

CHICAGO STATE UNIVERSITY

College of Pharmacy Student Handbook

2017-2018



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A Message from the President

Welcome to Chicago State University!



Dear Incoming College of Pharmacy Students:

Congratulations! On behalf of faculty and staff, I am pleased to welcome you to Chicago State University (CSU). You have chosen and have accepted the challenge of participating in a highly competitive and rigorous program.

Chicago State University is the oldest independently accredited public university in Illinois and has evolved into a multipurpose university committed to meeting the needs of students from across the country. For 150 years, Chicago State University has fulfilled a need to provide a quality

higher education on the south side of Chicago. From its humble roots as a small teachers college, CSU has evolved into a world class university with nationally recognized academic programs, state of the art facilities, Division I athletic programs, and a vibrant campus life.

The faculty, staff, administrators, alumni, trustees and all members of the CSU family are excited about the direction in which our University is headed. We feel honored and privileged to lead the charge towards a new and revitalized CSU. We remain, above all, committed to ensuring that every student who enters our doors receives a transformative educational experience. Chicago State University is also committed to creating an educational atmosphere that has rigor and discipline in every academic program.

We are pleased that you are here and have decided to pursue a career in pharmacy at Chicago State University. Best wishes for an enjoyable successful college year.

Sincerely yours,

A handwritten signature in black ink that reads "Rachel W. Lindsey". The signature is written in a cursive, flowing style.

Rachel W. Lindsey, PhD
Interim President

DEAN'S MESSAGE



Greetings to the outstanding Students, Faculty, and Staff of the great College of Pharmacy at Chicago State University!

It is my pleasure to welcome you to the 2017-2018 academic year. I am so thrilled that you have begun or continued your journey here at the College of Pharmacy this year. Know that this year will be filled with challenges, changes and successes, but we, faculty, staff, and students, are prepared to address them cooperatively.

So, this year, I am asking to you to put forth your very best effort. The faculty have prepared outstanding and engaging lessons to assure your success as a professional. The staff are eager to assist you in their capacity to continue to maintain a solid learning environment. So, my outstanding students, it is solely up to you to take advantage of the opportunities that exist at the College. I am imploring everyone to do more, to be more, to expect more, and to never settle. We want Chicago State University College of Pharmacy to be the very best that it can be and it requires everyone working collectively to meet that goal. This means that we need everyone's full effort to develop strong curricular programming, high-quality community outreach, premier research opportunities, and, most importantly, consummate pharmacy professionals.

As we begin to celebrate the historic 150th year of our great institution and sixth graduating class from the College of Pharmacy, let us come together to allow that triumphant spirit to permeate everything we do. We recognize our abundant past to help propel us to a limitless future. Know that we are a part of something that is larger than just ourselves alone. Know that we are all integral members of the College of Pharmacy. Our individual contributions are needed to continue the strong traditions of our College. Continue to walk with me on this invigorating journey to impact our dynamic profession of pharmacy.

In advance, I thank you for all of your efforts this year. Please know that if I can ever be of service to you, do not hesitate to let me know. Hugs and words of encouragement are infinite.

Yours in the Profession of Pharmacy,

A handwritten signature in black ink that reads "Carmita A. Coleman". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Dr. C
Carmita A. Coleman, PharmD, MAA
Interim Dean, College of Pharmacy
Chicago State University

Welcome to Students

Welcome all new and returning Chicago State University College of Pharmacy Students. Undertaking pharmacy education represents an important step in your life and choosing to study at Chicago State University College of Pharmacy will help you make the most of your potential.

Chicago State University has a strong history of providing quality, career-oriented education for both undergraduates and postgraduates. We are elated that you have chosen to embark on this journey of health care education with us. Gracious is our attitude for we know, as students, you could have chosen another place to pursue your dreams of becoming a pharmacist.

We have accepted the challenge to educate and produce outstanding pharmacists. The profession of pharmacy is a noble and great one that requires individuals who are caring, understanding, compassionate and vow to hold this great profession in high regard. Taking an active role in your education is the key to success. Take pride in yourself and this profession for you are its future. Great responsibility lies within your hands. We expect great things for the College of Pharmacy in the future and we know that you will live up to our expectations.

Chicago State University College of Pharmacy Vision Statement

The Chicago State University College of Pharmacy will be recognized for its impact on the health care needs of diverse populations through its contributions in education, training, scholarship, service, and research. The College will serve an integral role within the University by providing a culturally diverse and intellectually stimulated community of scholars engaged in the collective creation and dissemination of knowledge.

Chicago State University College of Pharmacy Mission Statement

The mission of Chicago State University College of Pharmacy (CSU-COP) is the development of student and faculty scholars who will impact the health care needs of people in the region, state and the nation. The College will provide a strong foundation in the knowledge, integration and application of the biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences to transform students into practitioners who are committed to humanistic service, capable of providing patient-centered care, and innovative leaders in advancing the pharmacy profession. The College embraces the mission of the University to educate individuals from diverse backgrounds to enhance culturally competent care and reduce health care disparities.

To accomplish its mission, the College of Pharmacy is committed to:

- Recruiting, retaining and graduating student pharmacists from diverse populations;
- Recruiting, hiring and retaining qualified faculty from diverse populations who will be engaged as teachers, scholars, researchers, service providers, mentors and leaders;
- Recruiting, hiring and retaining staff dedicated to supporting the educational mission;
- Offering a curriculum that cultivates analytical thinking, ethical reasoning and decision-making, intellectual curiosity, multidisciplinary and inter-professional collaboration, professionalism and service;
- Enabling students and faculty to provide patient-centered care to diverse patient populations through the safe, evidence-based and cost-beneficial use of medications;
- Fostering an environment for student engagement which encourages leadership in campus, public and professional communities;
- Refining programmatic and curricular goals, policies and procedures through ongoing assessment and evaluation;
- Establishing and enhancing community, educational and professional partnerships;
- Expanding institutional resource capabilities through active pursuit of extramural funding support;
- Developing and strengthening post-graduate education and training opportunities;
- Providing programs and services that promote a supportive atmosphere for life-long learning and continued personal and professional development for students, faculty and staff.

Chicago State University

Equal Educational and Equal Employment Statement

Chicago State University supports the principles of equal opportunity in employment and education. The university seeks to insure that no person will encounter discrimination in employment or education on the basis of age, color, disability, sex, national origin, race, religion, sexual orientation, or veteran's status. This policy is applicable to both the employment practices and administration of programs and activities within the University. It is the policy of the University that no person shall be excluded from participation, be denied the benefits of, or in any way be subject to discrimination in any program or activity at the University.

The Equal Employment Opportunity (EEO) office, within the Department of Labor and Legal Affairs, handles complaints of discrimination. Any employee or student may at any time contact the EEO office for purposes of advice, discussion of an alleged discrimination complaint and/or assistance in undertaking a formal or informal resolution of a complaint. The EEO Office is located in Cook Administration, ADM 318, and 773-995-2462.

**COLLEGE OF PHARMACY ADMINISTRATION AND
DEPARTMENTAL INFORMATION**

Dean's Office

Interim Dean

Carmita A. Coleman, PharmD, MAA (DH 3069) 773/821-2500

Office Administrator

Yolanda Solarte (DH 3065) 773/821-2540

Budget and Development Coordinator

Tracie Williams (DH 3065) 773/821-2189

Assistant Dean for Assessment

Nancy Grim, PhD (DH 3071) 773/821-2822

Office of Academic Affairs

Interim Associate Dean

Anna Ratka, PhD, PharmD (DH 3070) 773/821-2588

Interim Capstone Director

Janene Marshall, PharmD (DH 3017) 773/821-2193

Admin. Coordinator for User Services

Marcus Roberson (DH 3012) 773/821-2859

Office of Student Affairs

Interim Assistant Dean

Ayesha Khan, Pharm.D, BCPS (DH 3081) 773/821-2585

Learning Specialist

Naina Richards, MEd (DH 3080) 773/821-2169

Recruitment/Student Affairs Coordinator

Sultan Farabee (DH 3079) 773/821-2679

| | | |
|---------------------------------------------------------|-----------|--------------|
| Assistant Program Director Amalia Diaz | (DH 3077) | 773/821-2570 |
| Customer Service Rep. II Edith Godinez | (DH 3077) | 773/821-2661 |
| Office Administrator TBD | (DH 3083) | |

Mission Statement

In support of the mission of the University and the College of Pharmacy, the Office of Student Affairs is committed to the development of the whole student (intellectually, professionally, personally, spiritually, physically and socially) from pre-enrollment through graduation and beyond as they learn and live within a diverse community. The Office of Student Affairs strives to build a rich learning environment that fosters diversity and holistic development through providing a range of experiences in which learning flourishes and personal development thrives.

Services provided by the Office of Student Affairs

The Office of Student Affairs (OSA) provides support, counseling and referral services. The OSA staff provides direction and assistance for students in university as well as college-related matters. Office hours are Monday - Friday 9:00 - 5:00 PM or by appointment. The OSA office is open during summer and winter breaks, but closed on university observed holidays.

In addition, the following skills improvement instruction is provided:

- Time Management
- Analytical Reasoning and Critical Thinking
- Stress Management Advising
- Self-Confidence Building
- Reading & Comprehension
- Test Taking Strategies
- Note Taking
- Study Techniques
- Individual Skills Development Consultation
- Peer Tutoring

College of Pharmacy Student Center

The College of Pharmacy Student Center is the multi-purpose area. Group study tables, comfortable seating, and microwave ovens are located there.

Fall & Spring Semester Student Center Hours

Monday-Friday: 8:00 a.m. – midnight
Saturday-Sunday: Closed (unless requested)

Department of Pharmaceutical Sciences

Chair

| | | |
|--------------------------------|-----------|--------------|
| Mohammad Newaz, MD, PhD | (DH 3094) | 773/821-2836 |
|--------------------------------|-----------|--------------|

Director of Prof. Labs

| | | |
|------------------------------|-----------|--------------|
| Dalavia Edmon, PharmD | (DH 3050) | 773/821-4502 |
|------------------------------|-----------|--------------|

Lab Support Specialist

| | | |
|------------------------------------|-----------|--------------|
| Niratsa Noikoon-Brown, CPhT | (DH 3027) | 773/821-2185 |
|------------------------------------|-----------|--------------|

Research Lab Tech. Specialist

| | | |
|------------------------|-----------|--------------|
| Daniel Pietryla | (DH 3044) | 773/995-5293 |
|------------------------|-----------|--------------|

Office Administrator

| | | |
|------------------------|-----------|--------------|
| Bathsheba Ellis | (DH 3093) | 773/821-2582 |
|------------------------|-----------|--------------|

Professors: Nadeem Fazal, MD, PhD.; Mohammad Newaz, MD, PhD; Anna Ratka, PhD, PharmD

Associate Professors: Michael Danquah, PhD; Duc Do, PhD, RAC; Elmer J. Gentry, PhD; Melany Puglisi-Weening, PhD

Assistant Professors: Jianjun Chen, Ph.D.; Hafeez Faridi, PhD; Mohd Shadid, PhD; Mohammad Tauseef, PhD

The Department of Pharmaceutical Sciences is composed of faculty from a number of specialty areas including: Basic Biomedical Sciences, Pharmaceutics/ Pharmacokinetics, Pharmacology/Toxicology, and Medicinal Chemistry/ Pharmacognosy.

Biomedical Sciences including physiology, biochemistry, microbiology and immunology provide the foundational knowledge for pharmacy education.

Pharmaceutics is the discipline dealing with the design of various dosage forms for delivery of drugs, determination of drug stability, and the art of contemporary compounding.

Pharmacokinetics is the discipline involved with the evaluation of the effects of route of administration and formulation on the absorption, distribution, metabolism, and excretion (ADME) of drugs.

Pharmacology is the discipline that studies the interaction of organisms and substances that alter normal biochemical and physiological function. More specifically, it is the study of drugs and the mechanism of how they interact with biological systems to affect function.

Toxicology is the study of the adverse effect of substances, such as drugs or environmental pollutants, on living organisms. As related to pharmacy, it is the study of how drugs produce toxic effects.

Medicinal Chemistry is the discipline at the interface of chemistry and pharmacology involved with synthesis and design of new drug compounds. It also involves the study of structure-activity relationships (SAR) and ADME characteristics of drugs in order to optimize their properties through chemical manipulation.

Pharmacognosy is the study of the physical, chemical, biochemical and biological properties of drugs or potential drugs of natural origin. It also studies the discovery of potential drugs from animal, plant, and microbial sources.

Mission

The mission of the Department of Pharmaceutical Sciences is to educate students with the foundation of scientific knowledge essential to the professional pharmacy curriculum. While providing quality instruction in the biomedical and pharmaceutical sciences, the faculty will introduce and develop skills of critical thinking, problem solving and life-long learning in student pharmacists. In addition, the department will provide opportunities for further development of faculty and student pharmacists by encouraging them to strive for excellence in scientific inquiry. The Department also endeavors to contribute significantly to the service mission of Chicago State University College of Pharmacy.

Department of Pharmacy Practice

Chair

Yolanda Hardy, PharmD (DH 3095) 773/821-2782

Program Admin. Assistant

Zaneta Jackson (DH 3093) 773/821-2582

Associate Professors: Carmita A. Coleman, PharmD, MAA; Deborah Harper-Brown, PharmD; Yolanda Hardy, PharmD, Chair; Charisse Johnson, PharmD, MS; Antoine Jenkins, PharmD, BCPS; Alex Kantorovich, PharmD, BCPS; Janene Marshall, PharmD; Sabah Hussein, PharmD; Tatjana Petrova, Ph.D

Assistant Professors: Ahmd Azab, PharmD; Luba Burman, PharmD; Heather Fields, PharmD; Daniel Kerner, PharmD; Ayesha Khan, PharmD; Lalita Prasad-Reddy, PharmD; Trishia Shaw, PharmD; Betty Vu, PharmD Resident: Jewel Younge, PharmD

Adjunct Faculty: Jay Bogdan, PharmD, JD

The Department of Pharmacy Practice is comprised of faculty who provide education in the administrative and clinical sciences, as well as direct practice experience. Required courses in the administrative science area include an introduction to career development and current pharmacy topics, a survey of the U.S. health care system, professional practice management, and pharmacy law and ethics. Required courses in the clinical science area include topics in the area of nonprescription medications, drug literature evaluation, pharmacotherapeutics, and a professional practice laboratory that emphasizes communication skills, prescription processing, and pharmaceutical care. Supervised practice experiences required during the program provide opportunities for students to apply knowledge acquired in didactic courses to practical situations. These experiences promote the development of technical, cognitive, and decision-making skills that are necessary for the contemporary practice of pharmacy in a variety of practice environments. Various states apply these experiences to their state board of pharmacy internship requirements.

