acts with honesty and integrity in professional relationships. A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior, or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.
5. A pharmacist maintains professional competence. A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available as health information advances.
6. A pharmacist respects the values and abilities of colleagues and other health professionals. When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
7. A pharmacist serves the individual, community, and societal needs. The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times, extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.
8. A pharmacist seeks justice in the distribution of health resources. When health resources are allocated, a pharmacist is fair and equitable in balancing the needs of patients and society.