Mission

The mission of the Department of Pharmacy Practice is to prepare and empower pharmacy students and pharmacists to become competent providers of pharmacy care in all practice settings. This mission is achieved through a combination of innovative didactic coursework, experiential training, mentoring, scholarship, and community service in partnership with students, pharmacy practitioners and other health care providers and our communities. The Department serves the professional community through the development and evaluation of innovative pharmacy practice models that promote the role of the pharmacist as an integral member of the healthcare team.

Office of Experiential and Continuing Professional Education

Assistant Dean

Charisse Johnson, PharmD, MS (DH 3090) 773/821-2587

APPE Director

Darilyn McClain, PharmD (DH 3089) 773/821-2191

IPPE Director

Ahmd Azab, PharmD (DH 3088) 773/821-2507

Director of Continuing Education

Naomi Simwenyi, MS (DH 3091) 773/995-2373

Program Specialist

Tamaria Thomas, BS, BA (DH 3091) 773/821-2152

Program Assistant

TBD (DH 3087) 773/821-2503

Mission

The Office of Experiential and Continuing Professional Education is committed to preparing and empowering pharmacy students and pharmacists to become competent providers of pharmacy care in all practice settings. This mission is achieved through a combination of innovative didactic coursework, experiential training, continuing education, mentoring, scholarship, and community service.

Overview of the CSU-COP Professional Practice Curriculum

The CSU-COP Professional Practice Curriculum consists of introductory, intermediate, and advanced level experiences commencing the first professional semester of the curriculum.

During the first professional semester students begin Professional Practice I-Community which will allow students to explore factors that influence contemporary pharmacy practice, roles, responsibilities and expectations. Through in class lectures and the weekly four hour practicum in a community pharmacy, it is expected that students develop an understanding and appreciation of the role of the pharmacist; become socialized to the profession; develop effective communication skills, and utilize self-assessment as a tool in the continual quest for life-long learning.

During the spring semester of the P-1 year, students will complete Professional Practice II which focuses on public health policy, disease prevention and health promotion via in

class lectures and a weekly four hour practicum in a community-based public health site.

During the P-2 year, students then complete Professional Practice III & IV which expose students to the medication use process in an institutional/hospital setting with an emphasis on technology, patient safety, pharmaceutical compounding and basic operations. Professional Practice III is comprised of a (40 hour) week long course during the University intersession (January). This intense orientation is subsequently followed by Professional Practice IV, an eight hour weekly practicum in the spring semester at the same site.

During the third professional year, within the spring semester, students complete the Professional Practice V practicum which consists of an independently set forty (40) hour experience in the community setting. This intermediate practice experience allows students to utilize and apply previously gained patient-centered pharmacy care principles, pharmaceutical knowledge and effective professional communication in the community pharmacy setting. The completion of a comprehensive patient skills checklist containing relevant patient centered activities is required at the conclusion of the practicum.

During the summer preceding the fourth professional year, students complete the Professional Practice VI practicum. This eighty (80) hour Applied Practice Skills practicum allows the student to utilize and apply patient-centered pharmacy care principles, pharmaceutical knowledge and effective professional communication in ambulatory or acute care pharmacy practice settings. Students are required to monitor patient cases and develop comprehensive pharmaceutical care plans. This intermediate practice experience culminates with a final case presentation which allows development and application of previously learned principles in preparation for the fourth professional year activities.

Like other colleges of pharmacy, the last professional year is composed entirely of advanced pharmacy practice experiences. Students will complete 7 modules (6 weeks in duration per module). The four required modules include: community practice, hospital practice, acute care general medicine, and ambulatory care practice. The student will choose three additional elective modules which include both patient and non-direct patient care experiences in a variety of pharmacy practice settings.

Sample Elective Experiences:

Academic Pharmacy, Cardiology, Critical Care, Drug Information, Emergency Medicine, Geriatrics (Long-Term Care), Health Outcomes Management, Home Health , Infectious Disease, International Pharmacy, Neonatology, Nuclear Pharmacy, Nutritional Support, Oncology, Pediatrics, Pharmacy Management, Poison Prevention/Control, Prescription Benefit Management, Psychiatry, Research, Surgery.

PROFESSIONAL CURRICULUM

| Fall P-1 | Course Title | Credits |
|------------------------|-----------------------------------------------------------------------------------------|----------------|
| 6110 | Pharmacy Physiology | 5 |
| 6111 | Pharmaceutical Dosage Forms I – Non-Solid Dosage Forms | 3 |
| 6113 | Pharmaceutical Biochemistry I - Macromolecules and Metabolism | 3 |
| 6120 | Introduction to Health Care Systems | 3 |
| 6121 | Professional Practice I – Introduction to Pharmacy Practice | 3 (17) |
| Spring P-1 | | |
| 6114 | Pharmaceutical Biochemistry II - Molecular Biology and Pharmacogenetics | 3 |
| 6112 | Pharmaceutical Dosage Forms II –Solid Dosage Forms | 3 |
| 6115 | Microbiology and Immunology | 4 |
| 6123 | Research Methods and Pharmacoepidemiology | 3 |
| 6124 | Patient Assessment | 2 |
| 6122 | Professional Practice II - Public Health: Policy, Prevention & Wellness | 2 (17) |
| Fall P-2 | | |
| 6213 | Pharmaceutical Dosage Forms III - Sterile Products | 2 |
| 6211 | Principles of Pharmacokinetics | 3 |
| 6222 | Literature Evaluation and Evidence Based Medicine | 2 |
| 6231 | Drug Action, Structure, and Therapeutics I - Introduction | 3 |
| 6232 | Drug Action, Structure, and Therapeutics II – Nutrition, ANS, and Cardiovascular I | 4 |
| 6225 | Applied Patient Care I | 3 (17) |
| Intersession P2 | | |
| 6223 | Professional Practice III - Institutional Pharmacy Practice Orientation | 1 (1) |
| Spring P-2 | | |
| 6227 | Pharmacy Law and Ethics | 3 |
| 6226 | Applied Patient Care II | 3 |
| 6233 | Drug Action, Structure, and Therapeutics III – Cardiovascular II and Renal | 4 |
| 6234 | Drug Action, Structure, and Therapeutics IV – Endocrine, Pulmonary, and Genitourinary | 4 |
| 6224 | Professional Practice IV Institutional Pharmacy Practice | 2 |
| 65XX | Professional Electives | 2 (18) |
| Fall P-3 | | |
| 6335 | Drug Action, Structure, and Therapeutics V – Gastrointestinal, Immunological, and CNS I | 4 |
| 6336 | Drug Action, Structure, and Therapeutics VI - CNS II and Acute Care | 4 |
| 6321 | Pharmacy Practice Management | 3 |
| 6322 | Disease and Medication Therapy Management I | 3 |
| 65XX | Professional Electives | 2-4(16-18) |
| Spring P-3 | | |
| 6324 | Health Economics and Outcomes Research | 2 |
| 6323 | Disease and Medication Therapy Management II | 2 |
| 6327 | Complementary & Alternative Medicine | 2 |
| 6337 | Drug Action, Structure, and Therapeutics VII – Infectious Disease | 4 |
| 6338 | Drug Action, Structure, and Therapeutics VIII – Virology, Oncology, and Toxicology | 4 |
| 6325 | Professional Practice V – Applied Practice Skills | 1 |
| 65XX | Professional Electives | 2-4 |
| Summer P-4 | | |
| 6326 | Professional Practice VI – Applied Practice Skills | 1 |
| 6421 | Introduction to Advanced Pharmacy Practice Experience | 0 |
| 64XX | Advanced Pharmacy Practice Experience | 5 (6) |
| Fall P-4 | | |
| 64XX | Advanced Pharmacy Practice Experience | 5 |
| 64XX | Advanced Pharmacy Practice Experience | 5 |
| 64XX | Advanced Pharmacy Practice Experience | 5 (15) |

Spring P-4

| | | |
|------|---------------------------------------|--------|
| 64XX | Advanced Pharmacy Practice Experience | 5 |
| 64XX | Advanced Pharmacy Practice Experience | 5 |
| 64XX | Advanced Pharmacy Practice Experience | 5 (15) |
| 6499 | Pharmacy Capstone | |

The CSU–COP reserves the right to alter its curriculum, however, and whenever it deems appropriate.

Professional Electives

During their years of study at the CSU–COP, students complete a minimum total of 8 hours of elective credit. At least one elective course must be taken during the Spring P2, and Fall and Spring P3 semesters.

Professional Practice Experiences

Students must successfully complete 41 credit hours of practical experience during the academic program. Students are required to complete introductory pharmacy practice experiences during the first through third professional years and advanced pharmacy practice experiences during the fourth professional year. During these experiences, students will spend time in a variety of pharmacy practice settings to develop the necessary skills for contemporary pharmacy practice.

HONORS CODES

Chicago State University Code of Excellence

As a member of the Chicago State University Community, I pledge the following:

I will practice personal and academic integrity.

Dishonesty of any kind including the practice of plagiarism or copying another person’s scholarship; lying, deceit, excuse making; and disloyalty in personal relationships is not acceptable.

I will respect the dignity of all persons.

Behaviors which compromise or demean the dignity of individuals or groups, including hazing, intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing, and discriminating are not acceptable.

I will respect the right and property of others.

All forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property are not acceptable. Any behavior which violates a person’s rights to move about freely, to express themselves appropriately, and to enjoy privacy is not acceptable.

I will strive for true cultural diversity and learn to accept the differences of others.

Denial of equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, sexual orientation and gender identity, political, social or other affiliation or disaffiliation is not acceptable.

I will respect the basic human rights of all.

Behaviors that are inconsiderate, insensitive, inhospitable, or inciting or which unjustly or arbitrarily inhibit another's abilities to feel safe or welcomed in the pursuit of appropriate academic goals are not acceptable.

I will strive for personal and academic excellence.

Alliance to these ideals obligates us to be responsible for our own actions and deeds, take ownership of our education, pursue scholarship and abide by all university rules and procedures.

I will strive to abide by the principles of this Code of Excellence and will encourage others to do the same.

Reference: Chicago State University Graduate Catalog

Pharmacist Code of Ethics

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

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

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

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

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

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

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

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

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

V. A pharmacist maintains professional competence.

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

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

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

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

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

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

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

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

Oath of a Pharmacist

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

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

I will consider the welfare of humanity and relief of suffering my primary concerns.

☞
I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.

☞
I will respect and protect all personal and health information entrusted to me.

☞
I will accept the lifelong obligation to improve my professional knowledge and competence.

☞
I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.

☞
I will embrace and advocate changes that improve patient care.

☞
I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

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

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

The Pledge of Professionalism

As a student pharmacist, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor as a part of my everyday life.

To accomplish this goal of professional development, as a student pharmacist I will:

- DEVELOP a sense of loyalty and duty to the profession.
- FOSTER professional competency through lifelong learning in order to provide optimal patient care.
- SUPPORT my colleagues by actively encouraging personal commitment to the *Oath of a Pharmacist* and the *Code of Ethics for Pharmacists* set forth by the profession.
- DEDICATE my life and practice to excellence.
- MAINTAIN the highest ideals and professional attributes.

The profession of pharmacy is one that demands adherence to a set of ethical principles as part of my obligation to society. I believe this does not start with graduation; rather it begins with my membership in this professional college community. Therefore, I will strive to uphold this pledge as I advance toward full membership in the profession.

I voluntarily make this pledge of professionalism.

Adapted from the University of Illinois College of Pharmacy's Pledge of Professionalism, 1993. Developed and adopted by APhA-ASP and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism; June 26, 1994

GENERAL INFORMATION

Chicago State University Accreditation

Chicago State University holds accreditation from:

The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite 2400, Chicago IL 60602, 312/263-0456, www.higherlearningcommission.org. Accreditation through 2022-2023 academic year.

College of Pharmacy Accreditation Disclosure Statement

“Chicago State University’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60503, 312/664-3575; FAX 312/664-4652; web site www.acpe-accredit.org.”

Licensure Requirements

Laws in all states, including the District of Columbia and Puerto Rico, require applicants for licensure to:

- 1) be of good moral character
- 2) be 21 years of age
- 3) have graduated from an accredited first professional degree program of a college or school of pharmacy
- 4) have passed an examination given by the board of pharmacy.

All states, the District of Columbia, Puerto Rico, and the Virgin Islands use the North American Pharmacy Licensure Examination (NAPLEX). Additionally, states also require applicants to successfully pass a jurisprudence examination. Most states utilize the Multistate Pharmacy Jurisprudence Examination (MPJE).

All jurisdictions require candidates for licensure to have a record of practical experience or internship training acquired under the supervision and instruction of a licensed practitioner. Some states accept the training completed as part of the CSU-COP Pharm.D. Program.

Publications concerning the NAPLEX, MPJE, and internship experience are available from the National Association of Boards of Pharmacy, 1600 Feehanville Drive, Mount Prospect, Illinois 60056 (847/391-4406) (custserv@nabp.net).

For further information regarding licensure, please contact the Office of the Dean.

General Statement of Liability

The College of Pharmacy at Chicago State University is not responsible for and does not offer replacement or indemnification for personal belongings that are lost or stolen anywhere on University owned or controlled property. Nor is replacement or indemnification provided while attending a curricular or extracurricular event hosted by, co-sponsored or endorsed by the University or the College of Pharmacy. All individuals are responsible for taking the appropriate steps necessary to safeguard their own personal belongings. In addition, neither the University nor the College of Pharmacy is responsible for loss or damage to one's personal vehicle while parked on property owned or controlled by Chicago State University. This includes but is not limited to theft and/or vandalism from an individual's vehicle as well as damage resulting from other motorist.

The College of Pharmacy reserves the right to rescind or otherwise modify the provisions of this Student Handbook with or without notice. **The provisions outlined in this Student Handbook do not constitute a contract between Chicago State University College of Pharmacy and a student.** Neither the College of Pharmacy nor the Chicago State University System is responsible for any misrepresentation of its requirements or provisions that might arise as a result of error in preparation of this Student Handbook.

Additionally, students are expected to read, understand, and abide by the policies outlined in each course syllabus and the College of Pharmacy Universal Syllabus Addendum.

ACADEMIC POLICIES AND PROCEDURES

Academic Advising and Small Group Learning Communities

Upon entering the College of Pharmacy, students are divided into small group learning communities. Learning communities are a vital part of the CSU-COP experience, providing students with the opportunity to work with fellow classmates in order to promote diversity, embrace excellence while encouraging insightful faculty-student interaction. The goal is to develop a strong sense of community.

The Learning communities are comprised of students from the same professional year and are guided by a faculty mentor/advisor. Faculty mentors will provide academic and career advising as well as, share information about academic policies, curriculum, and related issues.

Student Misconduct

The College of Pharmacy recognizes its duty to prepare students who are not only knowledgeable in their disciplines, but who also possess a character sufficiently moral and ethical to be deserving of the public trust. With this responsibility in mind, the student is advised that professional (academic and non-academic) misconduct will be dealt with swiftly and fairly in accordance with this policy. This policy complements the Code of Conduct outlined in the **Chicago State University College of Pharmacy Student Handbook** and the University's **Honor Code**.

Definition of Misconduct

1. Academic and Non-Academic Misconduct are described in **the Chicago State University College of Pharmacy Student Handbook**, and this policy subscribes to all procedures described in the Student Handbook.
2. For the purposes of this policy, **Academic Misconduct** includes (but not limited to):
 - a. Cheating, including:
 - collaborating on assignments or examinations where such a practice has not been specifically approved by the instructor.
 - copying the work of others and claiming it as your own.
 - using unauthorized materials to complete assignments or gain unfair academic advantage.
 - offering unauthorized materials to others.
 - obtaining examinations prior to administration.
 - arranging to have others take examinations or complete assignments.
 - misrepresenting your attendance or the attendance of others in a course where a mandatory attendance policy is in effect.
 - b. Plagiarism in any form.
 - c. Falsifying documents, correspondence, reports, or records of any kind,

- or knowingly providing false information or evidence to University or School personnel, or to others external to the University.
 - d. Endangering or threatening to endanger patients, faculty, staff, fellow students or damaging their property.
 - e. Theft or destruction of library materials or other academic resources.
 - f. Illegal, obscenity-related, and/or other misuse of University-provided resources. (e.g., computers, email) related to academic work or violation of any acceptable use policies of the University.
 - g. Violation of patient confidentiality in any practice and/or learning setting.
 - h. Violation of codes of conduct described in the College's Student handbook, the University's Honor Code, course policies, University, School, Program or department policies and/or articulated by instructors either verbally or in writing.
 - i. Unprofessional behaviors that disrupt the learning environment of others or which reflect poorly on the School or the professional disciplines within the School.
 - j. Misrepresentation of self, college or others.
 - k. Refusing to acknowledge, honor and/or comply with requests issued by faculty or administrators related to academic issues.
3. For the purposes of this policy, **Non-Academic Misconduct** includes (but is not limited to):
- a. Illegal, obscenity-related, and/or other misuse of University-provided resources (e.g., computers, email) in ways that are not related to academic work or violation of any acceptable use policies of the University
 - b. Unprofessional behaviors and / or dress that reflect poorly on the University / profession
 - c. Theft
 - d. Harassment or bullying- libel or slander-via any mode (including social media)
 - e. Violence or the threat of violence
 - f. Unauthorized use, possession or storage of weapons
 - g. Trespassing or gaining unauthorized entry into any building, space or facility
 - h. Bribery
 - i. Intentional deception for personal gain
 - j. Extortion
 - k. Abuse of, or impairment from, alcohol, drugs or chemicals
 - l. Illegal possession, use or sale of alcohol, drugs or chemicals
 - m. Any criminal convictions
 - n. Any illegal activity not mentioned previously

Procedures

Academic Misconduct: The Assistant/Associate Dean for Academic Affairs of the College of Pharmacy is responsible for overseeing the handling, documentation and dissemination of information resulting from incidents of **Academic Misconduct**. If, for any reason, the Assistant/Associate Dean for Academic Affairs is unable to discharge the responsibilities outlined in this policy, they will be transferred to a college administrator designated by the Dean.

Non-Academic Misconduct: The Assistant/Associate Dean for Student Affairs of the College of Pharmacy is responsible for overseeing the handling, documentation and dissemination of information resulting from incidents of **Non-Academic Misconduct**. If, for any reason, the Assistant/Associate Dean for Student Affairs is unable to discharge the responsibilities outlined in this policy, they will be transferred to a college administrator designated by the Dean. The following policy statements will guide the College in dealing with matters of Academic and Non-Academic Misconduct.

Faculty Rights and Responsibilities

1. A faculty member may elect to issue a warning to a student or take measures to correct behavior in order to prevent an incident of Academic / Non-Academic Misconduct in lieu of imposing a penalty under this policy. Faculty members are strongly encouraged to discuss with their department Chair and/or the Assistant/Associate Dean for Academic Affairs / Student Affairs when they are considering a course of action. Faculty members are also strongly encouraged to document any warnings issued in writing, and to send copies of the correspondence to the student's file housed in the Office of Student Affairs, the Assistant/Associate Dean for Academic Affairs, the student's academic advisor and to the faculty member's department Chair.
2. The faculty member must provide the student with a hard copy of the Misconduct Policy, or direct the student to the policy found on the College's website, when issuing a verbal or written warning of unacceptable conduct, and advise the student to contact the Assistant/Associate Dean for Academic Affairs/Student Affairs if s/he is in disagreement with the warning.
3. If the faculty member elects to impose a penalty for Academic Misconduct, s/he must inform and consult with his or her department Chair (or designee), and the Assistant/Associate Dean for Academic Affairs regarding the alleged Academic Misconduct. The purpose of the consultation is to discuss the process of filing a misconduct charge and penalty options. For a Non-Academic Misconduct, Faculty member must inform and consult with his or her department Chair (or designee), and the Assistant/Associate Dean for Student Affairs regarding the alleged Non-Academic Misconduct.
4. If a faculty member elects to impose a penalty for Academic Misconduct that falls within the jurisdiction of his/her course, (up to and including course failure) the faculty member must:

- a. Assure due process for the student by written notification of the alleged misconduct. The notification shall be sent via certified and email to the student's most recent address of record on file at the Office of Academic and Student Affairs. The Office of Academic Affairs shall assume responsibility for posting the faculty member's letter. The letter shall (1) identify the misconduct charge, (2) review the evidence in support of the misconduct charge, (3) specify the action recommended, and (4) inform the student of his/her right to appeal this charge.
 - b. Send copies of the correspondence to the student's file, the Assistant/Associate Dean for Academic Affairs, the Assistant/Associate Dean for Student Affairs, the department Chair of the faculty member involved, and the student's academic advisor.
 - c. Instruct the student to contact the Assistant/Associate Dean for Academic Affairs or Assistant / Associate Dean for Student Affairs (depending on the nature of misconduct reported) to either accept in writing the proposed penalty or discuss the procedure for initiating an appeal.
5. If the faculty member wishes to recommend a penalty more stringent than course failure, or if the student refuses to agree in writing to a proposed penalty within the faculty member's jurisdiction, the faculty member must:
- a. Communicate with the Assistant/Associate Dean for Academic Affairs, who is responsible for notifying the College of Pharmacy Professionalism Committee of a pending case.
 - b. Follow the guidelines outlined in the section entitled Faculty Rights and Responsibilities for communicating information to the student, the student's academic advisor, the faculty member's department Chair, and the Assistant/Associate Dean for Academic Affairs / Student Affairs unless done previously.
 - c. Instruct the student to contact the Assistant/Associate Dean for Academic Affairs / Student Affairs immediately to discuss the procedure for presenting his/her case before the College of Pharmacy Professionalism Committee.
6. In the event that an appeal is initiated by the student or required by policy, the faculty member must write a descriptive report outlining his/her case against the student and identifying potential witnesses who could speak knowledgeably on issues related to the misconduct charge. The report and the list of potential witnesses should be submitted to the Associate Dean of Student Affairs depending on the nature of incidence.
7. If a faculty member believes a student has engaged in activity that constitutes Non-Academic Misconduct, s/he must refer the matter to the Assistant/Associate Dean for Student Affairs for the College of Pharmacy for appropriate disposition according to procedure.

Student Rights and Responsibilities

1. A student may elect to file a complaint against another student regarding professional misconduct (Academic or Non-academic) to an associated faculty, faculty advisor, preceptor, Associate Dean for Student Affairs.

2. The student charged with professional misconduct has the right to:

- a. be notified in writing of (1) the charges against him/her, (2) the basis for the charges, (3) the action recommended, (4) the right to a hearing, and (5) procedural steps.
- b. appeal the case to the College of Pharmacy Professionalism Committee and to be informed of the time and place of the hearing in a timely manner.
- c. formally respond to the charge through the preparation of a descriptive report outlining his/her side of the case and identifying potential witnesses who could speak knowledgeably on issues related to the misconduct charge. The report and the list of potential witnesses should be submitted to the Assistant/Associate Dean of Academic Affairs (academic misconduct) or Assistant/Associate Dean of Student Affairs (non-academic misconduct) .
- d. attend class and exercise the privileges of all other College students pending the outcome of the hearing, except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the respective Assistant/Associate Dean.
- e. waive the right to be heard before the College of Pharmacy Professionalism Committee. The student is advised that, in so doing, she/he automatically agrees to accept the penalty levied by the faculty member or Committee.

3. The student charged with professional (academic or non-academic) misconduct who, does not accept the penalty, or wishes to refute the charge and appeal the case, is responsible for:

- a. initiating an appeal of the charge within ten working days after the date of the letter advising the student of the misconduct charge.
- b. presenting his/her case at the hearing, by preparing a written report of the alleged incident, and by preparing a list of witnesses to furnish to the College of Pharmacy Professionalism Committee in advance of the hearing. The student is encouraged to present an oral statement to the Committee at the time of the hearing as well.

4. If a student chooses to bring legal counsel, it is beyond the scope of the Professionalism Committee of the College of Pharmacy. In this situation student will present their case to the University in presence of university counsel.

Office of Academic Affairs Responsibilities

The Assistant/Associate Dean for Academic Affairs is responsible for:

1. conferring with the faculty member and charged student about policy and process.
2. posting the faculty member's letter to the charged student by certified mail and regular first class mail.
3. forwarding copies of the signed letter to the faculty member, the faculty member's department Chair, and the student's academic advisor under confidential cover.
4. notifying the Professionalism Committee of a pending case.
5. ensuring that all correspondence regarding the case becomes a part of the student's educational record, unless the charge is found to be groundless on appeal.

Office of Student Affairs Responsibilities

The Assistant/Associate Dean for Student Affairs is responsible for:

1. conferring with the charged student about policy and process.
2. posting a letter to the charged student by certified mail and regular first class mail.
3. forwarding copies of the signed letter to the faculty member (if any involved), the faculty member's department chair, and the student's academic advisor under confidential cover.
4. formally charge a student for a Non-Academic misconduct and communicate with the Professionalism Committee for a hearing. While charging a student, Associate Dean is encouraged to consult existing college and university by-laws for guidance and recommend a penalty to the COP Professionalism Committee.
5. notifying the Professionalism Committee of a pending case.
6. ensuring that all correspondence regarding the case becomes a part of the student's educational record, unless the charge is found to be groundless on appeal.

College of Pharmacy Professionalism Committee Rights and Responsibilities

1. The College of Pharmacy Professionalism Committee has the right to:
 - a. access the complete educational record of the charged student.
 - b. meet prior to the hearing to review the documentation and discuss the case.
 - c. rule on challenges by the faculty member or charged student about the impartiality of committee members.
 - d. call and question witnesses.
 - e. determine who shall remain in the room during testimony.
 - f. levy penalties for misconduct charges upheld by the Committee.
 - g. dismiss the case.

2. The College of Pharmacy Professionalism Committee has the responsibility to:
 - a. conduct its business with the highest level of confidentiality.
 - b. maintain hearing documents, audio taped records of the hearing and any transcription of the hearing in a secure manner.
 - c. ensure that the faculty member and charged student can exercise their right to challenge the impartiality of any member of the Committee prior to the hearing.
 - d. consider evidence, render a decision on the case, and communicate that decision to the Assistant/Associate Dean for Academic Affairs/Student Affairs.

Appeals of an Academic/Non-Academic Misconduct Charge from a Faculty Member Decision

1. The student charged with Academic Misconduct may appeal the decision of the faculty member by informing the Assistant/Associate Dean for Academic Affairs, in writing, of the intent to appeal to the College of Pharmacy Professionalism Committee. This notification must take place within ten working days of the date the letter was sent. After this time period, the student's right to appeal is forfeited.

2. In the event of an appeal, the College of Pharmacy Professionalism Committee will establish the date on which the case will be heard. The student, his/her academic advisor, the faculty member levying the charge and his/her department Chair will be informed in writing by the Chair of the Committee on the time and place of the hearing. The student will be informed in writing of the right to have an advisor/legal counsel present.

3. If the student elects not to appear in person before the College of Pharmacy Professionalism Committee his/her responsibility for presentation of the case is not waived. Under these circumstances, the Committee will deliberate and act based on the evidence available at the time of the hearing.

4. Students who have waived or forfeited the right to appeal de facto accept the penalty recommended by the faculty member or the Committee.

Professionalism Committee

The College of Pharmacy Professionalism Committee will be a standing committee as delineated in the College's Bylaws. A copy of the College's Bylaws may be obtained from the Office of the Dean.

Academic Misconduct

1. In the event of an appeal of a charge of academic misconduct from a faculty member, and upon request by the Chair of the College of Pharmacy Professionalism Committee, written reports of the incident will be prepared by both the faculty member and the student and submitted to the Assistant/Associate Dean of Academic Affairs. The Assistant/Associate Dean will forward the reports to the College of Pharmacy Professionalism Committee members (unless s/he is the faculty member levying the charge) no later than ten working days before the scheduled hearing. Reports prepared by one party are not shared with the other party unless so decided by the College of Pharmacy Professionalism Committee.
2. The Chair of the College of Pharmacy Professionalism Committee may convene the Committee prior to the hearing to review evidence (including pertinent components of the student's educational record), discuss issues and identify witnesses to call. The committee is not required to call all witnesses identified by either party, but will call all those whom they believe necessary to allow them to make an informed judgment.
3. If the Committee feels that the case against the student is without merit, it may dismiss the case at this point.
4. The College of Pharmacy Professionalism Committee is charged with reviewing the pertinent facts of the case as presented by the student, faculty member, key witnesses, or available in the student's educational record, and rendering a decision by majority vote. The Chair votes only in the case of a tie.
5. At the start of the hearing, Committee members will be advised of the sensitive and confidential nature of the proceedings by the Chair. The hearing will be recorded in its entirety and, if necessary, transcribed.
6. The Committee has the exclusive right to call and question witnesses. The charged student and faculty member involved in the case do not have the right to be present during the presentation of evidence or the questioning of witnesses.
7. After the presentation of evidence, the Committee will deliberate and render a decision. If necessary, the Committee may recess but should resume deliberations at the earliest possible opportunity. The decision is reached by a majority vote of the Committee.

8. If a student is found innocent of the Academic Misconduct charge, the College of Pharmacy Professionalism Committee has the authority to dismiss the case.

9. If a student is found guilty of Academic Misconduct, the Committee has the authority to levy a penalty more severe than that recommended by the faculty member. The Committee may not levy a penalty less severe than that recommended by the faculty member if the original penalty was within the faculty member's jurisdiction (up to and including course failure). If the original penalty recommended by the faculty member was outside of his/her jurisdiction (e.g., suspension, dismissal), the Committee has the authority to uphold the penalty or to impose a penalty that is either more or less severe.

10. The Assistant/Associate Dean for Academic Affairs will notify in writing of the decision of the Committee to the charged student, the faculty member, the Dean, the student's academic advisor, the faculty member's department Chair and any other individuals deemed appropriate by the Committee. A copy of the correspondence will be placed in the student's file maintained in the Office of Student Affairs.

Non-Academic Misconduct

1. In the event of a charge of non-academic misconduct, written reports of the incident will be prepared by the Assistant/Associate Dean of Student Affairs. The Assistant/Associate Dean will forward the report to the College of Pharmacy Professionalism Committee members (unless s/he is the individual levying the charge) no later than ten working days before the scheduled hearing. Reports prepared by one party are not shared with the other party unless so decided by the College of Pharmacy Professionalism Committee.
2. The Chair of the College of Pharmacy Professionalism Committee may convene the Committee prior to the hearing to review evidence (including pertinent components of the student's educational record), discuss issues and identify witnesses to call. The committee is not required to call all witnesses identified by either party, but will call all those whom they believe necessary to allow them to make an informed judgment on the case.
3. If the Committee feels that the case against the student is without merit, it may dismiss the case at this point.
4. The College of Pharmacy Professionalism Committee is charged with reviewing the pertinent facts of the case as presented by the student, Assistant /Associate Dean for student affairs, key witnesses, or available in the student's educational

record, and rendering a decision by majority vote. The Chair votes only in the case of a tie.

5. At the start of the hearing, Committee members will be advised of the sensitive and confidential nature of the proceedings by the Chair. The hearing will be recorded in its entirety and, if necessary, transcribed.
6. The Committee has the exclusive right to call and question witnesses. The charged student in the case does not have the right to be present during the presentation of evidence or the questioning of witnesses.
7. After the presentation of evidence, the Committee will deliberate and render a decision. If necessary, the Committee may recess but should resume deliberations at the earliest possible opportunity. The decision is reached by a majority vote of the Committee.
8. If a student is found innocent of the Non-Academic Misconduct charge, the College of Pharmacy Professionalism Committee has the authority to dismiss the case.
9. If a student is found guilty of Non-Academic Misconduct, the Committee has the authority to levy a penalty that was recommended by the Assistant/Associate Dean for Student Affairs. The Committee may not levy a penalty less severe than that recommended by Assistant/Associate Dean for Student Affairs.
10. The Assistant/Associate Dean for Student Affairs will notify in writing of the decision of the Committee to the charged student, the faculty member, Assistant/Associate Dean for Academic Affairs, the Dean, the student's academic advisor, the faculty member's department Chair and any other individuals deemed appropriate by the Committee. A copy of the correspondence will be placed in the student's file maintained in the Office of Student Affairs.

Appeals of a Professional Misconduct Decision by the College of Pharmacy Professionalism Committee

The student may appeal the decision of the College of Pharmacy Professionalism Committee to the Dean within ten (10) working days following notification of the decision. The Dean's decision is final. Pending resolution of an appeal, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the

Assistant/Associate Dean for Academic Affairs/Student Affairs depending on the nature of incidence.

Copies of all documents pertaining to the case will be entered into the student's permanent record and the permanent record of the College of Pharmacy Professionalism Committee after all University based appeals have been exhausted. No documents will be entered into the student's permanent record if the case against the student is found to be without merit.

If it is subsequently discovered that false information or evidence was provided by the student either prior to or during the hearing, regardless of whether the right to a hearing was waived, the case may be reopened and the Committee will reconsider the case based on the new information. In addition, the provision of false information or evidence will be considered an additional charge. To the extent possible, the original College of Pharmacy Professionalism Committee members will be retained on the reconvened Committee.

The College of Pharmacy Professionalism Committee may be called by the Dean to provide counsel on cases related to other academic issues of concern. In this event, the Committee's decision-making authority is suspended, and it serves solely in an advisory capacity to the Dean. Appeals for cases of non-academic misconduct will be directed to the College Grievance Committee for deliberation.

The College reserves the right to modify, deviate from, or make exceptions to this policy at any time, and to apply any such modification, or make any such deviation or exception applicable to any student without regard to date of application, admission, or enrollment. This policy is neither a contract nor an offer to enter into a contract. Each student is responsible for knowledge of the College's policies, as well as for changes promulgated by the College as addenda to this Policy. This policy supersedes all previous versions of the Student Professional Misconduct Policy. Any changes which are made in the **College's Student Handbook** or **University's Honor Code** will automatically be incorporated into this policy.

Academic Standards for the Pharm.D. Program

A professional year grade point average will be used as the primary measure of academic performance. It is calculated from all courses for a particular professional year. Grades earned for courses prior to matriculation in the professional program and grades earned for courses taken outside the CSU-COP while enrolled in the professional program are not included in the calculation of this grade point average.

Academic Standards for Advanced Pharmacy Practice Experiences

If a student fails to earn a grade of C or better on an advanced pharmacy practice experience, he/she must repeat the same type of experience. After consideration of the circumstances, the Academic Standing Committee may grant the re-take with additional

requirements which can include:

- 1) the student to undergo a period of directed independent study to correct knowledge deficiencies
- 2) the student being placed on a leave of absence before repeating the experience

Actions of the Academic Standing Committee are not limited to the above and decisions will be determined on a case-by-case basis. The time of the repeat will be as early as possible once the student has satisfied the Committee's requirements and is subject to availability of experiential sites as determined by the Office of Experiential Education. The repeat, if granted, must be completed within 12 calendar months. Students are allowed only one repeat of an advanced pharmacy practice experience while enrolled at CSU-COP. Failure to earn a C or better on a second advanced pharmacy practice experience may result in a recommendation for dismissal.

Academic Probation

A student must maintain a professional year grade point average of 2.00 in the professional program to remain in good academic standing.

A student is placed on academic probation for any of the following reasons:

- 1) A student's professional year grade point average falls below 2.00;
- 2) A student earns a grade of F in one or more courses;
- 3) A student earns a grade of D in two or more courses.

A student is notified, in writing, that he/she is being placed on academic probation. Academic probation represents notice that continued inadequate academic performance may result in dismissal from the College.

If the student is placed on academic probation, the Academic Standing Committee will determine actions to return the student to good academic standing. These may include but are not limited to:

- 1) Completion of remedial work
- 2) Repeat of the course(s)

In addition to the above actions, the Academic Standing Committee may determine that the student should be dismissed from the college. A student may also be dismissed for academic dishonesty, judicial misconduct, professional misconduct or a felony conviction.

Appeal of the Academic Standing Committee Decisions

Students have the right to appeal the decision of the Academic Standing Committee before the onset of the next semester. Students must present their appeal in the form of a written petition to the office of the Dean of the College of Pharmacy. The petition should describe succinctly and concisely why the Committee's decision is being appealed, its substantive basis, and specifically what is being requested. Documentation in the form of

evidence to support the reasons for the appeal must accompany the petition. The petition will be considered and acted upon by the Dean of the College of Pharmacy. When warranted, actions taken by the Dean may include a request for Committee reconsideration or denial of the appeal. Students will be officially notified of the disposition of the appeal. The decision of the Dean is final.

Advanced Standing

All requests for advanced standing by newly admitted, transfer, readmitted, or enrolled students are processed on a course-by-course basis. Advanced standing will be considered for coursework taken in which a letter grade of C or better has been achieved. To request such consideration, a student should submit a letter of request to the Office of the Dean, CSU–COP in which the student lists a course(s) previously taken, which might be similar in content to a professional course(s) that he/she is scheduled to take. The student is advised to provide an official course description(s) and a syllabus (syllabi) of the course(s) previously taken, as well. All requests must be submitted prior to the start of the course being considered. The materials will be forwarded to the course coordinators who will provide a recommendation to the Dean of CSU–COP. The Dean will either grant or deny advanced standing.

The CSU–COP students will be subject to the policies regarding academic monitoring, academic standing, and academic probation in force at the time. All students will be given a copy of these guidelines and regulations upon entry into the program.

Accommodations for Students with Disabilities and Documentation Guidelines

The Chicago State University College of Pharmacy is committed to providing a supportive and accessible educational environment for students with disabilities. The College of Pharmacy in conjunction with the Abilities Office of **Disabled Student Services** will provide services classified as reasonable and appropriate accommodations. These services are provided to students who identify themselves and supply verification of the existence of a disabling condition. The College recognizes its ethical and legal responsibilities to comply with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). Inquiries about and requests for reasonable accommodations based on the existence of a disabling condition should be made to the **Coordinator of the Abilities Office**.

It is the student's responsibility to identify themselves as a person with a disability and to request accommodations by completing the appropriate forms and providing documentation of his or her disability.

Students must submit the following documentation to the Abilities Office (located in the Student Union Building) for consideration for reasonable accommodations:

- Current documentation from a doctor, psychologist, psychiatrist or other appropriate professional certifying the disability.

- Documentation of special services and testing accommodations received in college, due to your disability.
- A letter describing your specific disability, when and how it was first identified and accommodations you are requesting because of it.

Attendance Policy

Attendance is essential to the learning process of the student. If classes are missed by students it can have a negative impact on the student's learning process. Students are expected to attend each class session unless there is an emergency or a legitimate reason for a student to miss class. The attendance policy for CSU-COP is as follows:

Each course coordinator establishes class attendance policies, particularly mandatory class attendance at laboratories, workshops, review sessions, clinical assignments and examinations. Students are expected to satisfy these attendance requirements in order to receive course credit.

Unless a specific course policy differs, class attendance is mandatory for all students for the first session of each course in each semester as well as on the first day of class after scheduled vacations and for each workshop, review session and examination. If illness, a personal emergency, personal incapacitation, or other exceptional problem of a serious nature causes a student to be absent from a rotation or a session requiring mandatory attendance, the student must immediately notify the department (through the course coordinator) responsible for the course and follow stated course policies and procedures. Unexcused absences during these or other mandatory attendance sessions may result in course failure.

Students are also expected to report to their assigned professional practice sites as scheduled and should be punctual. Failure to complete all of the assigned site visits may result in automatic failure of the course. In case of an emergency or illness, the student should contact the Office of Experiential Education and the preceptor promptly via telephone or a voice-mail message. Any practicum hours missed must be made up at the discretion of the preceptor, Assistant Dean of Experiential Education or Director of IPPE/APPE, where applicable.. Any missed site visits not due to an emergency or illness must be discussed with the preceptor and the Director of Experiential Education in advance.

Class Attendance and Religious Observance

Chicago State University subscribes to the following policy and procedures, consistent with Illinois Public Act 84-212, an act to prohibit public school districts and institutions of higher education from discriminating against students for observing religious holidays. The university shall reasonably accommodate its students and employees to fulfill their regular duties on the occasion of a religious observation. Students and employees, who believe they have been discriminated against on grounds of religious observances, may seek redress through the Equal Employment Opportunity Office.

Chicago State University supports the concept of “reasonable accommodation of religious observances” in regard to admissions, class attendance, and the scheduling of examinations and other academic work requirements.

A student who is unable because of the observance of a religious holiday to attend classes on a particular day(s) or at a particular time of day may be excused from taking any examination or any study or other academic work assignments on such days or times.

Faculty and administrative personnel shall require up to fourteen calendar days advance notice of absences to observe religious holidays. Submission must be in writing and submitted within the first ten days of the academic semester to the Assistant/Associate Dean in the Office of Student Affairs.

It is the responsibility of the faculty and administrative personnel to make available to such students an equivalent opportunity to make up the examinations, study, or other academic work requirements which they missed due to such absences.

It is the responsibility of all students who also are employees of the university to make arrangements to fulfill their obligations to the university in advance of their absence, and/or utilize accrued leave (if applicable) during the absence. No fees or penalties may be imposed against students who exercise such afforded opportunities.

Absence Request/Approval Form

Students must complete the Absence Request/Approval Form for any of the following reasons:

- Missing class to attend a conference for a recognized and approved student organization
- Missing class to assist the College with an approved event/activity (Must be approved by the Assistant/Associate Dean of Student Affairs prior to the Event/Activity)
- Unexpected absences lasting more than one day

Forms are located in the Office of Student Affairs. They can also be found at the end of this Student Handbook. Students must submit forms 14 days in advance for conference travel and non-emergency absences from a class, laboratory, examination, quiz, or practice experience. The Absence Request/Approval Form must be completed entirely prior to submission to the Associate Dean of Student Affairs, for final approval. Supporting documentation is also required with submission to the Associate Dean. Please note, the faculty member in concert with the Course Coordinator and/or Preceptor will determine if students will be permitted to make up any missed assignments including quizzes, tests, lab assignments and practice experience. Failure to acquire prior approval may result in negative impact to course grade.

For emergency situations, students should communicate with the Assistant/Associate Dean via email, telephone or in person immediately to discuss the matter. The Assistant/Associate Dean will advise the student on how to proceed.

College Committees

The Office of Student Affairs will recruit students to serve on College Committees such as the College Admissions Committee, Curriculum Committee, Assessment Committee, Grievance Committee, Self-Study Committee, Student Affairs Programming Committee, as well as others. During the Fall Semester, the Office of Student Affairs will send an email to all students regarding an opportunity to serve on a College or University wide committee. This communication will also include a description of the committee and an estimate of its time commitment.

College's Policy on Student Employment

Upon acceptance to the professional program of CSU-COP, students are expected to devote their efforts to the academic curriculum. The College actively discourages employment that will conflict with the student's ability to perform while courses/rotations are in session, and will not take outside employment or activities into consideration when scheduling classes, examinations, reviews, field trips, or individual course/rotation functions.

Computer Misuse

Definition: Disruptive or illegal use of computer resources.

Clarification:

1. No student shall access, copy, examine, modify, utilize, or destroy any computer equipment, hardware, software, or file that is not specifically intended for his/her own personal use, without written permission.
2. Disruptive or illegal use of computer resources includes, but is not limited to: violation of copyrights held on software or programs; tampering with computer equipment or hardware or with operation of any computer system or function/execution; plagiarism or cheating in any form; any act which is unduly disruptive to other users, or operators; and any invasion of personal or institutional privacy with the use or aid of any computer equipment.

Conferral of Degrees

Chicago State University has been granted authority by the Illinois Board of Higher Education to confer the Doctor of Pharmacy degree.

Course Grade Grievances

See Student Grievance Policy.

Course Registration Process

Students are responsible for the accuracy of their registration. Any discrepancies must be reported to the Office of Students Affairs immediately.

Criminal Background Checks For Doctor of Pharmacy Students

Introduction and Rationale

The Chicago State University College of Pharmacy has developed a policy on Criminal Background Checks for students in the course of their educational experience. This policy was established to comply with emerging accreditation standards and to promote the highest level of integrity in the health professions. The rationale for conducting background checks is as follows:

- To protect the safety of patients at settings where Chicago State University students perform educational experiences (e.g., the College of Pharmacy requires students to participate in direct contact with patients, many of whom [e.g., elderly, children] may be vulnerable to issues of unsafe practice behaviors).
- To ascertain the ability of accepted pharmacy student applicants and enrolled pharmacy students to eventually become licensed as pharmacists.
- To meet the requirements of ACPE accreditation standards.
- To meet the requirements of the affiliation agreements between and minimize the liability of the college and its experiential education rotation sites by diminishing the risk that may be presented by persons with prior criminal activity.
- To bolster the public's continued trust in the pharmacy profession.

Therefore, the College of Pharmacy will fully implement the policy on Criminal Background Checks.

Policy

The College of Pharmacy will only accept and retain students that meet the College of Pharmacy's standards for admission and retention in the Doctor of Pharmacy Program.

The Chicago State University College of Pharmacy requires and will contract for the performance of criminal background checks of all students enrolled in the Doctor of Pharmacy program.

The Chicago State University College of Pharmacy will contract for the provision of the results of the criminal background check to the individual student. Students will be given the opportunity to respond and/or comment on any report stating they have a criminal background.

To assure and maintain confidentiality, all criminal background data will be housed in a secure web-based database that is only accessible by the Office of Student Affairs, University Counsel and the student. The student may be required to provide the results of the criminal background check to any Doctor of Pharmacy experiential education site (i.e., experiential education facility) participating in the academic training of that Doctor of Pharmacy student that requests it per the terms of the affiliation agreement and

policies of the facility. The experiential education site has the authority to make a final determination whether the student may participate in that setting. Such a determination will be independent from any determination by the college or program regarding a student's admission or progression in the clinical sequence.

Specifically, screening will be conducted for past incidents of and arrests for criminal conduct and any history or evidence of child or dependent adult abuse/neglect.

Criminal conduct includes any non-traffic offense or arrest (DWI is NOT a minor traffic offense for this purpose), any felony, or any misdemeanor (serious or aggravated) regardless whether the record has been expunged or the sentence deferred.

Procedures

Criminal Background Checks

The College of Pharmacy background check will be conducted by an entity that contracts with Chicago State University. The initial payment is included in the student's PharmCas application process. Subsequent payments are the student's responsibility.

Each student's background will be checked by social security number, for the prior 10 years, for each state/county of residence showing any activity for that social security number. The check will include criminal records, including arrests and convictions for all offenses of any type, a review of the National Sexual Offenders Registry (reports of child and dependent adult abuse), and the Office of the Inspector General (OIG) Nationwide Healthcare Fraud & Abuse Scan (includes agencies in all 50 states). The check will include records that have been expunged and judgments that have been deferred.

Doctor of Pharmacy Application Procedures

All applicants to the Doctor of Pharmacy program will be notified that they will be required to undergo a criminal background check upon admission. Applicants will report on their application whether they have ever been arrested or convicted of any offense other than a traffic offense not involving alcohol or drugs. This includes expunged and deferred judgments. Any student who refuses to participate in the criminal background check process at the time that it is required is subject to rescinding of the offer of admission or dismissal from the Doctor of Pharmacy program (as applicable).

Upon Matriculation:

Prior to the first semester of school (P-1, fall semester); all students will undergo a pre-matriculation criminal background check.

Background checks will be initially run prior to the first semester of the Doctor of Pharmacy program and each subsequent fall semester of professional years 2 and 3. The final background check will be run prior to beginning the Advanced Pharmacy Practice Experience (APPE) rotations in the summer of the 4th professional year. However, the College-initiated background checks do not preclude any experiential

education site from conducting their own background check process (including fingerprinting) based on their operational policy. Additional checks may be run as dictated by changes in experiential education site requirements.

Procedure in the Event of Student Criminal Conduct

Admission procedures:

Applicants who answer in the affirmative on past criminal activity and would otherwise have a reasonable chance for admission will be given the opportunity to explain that history on the application. If an applicant does not disclose a past offense as required by the College (regardless of its category or severity), the College may revoke the applicant's offer of admission based on the falsification of application documents.

The Professionalism Committee, under the oversight of the Office of Student Affairs and the Admissions Committee, will review all applications containing an affirmative response to the criminal history question (see review procedures below). The College may request additional information as part of the application, such as the terms or conditions of any plea, penalty, punishment, sentence, probation or parole; details regarding the offense; and the applicant's reflections on the experience. A recommendation for continued admission review or discontinuation of admission review will be made to the Assistant/Associate Dean of Student Affairs.

Students will be notified if it appears they will not meet the College's entrance requirements due to their past criminal history. They will be given an opportunity to provide further information and/or appeal the decision. The Collegiate appeal process does not apply to non-students.

The decision on whether to continue the application procedure will be made by the Assistant/Associate Dean in consultation with the Chair of the Admissions Committee.

After matriculation procedures:

The Associate Dean of Student Affairs and the Assistant Dean of Experiential and Continuing Professional Education will review all findings of criminal activity reported on criminal background checks (see review procedures below).

Students will be notified if it appears they will not meet the standards of the Doctor of Pharmacy program due to past criminal history. They will be given an opportunity to provide further information.

The decision on whether to continue enrollment will be made by the Assistant/Associate Dean of Student Affairs in consultation with the committee, the Dean of the College and the Chicago State University Office of the General Counsel.

Appeals of dismissal will be made directly to the Dean of the College of Pharmacy. Any student that fails to meet required deadlines for completion/submission of the annual

criminal background check is subject to forfeiture of future/current enrollment in the College of Pharmacy.

Review Procedures:

The Committee will conduct reviews on a thoughtful case-by-case analysis of any situation involving student criminal behavior discovered by the background check. The committee will conduct its review as soon as possible after the disclosure or discovery of the information.

The Committee will use the statutes found in the IL Health Care Worker Act, the Chicago State University Code of Student Conduct and other University and Collegiate policies to inform its decision.

If a student failed to inform the College about past criminal activity on their application, they will also be reviewed for unprofessional conduct / unethical behavior.

The Committee will provide a formal, written recommendation. The content of the recommendation will include information on the criminal behavior, the process undertaken by the committee, the basis upon which the committee came to a recommendation and the recommendation itself.

Recommendations from the Committee may be any of the following:

Recommendations at time of application

1. allow the student to continue their application for the doctor of pharmacy program without restriction;
2. discontinue the student's application for the doctor of pharmacy program, prohibiting the student from matriculation.

Recommendations after matriculation

1. allow the student to proceed in the academic program without restriction;
2. allow the student to proceed in the academic program with specified terms and conditions (i.e., following the Substance Abuse policies of the College); or
3. discontinue the student's academic program.

Disclaimer: The criminal background check process does not guarantee the safety of students, patients, faculty, or staff. The College does not guarantee, based on an acceptable criminal background check, the student will be eligible to complete the Doctor of Pharmacy program or obtain a license to practice pharmacy upon graduation. The experiential education site and/or the Illinois State Board of Pharmacy may interpret a student's criminal record more severely or uncover new information not revealed in previous record searches.

Dean's List

Following each semester, Dean's List recognition will be provided to all students in the College who achieved a GPA of 3.50 or better for the term

Dress Code

Since this is a professional program, the faculty of the College of Pharmacy expects students to be neat and presentable at all times. There will be activities that occur within the academic program and in extra-curricular programs that require professional dress. Such dress requirements will be presented during the orientation program.

Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive or to contribute to creating a hostile learning/academic environment is considered to be unacceptable attire and demonstrates inappropriate professional judgment that is subject to review and action by the Associate Dean for Student Affairs.

The College of Pharmacy does not expect a student to purchase clothing out of their financial means in order to meet the dress code.

During the professional practice site visits, the following dress code is mandatory and must be adhered to by ALL students (unless otherwise specified):

1. All students must wear a neat, clean, short white lab jacket with the College of Pharmacy insignia embroidery as well as their CSU-COP name tag and lapel pen.
2. Female students may wear skirts, dresses, or dress slacks with appropriate shoes (no tennis shoes or open-toed shoes).
3. Male students must wear dress slacks, dress shirts and ties, socks and appropriate shoes (no tennis shoes or open-toed shoes).
4. Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless indicated) are not acceptable and are not allowed.
5. All students must maintain good personal hygiene at all times.
6. The following dress and accessories are unacceptable in the classroom; hats, caps, men's sleeveless shirts, tank tops, bare mid drifts, miniskirts, short-shorts.

Each professional practice site may have additional dress requirements that must be followed. Each student should check with their preceptor approximately one week before reporting for the first day of the experience to become familiar with any special requirements.

Drug Testing
Policy/Procedure on Drug Testing
For Doctor of Pharmacy Students
Introduction and Rationale

The Chicago State University College of Pharmacy has developed a policy on Drug Testing for students in the course of their educational experience. This policy was established to comply with emerging accreditation standards and to promote the highest level of integrity in the health professions. The rationale for conducting drug testing is as follows:

- to protect the safety of patients at settings where Chicago State University students perform educational experiences (e.g., the College of Pharmacy requires students to participate in direct contact with patients, many of whom [e.g., elderly, children] may be vulnerable to issues of unsafe practice behaviors);
- to ascertain the ability of accepted pharmacy student applicants and enrolled pharmacy students to eventually become licensed as pharmacists;
- to meet the requirements of ACPE accreditation standards;
- to meet the requirements of the affiliation agreements between and minimize the liability of the College and its experiential education practice sites by diminishing the risk that may be presented by persons under the influence of illegal drugs; and
- to bolster the public's continued trust in the pharmacy profession.

Therefore, the College of Pharmacy will fully implement the following policy on Drug Testing.

Policy

The Chicago State University College of Pharmacy will only accept and retain students that meet the College of Pharmacy's standards for admission and retention in the Doctor of Pharmacy Program.

The Chicago State University College of Pharmacy requires and will contract for the performance of drug testing† of all students enrolled in the Doctor of Pharmacy program.

The Chicago State University College of Pharmacy will contract for the provision of the results of the drug test to the individual student. Students will be given the opportunity to respond and/or comment on any report indicating a positive drug test result.

To assure and maintain confidentiality, all drug testing data will be housed in a secure web-based database that is only accessible by the Office of Student Affairs, University Counsel and the student. The student may be required to provide the results of the drug test to any Doctor of Pharmacy experiential education site (i.e., experiential education facility) participating in the academic training of that Doctor of Pharmacy student that requests it per the terms of the affiliation agreement and policies of the facility. The experiential education site has the authority to make a final determination whether the

student may participate in that setting. Such a determination will be independent from any determination by the College or program regarding a student's admission or progression in the clinical sequence.

Specifically, screening will be conducted for current use of illegal drugs and any history or evidence of such use.

Procedures

Drug Testing

The College of Pharmacy drug testing will be conducted by an entity that contracts with Chicago State University. The initial payment is included in the student's PharmCAS application process. Subsequent payments are the student's responsibility. Each student's drug test will include a 10 Panel Drug Analysis covering the following: THC; Cocaine; Opiates; PCP; Amphetamines; Benzodiazepines; Barbiturates; Methaqualone; Propoxyphene; and Methadone. Verification of a valid medical explanation for the use of a tested substance will be performed with any student that tests positive.

Doctor of Pharmacy Application Procedures

All applicants to the Doctor of Pharmacy program will be notified of the requirement to undergo drug testing upon admission. Any student who refuses to participate in the drug testing process at the time that it is required is subject to rescission of the offer of admission or dismissal from the Doctor of Pharmacy program (as applicable).

Upon Matriculation:

Prior to the first semester of school (P1, fall semester), all students will undergo a pre-matriculation drug test (See Appendix 1).

Drug testing will be conducted initially prior to the first semester of the Doctor of Pharmacy program and each subsequent fall semester of professional years 2 and 3. The final drug test will be conducted prior to beginning the Advanced Pharmacy Practice Experience (APPE) rotations in the summer of the 4th professional year. However, the College-initiated drug tests do not preclude any experiential education site from conducting their own drug testing process based on their operational policy. Additional testing may be conducted as dictated by changes in experiential education site requirements.

Procedure in the Event of Student Positive Drug Test Result

Admission Procedures

Applicants who test positive for illegal drug use and would otherwise have a reasonable chance for admission will be given the opportunity to explain that result based on evidence of a valid medical need. If an applicant does not provide this information as required by the College (regardless of its category or severity), the College may revoke the applicant's offer of admission based on the inability to meet the terms outlined in the

“Statement of a Drug-Free Learning Environment” (See Appendix 1).

The Professionalism Committee, under the oversight of the Office of Student Affairs and the Admissions Committee, will review all applicants with a positive drug test result. (See review procedures below) The College may request additional information as part of the investigation process. A recommendation for continued admission review or discontinuation of admission review will be made to the Assistant/Associate Dean of Student Affairs.

Students will be notified if it appears they will not meet the College’s entrance requirements due to their drug test results. They will be given an opportunity to provide further information and/or appeal the decision.

The decision on whether to continue the application procedure will be made by the Assistant/Associate Dean of Student Affairs in consultation with the Chair of the Admissions Committee.

Section implements policy and is unique to College.

After Matriculation Procedures

The Assistant/Associate Dean of Student Affairs and the Assistant/Associate Dean of Experiential and Continuing Professional Education will review all findings of positive drug use activity reported on drug testing results. (see review procedures below)

Students will be notified if it appears they will not meet the standards of the Doctor of Pharmacy program due to their drug test results. They will be given an opportunity to provide further information.

The decision on whether to continue enrollment will be made by the Assistant/Associate Dean in consultation with the committee, the Dean and The Chicago State University Office of the General Counsel.

Appeals of dismissal will be made directly to the Dean of the College of Pharmacy.

Review Procedures

The Committee will conduct reviews on a thoughtful case-by-case analysis of any situation involving student illegal drug use discovered by the drug test. The Committee will conduct its review as soon as possible after the disclosure or discovery of the information.

The Committee will use the terms outlined in the Chicago State University College of Pharmacy “Statement of a Drug-Free Learning Environment”, the Chicago State University Code of Student Conduct and other University and Collegiate policies to inform its decision.

The Committee will provide a formal, written recommendation to the Assistant/Associate Dean of Student Affairs. The content of the recommendation will include information on the drug test results, the process undertaken by the Committee, the basis upon which the Committee came to a recommendation and the recommendation itself.

Recommendations from the Committee may be any of the following:

Recommendations at time of application

1. allow the student to continue their application for the Doctor of Pharmacy program without restriction; or
2. discontinue the student's application for the doctor of pharmacy program, prohibiting the student from matriculation.

Recommendations after matriculation

1. allow the student to proceed in the academic program without restriction;
2. allow the student to proceed in the academic program with specified terms and conditions (i.e., following the Substance Abuse policies of the College and/or University through enrollment in a professional treatment program); or
3. discontinue the student's academic program.

Any student that fails to meet required deadlines for completion/submission of the annual drug screening is subject to forfeiture of future/current enrollment in the College of Pharmacy.

Disclaimer

The drug testing process does not guarantee the safety of students, patients, faculty, or staff. The College does not guarantee, based on an acceptable drug testing results, the student will be eligible to complete the Doctor of Pharmacy program or obtain a license to practice pharmacy upon graduation. The experiential education site and/or the Illinois State Board of Pharmacy may interpret a student's drug testing history more severely or uncover new information not revealed in previous testing.

Appendix 1

Statement of a Drug-Free Learning Environment

The Chicago State University College of Pharmacy is committed to educating student professionals who are free from alcohol abuse or the use of illegal drugs*. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on College and experiential education site premises. Any student who violates this policy will be disciplined and/or required to satisfactorily complete a drug rehabilitation program as a condition of continued enrollment. This may include dismissal from the professional program, even for the first offense.

- Students may not report to school or experiential education sites under the influence of drugs or alcohol.

- Students may not possess nor consume alcoholic beverages or illegal drugs while at the College of Pharmacy or at any experiential education site.
- Students may not illegally possess, distribute, dispense, sell, or manufacture controlled substances while at the College or at experiential education sites.

The use of these substances can seriously injure the health of students, adversely impair the performance of their responsibilities and endanger the safety and well being of fellow students and members of the general public. Therefore, the College encourages students who have a problem with the use of the substances described above to seek professional counseling and treatment. A list of sources for drug counseling, rehabilitation and assistance programs may be obtained from the Office of Student Affairs. Students may obtain this information anonymously either through self-referral or at the direction of their instructor/supervisor. Students who are enrolled in the Chicago State University College of Pharmacy will be required to submit to test for illegal use of controlled substances as described by the College's Student Handbook.

Illegal drugs include any substance which is not legally obtainable, which may be obtainable but has not been legally obtained or which is used in a manner or for a purpose other than as prescribed in compliance with applicable state and federal laws.

Exam Decorum

- Students are expected to maintain a demeanor that is consistent with academic and professional standards during examinations.
- Students are required to bring the following items to each exam: an approved laptop or digital testing platform, a privacy filter screen, pencils, eraser, and Student ID Card. All other items such as phones, watches, pens, books, notes, study aids, hats, coats and personal possessions must be stored in lockers. Clear containers with colorless liquids are permitted in the exam room.
- Students are expected to fully charge their laptops and to bring necessary power cords specific to their machine for the exam. Power cords will not be shared between students. In the event that the test machine runs out of power and the student does not have a power cord, the exam will be ended and the student will be scored for the work that has been completed.
- Students are expected to download the ExamSoft test packet prior to entering the examination room. Students are to be seated and ready to take an examination at the posted starting time for the exam. Students arriving after that time may be seated only at the discretion of the course coordinators. Students will not be seated for the exam after the point in time that a classmate has finished the left the room. Students arriving late (even if allowed to sit for the exam) must meet with the course coordinator and may face a reduction in the examination grade.
- No additional time will be granted for students who are not prepared (i.e. not logged into the SofTest examination portal or to pre-charge the laptop battery) to the start at the published time. Students with technical difficulties should notify the Assistant Dean of Assessment and/or the course coordinator no later than 30 minutes prior to the exam start time. This does not waive the requirement to start the examination at the posted time.
- No talking is allowed once the examination begins.
- Students needing to leave the room (for any reason) need the approval of a proctor.
- Failure to comply with any reasonable request of a proctor or acts of academic dishonesty will follow procedures defined in the College of Pharmacy Student Handbook.

- No talking is allowed once the examination begins.
- Students needing to leave the room (for any reason) need the approval of a proctor.
- Failure to comply with any reasonable request of a proctor or acts of academic dishonesty will be dealt with as defined in the Chicago State University College of Pharmacy Student Handbook.

Exam Review: All students have a right to review their examination results within 10 days from the date of examination following procedures outlined in course syllabi.

Family Educational Rights and Privacy ACT (FERPA) and Directory Information

FERPA is a federal law that protects the privacy of students' educational records. Students have specific, protected rights regarding the release of such records. Questions regarding the Family Educational Rights and Privacy Act should be directed to the Office of the Registrar.

FERPA gives students the following rights regarding their educational records:

- The right to access educational records kept by the school.
- The right to amend educational records they believe to be inaccurate, misleading or in violation of their privacy or other rights.
- The right to file a complaint against the school for disclosing educational records in violation of FERPA.

Directory Information

Chicago State University and the College of Pharmacy, in accordance with the Family Educational Rights and Privacy Act of 1974, has designated the degrees a student has been awarded, current enrollment status (full-time/part-time, withdrawal) and academic information used to determine eligibility for scholarships or awards as directory (public) information. The University receives many inquiries for directory information from a variety of sources including prospective employers, licensing agencies, government agencies, friends, and relatives. Students have the right to have this directory information withheld from the public if they so desire. Forms to request directory information to be withheld can be obtained in the Office of the Registrar, ADM 128. The University, in good faith, will not release information not listed as directory information unless the student provides written consent for release.

Grades

The following includes all grades, grading options, numerical equivalents, and corresponding definitions that may be issued in courses taken at the CSU-COP:

| | | |
|-----|---|---------------------------------------------|
| A | 4 | Excellent |
| B | 3 | Good |
| C | 2 | Fair |
| D | 1 | Poor |
| F | 0 | Failure |
| P | 0 | Pass |
| W/P | 0 | Withdraw/Passing |
| W/F | 0 | Withdraw/Failing |
| W/A | 0 | Withdraw/Student Attended One Class Session |

| | | |
|-----|---|---------------------------------|
| W/N | 0 | Withdraw/Student Never Attended |
| I | 0 | Incomplete |
| X | 0 | No Grade Issued |
| I/F | 0 | Missed Incomplete Deadline |

The CSU COP students will be subject to the CSU COP policies regarding academic monitoring, standing, and probation. All students will be given a copy of these guidelines and regulations upon entry into the program.

Credits, Quality Points, and GPA

Courses will be recorded in terms of semester hour(s) of credit. One semester hour of credit is equivalent to one hour a week of lecture throughout the semester. In laboratory courses, however, a ratio of three to five hours of laboratory work a week per credit prevails in different departments. In case discussion, workshop, or recitation, a ratio of two to three hours of meeting time a week per credit holds.

Multiplication of the credits for a course with the numerical value for the grade awarded gives the number of quality points earned for a course. Dividing the total number of quality points earned in courses by the total number of credits in those courses gives the grade point average.

Grades reported as W and P are recorded on a student's permanent record, but are not used in the calculation of a student's grade point average. Similarly, a grade of I may be assigned and is used only when special/extenuating circumstances exist (i.e., prolonged illness, family crisis, etc.), which prevent a student from completing the necessary course requirements on time in order to receive a grade. Under such circumstances, the student is responsible for providing the department with a written request notifying the department of the circumstances, documenting the problem(s), and asking for authorization to extend the period allotted to complete the unfinished coursework. Completion of the University "I" contract is required to be submitted.

Any request for an extension to complete required course or rotation requirements must be approved by the course coordinator, department chair and the Assistant/Associate Dean of Student Affairs. Unless otherwise specified, a grade of I must be resolved within 1 year from the end of the semester or rotation or the incomplete grade is automatically converted into a grade of F, which signifies failure of the course. It is the responsibility of the student when receiving an incomplete grade to complete all of the course requirements within this period, unless otherwise specified.

Please refer to the College of Pharmacy Student Handbook for Academic Probation policies of the College related to D and F grades received.

A student's academic standing will be determined on the basis of his/her GPA. Inclusion on the Dean's List, honors at graduation, placement on probation, and dismissal depend directly on the GPA.

Grade Reports

Grade reports will not be distributed by mail. Grades can be obtained for viewing and printing by accessing CSU X-Press. For assistance with using CSU X-Press, please stop by the Office of the Registrar or the Office of Student Affairs in the College of Pharmacy.

Graduation Honors

Graduation honors are awarded to candidates for the Doctor of Pharmacy degree who have distinguished themselves by virtue of high academic achievement while enrolled in the College. Only grades of courses taken at the College will be included in determining graduation honors. Degrees with honor are awarded based on the level of academic achievement (cumulative GPA) as follows:

| | |
|-----------------|-------------|
| Summa cum laude | 3.95 – 4.00 |
| Magna cum laude | 3.80 – 3.94 |
| Cum laude | 3.50 – 3.79 |

Graduation Requirements

To qualify for graduation, a student must:

1. Successfully complete a minimum 62 semester hours credit of prerequisite coursework, as stipulated, for admission to the program;
2. Successfully complete the program of professional and experiential coursework as approved by the CSU–COP Faculty and Dean;
3. Attain a cumulative grade point average of 2.00 (C) for all professional coursework at the CSU–COP;
4. Complete, at a minimum, the last two didactic semesters and all advanced pharmacy practice experiences at the CSU–COP;
5. Settle all financial accounts with the institution; and
6. Attend the commencement exercises for conferral of the degree unless excused by the Dean, CSU–COP.

Candidates for graduation must be of good moral character consistent with the requirements of the pharmacy profession and the CSU–COP faculty. It is the position of the faculty that anyone who illegally uses, possesses, distributes, sells, or is under the unlawful influence of narcotics, dangerous drugs, or controlled substances, or who abuses alcohol or is involved in any conduct involving moral turpitude, fails to meet the ethical and moral requirements of the profession and may be dismissed from any program or denied the awarding of any degree from CSU–COP.

Leave of Absence

A student in good academic standing may request a Leave of Absence from the program with approval from the Academic Standing Committee. This request must be in writing detailing the reason for the request. A student requesting leave should continue with their academic schedule until he/she receives a response from the Academic Standing Committee. Request for leave of Absence should be submitted to the Office of Student Affairs within the College of Pharmacy. The Leave of Absence Form can be found at the end of this Student Handbook.

The College of Pharmacy also reserves the right to impose a mandatory Leave of Absence under certain situations when deemed appropriate by the College. The terms of the Leave of Absence will be determined by the College on a case by case basis. For example, a Leave of Absence may be for one semester or one academic year.

Military Leave

In the event that a currently enrolled student is called upon to fulfill his/her military in meeting obligation, the College of Pharmacy will work individually with the student in order to assist them meet their obligations. Every effort will be made to assist the student with transition from the program to the military and back into the program. Each situation will be evaluated on a case by case basis. The student will be required to fulfill all academic and clinical obligations in order to progress in the program. Students faced with this situation should meet with the Assistant/Associate Dean for Student Affairs.

Refusal of Further Registration

A student will be denied further registration under any of the following conditions:

- Any student who has insufficient academic progress as described under the section entitled, “Academic Probation”.
- Any student who does not have and maintain the appropriate valid Pharmacy Technician’s License may be refused further registration in the program and will not be eligible to take any course with experiential component. Additionally, any student that fails to submit proof of their Illinois Pharmacy Technician License renewal by March 1 of every year will automatically receive an “F” for the applicable professional practice course they are currently enrolled (PHAR 6122 for P-1 students, PHAR 6224 for P-2 students, PHAR 6325 for P-3 students or any of the APPE courses for P-4 students).
- Any student who does not provide by set deadlines a completed and up-to-date immunization form, required vaccinations, a criminal background check, drug screen or any other required documents at the designated time.
- Professional conduct: Any student who violates professional conduct (inappropriate language, fighting, theft and any other behaviors deemed inappropriate by the college) on or off campus including clinical professional sites

Students have the right to request a review of a decision by the Academic Standing Committee to refuse further registration.

STUDENT ACADEMIC RESPONSIBILITIES

Student Academic Ethics: A Guide to Academic Honesty

Every situation concerning scholastic conduct cannot be included in this context. Therefore, it is important that students maintain close communication with faculty members in order to clarify expectations and standards. At the beginning of each course, it is critical for faculty to clearly state their policies regarding academic honesty.

What is Academic Dishonesty?

Academic dishonesty is *intentional* cheating, fabrication, or plagiarism. It is also *knowingly* helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon your knowledge and integrity.

Cheating

Definition: Intentionally copying from another student's work, using or attempting to use unauthorized materials, information, or study aids during any academic exercise.

Clarification:

1. Students completing any examination should assume that external aids (for example, books, notes, conversation with others and all electronic devices) are prohibited unless specifically allowed by the instructor.
2. Students are responsible for maintaining an appropriate demeanor and a decorum during examinations (for example: no talking; no hats; eyes on your own paper; placing books, notes, study aids, coats and personal possessions including all electronic devices well away from your seat)
3. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies.
4. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.

Fabrication

Definition: Intentionally falsifying or inventing any information or citation in any academic exercise.

Clarification:

1. "Invented" information may not be used in any laboratory experiment or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
2. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book

review and then indicate that the quotation was obtained from the book itself. This also includes all electronic sources as well.

3. Students must not change and resubmit previous academic work without prior permission from the instructor.

Plagiarism

Definition: Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.

Clarification:

1. Direct Quotation - Every direct quotation must be identified by quotation marks or appropriate indentation, and must be cited in a footnote or endnote.
2. Paraphrase - Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state, "to paraphrase Locke's comment..." Then conclude with a footnote or endnote identifying the exact reference.
3. Borrowed facts - Information gained in reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to a general understanding of the subject may be acknowledged in the bibliography.

One footnote or endnote is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required. Please consult with the instructor for further information about plagiarism.

Facilitating Academic Dishonesty

Definition: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Clarification: A student must *not knowingly* allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments, and term papers.

What are the possible consequences of academic dishonesty?

When academic rules are violated, procedures may vary according to circumstances. Actions that could be taken include, but are not limited to: a failing grade for the work involved; suspension from the course which may result in a failing grade for the course;

automatic failure in the course; and/or expulsion from the program.

The *Academic Dishonesty* statement of the University of Maryland as adapted by Western Michigan University and incorporated in their *Student Academic Ethics: A Guide to Academic Honesty* policy statement was the source of this statement.

Student Awards & Scholarships

Thanks to the many sponsors, the College of Pharmacy is able to award a number of scholarships each year to student pharmacists. Students accepted in the pharmacy program may apply for scholarships that are sponsored by pharmacy companies, organizations, and foundations. These scholarships may be based on academic achievement, leadership skills, or financial need. The types of scholarships may range from monetary awards to book vouchers.

Listed below are examples of selected scholarships awarded in 2017:

- Walmart Scholarship
- Walgreens Diversity Scholarship
- Walgreens Diversity and Inclusion Excellence Scholarship
- Jewel-Osco/New Albertsons, Inc. Scholarship
- CVS Health Scholarship
- Illinois Council of Health-System Pharmacists (ICHSP) Scholarship
- Cardinal Health Scholarship
- Academic Excellence and Leadership Award
- CSU Foundation Scholarship
- CSU College of Pharmacy Scholarship
- The National Association of the Chain Drug Stores-Foundation Scholarship
- Dhingra Family Scholarship
- Polish American Pharmacists Association (PAPA) Scholarship

P4 student pharmacists are eligible for the following awards/scholarships:

- American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) Senior Recognition Award
- American Association of Pharmaceutical Scientists (AAPS) Outstanding Graduating Student Award
- Facts & Comparisons/Lexicomp Award of Excellence in Clinical Communication
- Illinois Pharmacists Association (IPhA) Foundation Leadership Award
- Lilly Achievement Award
- Mylan Excellence in Pharmacy Award
- National Standard Research Collaboration Academic Achievement Award
- Natural Medicines Comprehensive Database Graduation Award
- Teva Pharmaceuticals Outstanding Student Award

- The United States Public Health Service (USPHS) Excellence in Public Health Pharmacy Practice Award
- Excellence in Biomedical Sciences Award
- Excellence in Clinical Practice Award
- Excellence in Medicinal Chemistry Award
- Excellence in Pharmaceuticals Award
- Excellence in Pharmacology Award
- Excellence in Social and Administrative Sciences Award
- Excellence in Student Leadership Award
- Capstone Research Awards
- Dean's Award for Exemplary Advocacy and Leadership
- Dean's Award for Exemplary Engagement and Service

Student Grievance Policy

The purpose of the College of Pharmacy grievance procedure is to provide students with a fair method of resolving conflicts with faculty, staff, administrators and other students. Any student or group of students may initiate a complaint procedure on any student concern including complaints against faculty, staff, administrators, or other students. Complaints involving violations of FERPA should be directed to the Office of the Registrar. Complaints involving harassment should be directed to the CSU Equal Employment Opportunity officer.

Complaints concerning a faculty member should be handled in the following manner:

Step One

Arrange a meeting with the faculty member to discuss the concern within ten (10) calendar days of the dispute. If resolution is not achieved at this level, see Step Two.

Step Two

Arrange a meeting with the appropriate Department Chair within ten (10) calendar days after meeting with the faculty member. The Chair of Pharmaceutical Sciences and/or the Chair of Pharmacy Practice may elect to include the course instructor(s) or coordinator in the discussion. If resolution is not achieved at this level, see Step Three.

Step Three

At this level students must submit in writing the formal complaint to the Office of the Assistant/Associate Dean for Student Affairs in the College of Pharmacy (the Grievance Form can be found at the end of this Student Handbook). The complaint must describe the problem, be accompanied by any relevant data and include the resolution sought. The statement must be specific and must be signed by the person submitting the complaint. In the case of a group complaint, one person may be designated as a representative for the group. The representative may sign for the group provided that all names of the group are attached. Students should be aware that the appropriate faculty

members or administrators may be consulted and/or included in the process. The Assistant/Associate Dean of Student Affairs will notify the Chair of the Grievance Committee, who will convene a meeting to hear the complaint per Grievance Committee policy and procedures. All Grievance Committee decisions are forwarded to the Dean. The student has a right to appeal the decision of the Grievance Committee to the Dean. The decision of the Dean is final.

Complaints against staff and administrators should be handled in the following manner:

Step One

Arrange a meeting with the staff member or administrator to discuss the concern within ten (10) calendar days of the incident. If resolution is not achieved at this level, see Step Two.

Step Two

Arrange a meeting with the appropriate supervisor/manager to discuss the concern within ten (10) calendar days after the meeting with the staff member or administrator. If resolution is not achieved, see Step Three.

Step Three

Arrange a meeting with the Assistant/Associate Dean for Student Affairs in the College of Pharmacy within ten (10) calendar days after meeting with the staff member or administrator's supervisor. The Assistant/Associate Dean and/or Dean will determine the next steps in the process in accordance with University's policies and procedures. Note: When dealing with staff issues, because of potential bargaining issues, the final decision in these matters does not reside with the Dean of the College.

Complaints against students should be handled in the following manner:

Arrange a meeting with the Assistant/Associate Dean for Student Affairs in the College of Pharmacy and the student(s) to discuss the concerns within ten (10) calendar days of the incident. The Associate Dean will address these concerns and will consult with the Dean when appropriate. See Professionalism Policy for further details. **The decision of the Dean is final, if an appeal process occurs.**

Students with other concerns should arrange to meet with the Assistant/Associate Dean for Student Affairs in the College of Pharmacy.

A chronological record of student complaints related to matters covered by the ACPE accreditation standards will be maintained by the Office of the Dean and the file will be available during ACPE on-site accreditation evaluations.

Unresolved, student complaints related to accreditation standards should be directed to the Accreditation Council for Pharmaceutical Education (ACPE) 20 North Clark Street, Suite 2500, Chicago, Illinois 60602, (312) 664-3575, (800) 533-3606, Fax (312) 664-4652; <http://www.acpe-accredit.org>.

Formal Grievance Policy for ACPE Concerns

Students who have concerns regarding the College of Pharmacy's capability to achieve the standards of accreditation or comply with the policies and procedures of the Accreditation Council for Pharmacy Education may file a grievance with the Office of Student Affairs. Formal grievances must be submitted in writing to the Assistant/Associate Dean for Student Affairs. The written grievance should include the following: student name and contact information; the date of the grievance; the specific ACPE accreditation standard, policy or procedure that is involved; and a description of the specific grievance.

The grievance will be reviewed by the Assistant/Associate Dean for Student Affairs and referred to the appropriate administrators for investigation, analysis, and appropriate action. Students should expect a timely, fair, and comprehensive review of their complaints to include personal discussions with appropriate administrators, and the opportunity to supply supportive documentation or the testimony of fellow students regarding their concerns. Students will be notified regarding the outcome of the review and any actions planned or taken.

A record of written grievances regarding the College's adherence with accreditation standards to related policies and procedures, including the original grievance and administration's response, will be maintained in the Office of the Dean for review by appropriate accreditation agencies, unless otherwise prohibited by state or federal law. Appropriate information addressed in such grievances will be utilized in the College of Pharmacy planning and self-study processes.

The accreditation standards, policies and procedures for colleges of pharmacy can be found at: <http://www.acpe-accredit.org/standards/default.asp>. Students who are not satisfied with the response from CSU College of Pharmacy administration may submit their grievance directly to the Accreditation Council for Pharmacy Education via the following website: <http://www.acpe-accredit.org/students/complaints.asp> or via email at csinfo@acpe-accredit.org.

Chicago State University College of Pharmacy Technical Standards for Admission, Promotion and Graduation

A goal of Chicago State University College of Pharmacy (CSU-COP) is to educate and graduate competent pharmacists who will provide pharmaceutical care in a wide range of community and institutional settings. The technical standards for admission, promotion and graduation set forth by CSU-COP outline the nonacademic abilities considered essential for students to achieve the level of competence required by the faculty and by the ACPE, the pharmacy-accrediting agency, in order to obtain the Pharm. D. Degree.

The CSU-COP is committed to enabling students by any reasonable means or

accommodations to complete the course of study leading to the Doctor of Pharmacy degree. Individuals with questions or concerns about their abilities to meet these standards are encouraged to contact the Assistant/Associate Dean for Student Affairs at 773/821-2189 immediately.

Technical Standards

- **Observation:** Students must be able to observe experiments and demonstrations in the basic sciences, including but not limited to pharmacological and physiological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. Students must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.
- **Communication:** Students must be able to communicate effectively and efficiently in oral and written English. They must be able to record information accurately and clearly communicate fluently and sensitively with patients and with other members of the healthcare team. Students must be able to effectively communicate with and supervise technical support staff.
- **Sensory/Motor:** Students must possess the motor function sufficient to accurately compound and prepare prescription products for dispensing to patients. Such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of touch and vision. They must have appropriate motor functions to elicit information from patients using basic patient assessment skills such as palpation, auscultation, percussion and other diagnostic tactics. Students must be able to execute motor movement to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation.
- **Intellectual** (Intellectual, Conceptual, Integrative and Quantitative Abilities): Students must have the ability to measure, calculate, reason, and analyze. Students must be able to synthesize and apply complex information. They must be fully alert and attentive at all times in clinical settings.
- **Behavioral and Social Attributes:** Students must demonstrate professional and ethical behavior appropriate to their educational level. Students must be able to function within the regulatory and institutional limits of the educational environment and modify behaviors based on criticism. Students must demonstrate compassion and integrity and a concern for others. This requires responsibility for personal actions and emotional stability under the stressful conditions which may result from their professional education.

Transcripts/Enrollment Verifications

The College of Pharmacy Office of Student Affairs can provide letters for enrollment verification. All official transcripts must be requested from the University Office of Records and Registration.

University Holds

Students with financial or academic holds may not register until the department that initiated the hold processes a release.

Common Registration Holds

| <u>Hold Type</u> | | <u>Contact</u> | | <u>Location</u> |
|-------------------------|------------------------------|-----------------------|--------------|------------------------|
| (A1) | Athletic | Athletics | 773/995-2295 | JCC 1503 |
| (B3) | Business | Bursar | 773/995-2470 | ADM 213 |
| (D1) | Dropped for Poor Scholarship | COP | 773/821-2570 | DH 3083 |
| (E holds) | Examinations | Examinations | 773/995-2481 | ADM 128 |
| (H0) | Housing | Housing | 773/995-3676 | RH 105 |
| (I2) | Immunization | Wellness Ctr. | 773/995-2010 | ADM 131 |
| (U4) | Admissions | Admissions | 773/821-2513 | ADM 126 |

Withdrawals

To withdraw from the College a student must meet with the Assistant/Associate Dean for Student Affairs to acquire appropriate signatures. The student must also satisfy all obligations to the College and University.

COLLEGIATE POLICIES AND PROCEDURES

Alcohol and Drug Policy

Under the Illinois Liquor Control Act of 1934, it is unlawful for any person under the age of twenty-one (21) to buy, possess, deliver (unless in the course of employment or by parental consent) or consume alcoholic beverages.

It is the policy of Chicago State University and the College of Pharmacy that unlawful manufacture, distribution, possession, use or abuse of alcohol and illegal drugs on property owned or controlled by the university or as a part of any activity of the university is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Each student agrees to abide by the terms of this policy relating to the prohibition of controlled substances.

Note: The University/College reserves the right to conduct searches of any student's locker or on-campus housing when there is reasonable suspicion of the use or sale by the student of illegal and/or controlled substances at any time, or the consumption of alcoholic beverages while engaged in academic or clinical activities.

Bulletin Board Policy

Only posters/flyers promoting a specific function or event are allowed to be posted on COP Bulletin Boards. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges and will be held responsible for any damage incurred upon removal.

1. All posters/flyers must be approved by the Assistant/Associate Dean of Student Affairs or the Administrative Clerk. Posters/Flyers will be stamped, dated and posted by the Student Affairs staff.
2. All posters/flyers must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed/displayed on the poster.
3. Posters/flyers can only be posted on the "approved" boards on the 3rd Floor of Douglas Hall. Any posters/flyers hung outside of the approved boards will be removed, and the club or organization may forfeit their posting privileges. The COP Office of Student Affairs reserves the right to dispose of any unauthorized posters/flyers.
4. All posters/flyers posted outside of the COP must receive prior approval from the Assistant/Associate Dean of Student Affairs or the Administrative Clerk in addition to the Director of Meetings and Events. Forms requesting approval to post flyers/posters can be found in the COP Office of Student Affairs.
5. Posters/flyers may remain on the boards for up to ten (10) business days or the day after the event, whichever comes first. Posters/flyers will be displayed on a first come first serve basis.
6. Recommended poster/flyer size is 8 1/2" x 11", and is not to exceed 11" x 17".
7. Posters/flyers advertising alcohol related events are not allowed and will not be approved.
8. Posters/flyers advertising rooms/apartments/houses for rent are not allowed and will not be posted—regardless of sponsorship.

Email Accounts

An email account is provided via mail to each student who has registered for at least one semester. For security purposes, account information will not be provided via telephone. For additional information, contact the ITD Help Desk at (773) 995-3963.

Harassment Policy and Procedures

The Chicago State University and the Chicago State University College of Pharmacy fully supports the right of all people on its campus, including students, faculty, staff and visitors, to be free of harassment based on age, race, gender, color, marital status, sexual orientation, language, religion, national origin or disability. Harassment on the basis of any other protected status is prohibited as provided under relevant federal, state and local laws.

Any member of the University community who believes he/she has been discriminated against may file a complaint with the Equal Employment Opportunity (EEO) Office. The EEO Office is responsible for conducting investigations of alleged discrimination and sexual harassment complaints. Any employee or student may at any time contact the EEO Office for purposes of advice, discussion of an alleged discrimination complaint and/or assistance in undertaking a formal or informal resolution of a complaint. An investigation leading to a formal determination will normally be undertaken by the EEO Coordinator or his/her designee upon receipt of a written complaint. If there are multiple reports of allegedly illegal harassment or discrimination or of a single allegation of particularly grievous harassment or discrimination, the EEO Coordinator may, after consultation with the President (or President's designee), initiate an investigation in the absence of receipt of a written complaint. Complaints should be submitted as soon as possible after the alleged discrimination has occurred in order to permit prompt and equitable resolution. In situations that require immediate action because of safety or other concerns, the University may take any necessary action (e.g. suspension with pay) in order to facilitate the investigation.

The investigation shall be completed as thoroughly and expeditiously as possible. Any University staff and/or faculty member in a supervisory role has the duty to report to the EEO Office any known alleged sexual harassment and/or discriminating behavior based on sex, race or other basis (referenced above) that creates a hostile environment, whether or not a complaint has been made by an alleged victim. A complaint of alleged discrimination, including sexual harassment, against the University President should be filed with the Chair of the University Board of Trustees. Complaints against the EEO Coordinator or Officer should be filed with the President, who will appoint a neutral party to carry out the role of the EEO Office as outlined below.

Complaint Procedures

1. Complainant will be asked to complete an in-take form which will include a

description of the alleged discrimination and the nature of the remedy desired. Any investigation may be assigned by the EEO Officer to the EEO Coordinator and/or any appropriate designee.

2. A private interview will be conducted by the Coordinator with the complainant.
3. The Coordinator will notify and interview the person(s) named in the complaint (respondent) to apprise them of the charges and afford them an opportunity to respond.
4. The investigation by the Coordinator will include interviewing witnesses, collecting documentation, and seeking any additional information necessary. In conducting the investigation, the Coordinator shall have unrestricted access to all pertinent materials, records, reports and documents in possession of any University personnel, and shall be afforded the opportunity to interview all persons possessing relevant information.
5. The Coordinator may assist in the informal resolution of the complaint. With the consent of both parties involved, the Coordinator will arrange for information to be shared between the parties regarding applicable issues and appropriate remedies. Failure to reach a resolution will result in the continuation of the investigation.
6. The Coordinator will prepare and forward a written report of the investigation and findings to the EEO Officer. The EEO Officer will then determine whether there exists substantial evidence to support the alleged complaint.
7. A final written determination, setting forth the EEO Officer's decision will be sent to both the complainant and the respondent.
8. If disciplinary action is required as a result of a finding against the respondent, procedures under the relevant collective bargaining agreements, Board of Trustees Regulations, State Universities Civil Service Status and Rules, or University Student Conduct Code will be followed.
9. A review of the final determination of the EEO Officer may be requested of the President.
10. Complainant has the right to file with the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) at any time during an investigation. Be aware that IDHR and EEOC have time limitations for filing a charge of discrimination. Any retaliatory action taken by a University employee against a complaining party as a result of that party's seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures. It is a violation of this policy for anyone to knowingly make false accusations of discrimination or harassment. Failure to prove a claim is not equivalent to a false allegation. Sanctions will be imposed for making false accusations of discrimination or harassment.

Health Insurance

Chicago State University provides a mandatory Injury and Sickness Insurance Plan underwritten by United Healthcare Insurance Company. All full-time students (undergraduates enrolled in 12 credit hours or more, graduates enrolled in 9 credit hours or more, and doctoral students enrolled in 6 credit hours or more) are automatically charged for the plan. All full-time international students are eligible for the plan and must be enrolled on a mandatory basis.

Students are able to cancel the mandatory health insurance plan by going online during the specified waiver/enrollment period and completing the waiver form provided there. Any student who does not submit an online waiver by the deadline will be required to buy the university insurance plan. Waiver/Enrollment periods and deadlines are published in the Course Schedule Bulletin each semester. Students must complete an online form to waive out of or enroll into the insurance plan every fall and spring semester.

Part-time students enrolled in 6 – 11 credit hours may participate in this plan on a voluntary basis. Eligible dependents and domestic partners of enrolled students may also participate in the plan on a voluntary basis. Inquire within the Office of Student Health Insurance for details.

Immunizations

Students accepted into the College of Pharmacy must complete the required vaccination, immunization and health screenings. Failure to obtain all required vaccinations, immunizations and health screenings may result in dismissal from the College. Each student must provide the University Wellness Center with documented proof of all required vaccinations, immunizations, proof of immunities and health screenings. Students should also maintain documented proof of all required vaccinations, immunizations, proof of immunities and health screenings should an experiential education site request such documentation.

By the end of the first professional year, the student must have immunizations and show proof of immunity, at a minimum, for the following:

- Measles (Rubeola)
- Mumps
- Rubella
- Polio
- Varicella
- Hepatitis B
- Tetanus Diphtheria

Additionally, students must annually obtain and show proof of either a negative tuberculosis skin test or, if the skin test is positive or has been positive in the past, a chest x-ray showing lack of active disease. Likewise, an annual seasonal flu vaccination is required for all students at Chicago State University College of Pharmacy-documentation of the receipt of annual seasonal flu vaccine should be submitted to the Office of Student Affairs no later than September 15 annually. Some experiential education sites may require additional immunizations as well as documentation of more frequent screenings. Any student that fails to meet required deadlines for completion/submission of annual or booster immunizations is subject to forfeiture of future/current enrollment in the College of Pharmacy.

Inclement Weather and Emergency Alerts

Students should assume that the University is open for classes each day. In the unlikely event the University is closed due to inclement weather or for some other unforeseen reason, it is the responsibility of the student to call the University's Emergency Hotline at (773) 995-5CSU or visit the campus website at <http://www.emergencyclosings.com> for updated information.

The University participates in RAVE, an emergency notification system. As a Rave participant, students can be contacted by text message (free), email and voicemail the moment there is an emergency or weather alert that affects the campus. To sign up for this complimentary service visit, <http://www.getrave.com/login/csu>.

Locker Usage Policies and Guidelines

Use of the College of Pharmacy lockers is a privilege. Any student wishing to use a locker during the academic year is assigned a locker by the Office of Student Affairs. It is recommended that students not bring valuables into the College of Pharmacy. Chicago State University and the College of Pharmacy cannot be held responsible for lost, stolen, or damaged personal property. Lockers are to be used at a student's own risk. By signing the Student Locker Agreement Form, students agree to abide by the terms and conditions set forth by the Office of Student Affairs that are outlined below.

1. All lockers within College of Pharmacy are the property of the College of Pharmacy and Chicago State University and are subject to applicable University and College policies. The College of Pharmacy reserves the right to alter the policies governing the use of lockers with appropriate notice.
2. Use of a locker by a person other than to whom it is issued is forbidden. Misuse of a locker may lead to termination of locker privileges.
3. Each student may have only one locker.
4. **Only combination locks** may be used on College lockers.

5. The Office of Student Affairs reserves the right to open a locker with or without the consent of the student to whom the locker is registered in instances where locker procedures are being abused or in the case of an emergency situation.
6. Flammable materials, dangerous chemicals, explosives or weapons of any kind are strictly prohibited inside the lockers.
7. Illegal or controlled substances such as drugs or alcohol are also strictly prohibited.
8. No perishable items are to be stored in lockers.
9. Students are not permitted to affix anything to the interior or exterior of their lockers.
10. Upon assignment and during use, students are held responsible to report any damage or needed repairs to the Office of Student Affairs.
11. All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.
12. All lockers not cleaned out by the date indicated will be vacated and contents destroyed.
13. The College of Pharmacy is not responsible for lost or missing items, either before or after clearance of a locker.

This Student Locker Agreement is effective for the following dates.

Start Date
Monday, August 21, 2017

End Date
Friday, May 25, 2018

Lockers must be cleaned out and vacated prior to Friday, May 25, 2018. If lockers are not vacated by this date, students will be fined \$5/day until the lockers have been vacated or until the lock is removed by the university. Items will be discarded and the college or the university will not assume liability for discarded items.

Mailbox Usage Policy and Guidelines

All mailboxes are property of the **College of Pharmacy**. All students are assigned a mailbox and a mailbox key from the Office of Student Affairs which they will keep the entire time that they remain a student in the College of Pharmacy P1-P3 years. By signing the CSU-COP Mailbox Policy Form, students agree to abide by the terms and conditions set forth by the Office of Student Affairs that are outlined below.

1. Students will be responsible for their keys the entire time they have a mailbox. Lost keys will result in a fee of \$40 which the student will be responsible for paying.
2. Students are not allowed to share their mailboxes with any other student(s).
3. Only the individual student and COP Faculty and Staff will have access to the mailbox. Confidential materials may be put into the mailboxes for student retrieval.
4. Students will be responsible for checking and emptying their mailboxes on a weekly basis. If a student box becomes stuffed, the box will be emptied by the Office of Student Affairs. The student will be emailed at their CSU address. Documents will be held for 48 hours and then discarded.
5. Students are responsible for the care of the mailbox. No external or internal personalization (i.e., stickers, magnets, etc.) will be allowed. Maintenance issues should be reported to the Office of Student Affairs immediately. Repair of damage that is the fault of the student will be charged to the student's account.
6. Mailboxes must be cleaned out and keys returned by **End of P3 Year**. Failure to do so will result in a HOLD being placed on your account and/or graduation degree not being conferred.

Professional Malpractice Insurance

All students are required to have professional malpractice liability insurance. The College of Pharmacy will provide a basic policy for students; however, students may elect to obtain additional coverage.

Possession of Fire Arms

The possession, carrying or storing of firearms and/or other weapons deemed illegal by state and federal statute are prohibited on campus. Violators will be prosecuted to the full limit of the law.

Sexual Harassment Policy

It is the policy of Chicago State University that the sexual harassment of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents which occur on University property, as well as off campus functions sponsored or supervised by the University. One of Chicago State University's goals is to foster an open learning and working environment free from sexual harassment and from the fear that it may occur.

"Unwelcome sexual advances, harassment on the basis of sex are a violation of Title VII of the Civil Rights Act of 1964, and the State of Illinois Human Rights Act. Sexual harassment has been defined as: requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

There are two categories of behaviors which may constitute sexual harassment. "quid pro quo" refers to situations in which a tangible benefit (a grade, a job, and a promotion) is contingent upon the performance of sexual favors. This occurs in situations of unequal power such as supervisor/subordinate in the workplace or faculty/student in the classroom. The second category, "hostile environment," refers to patterns of behavior or incidents (including verbal, non-verbal, physical, or other) which may seem harmless as individual events, but which may be considered intimidating, hostile, or offensive when taken together.

Intimate relationships between faculty and students, as well as between supervisors and subordinates raise serious professional concerns. When one party has power over the other, the relationship is inherently unequal. The faculty member or supervisor cannot be certain that the relationship is truly welcome or consensual. If the relationship deteriorates, possible allegations of "quid pro quo" harassment may arise. Furthermore, others who perceive preferential treatment between the parties to the relationship may feel themselves in an offensive environment.

All University employees in a supervisory role have the duty to report to the Equal Employment Opportunity (EEO) Office any alleged sexual harassment and/or behavior that creates a hostile environment, as soon as they become aware of the allegation, even in the absence of a complaint.

To report any types of harassment contact:
Equal Employment Opportunity Office
Phone: 773- 995-2462
Cook Administration Building, Room 318

Title IX Information

The University and College of Pharmacy subscribe to Title IX of the Education Admendments of 1972. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Please see University Handbook for more information.

Smoking Policy

Chicago State University is a smoke-free campus.

- Smoking is prohibited in all campus areas, public buildings, and vehicles owned, leased, or operated by or under control of the University as well as on the entire grounds of the University.

Student Identification Card Policy

All students enrolled at Chicago State University are required to obtain an official CSU photo identification card. The card must be kept in their possession while on campus or attending functions and classes at CSU or affiliate sites. A valid CSU I.D. card is required to use all university facilities, including the library and the computer center. In addition, it is required to obtain free or reduced admission to university events. This card must be presented on demand for the purpose of official university identification. There is a \$20 fee for an ID replacement. A CSU ID can be obtained in the Cougar One ID Office, Cook Administration Building Room 130 (773) 995-2013. In addition to the student identification card, when appropriate, students will be required to wear their white coat with the CSU-COP patch and student pharmacy name badge.

Student Travel Policy

Travel Authorization and Direct Payment Voucher

The Travel Authorization Request and Encumbrance Document form must be completed and approved by the respective Faculty Advisor, the Assistant/Associate Dean of Student Affairs, the Dean for the College of Pharmacy, and the Provost, prior to College and/or University-related travel, whether local or out-of-town. When submitting this form you must include projected expenses for travel. This form must include all projected travel expenses and be completed whether the traveler has reimbursable expenses or not. All travel forms, including the Absence Request/Approval Form, must be submitted 45 days prior to the expected travel to allow for adequate processing. If multiple students are traveling, it is expected that all forms are submitted simultaneously or processing could be delayed for the entire group.

For reimbursement, a Direct Payment Voucher (DPV) must be completed no later than 14 days after return. All original receipts and MapQuest directions, with the departure from Chicago State University must be submitted. Hotel bills must be attached and must show a zero balance, in order to be reimbursed. All DPV's must have the assigned Faculty Advisor and the Assistant/Associate Dean's signature. When submitting the DPV along with the original receipts for reimbursement, a copy of the signed travel authorization form must also be submitted.

In the event the funds for travel are provided from the CSU Student Affairs account, the signature of the CSU Director of Students Affairs will also be required. If at any time the Associate Dean is not available for approval, then the Dean of the College of Pharmacy will approve and sign documents.

Students must be a delegate, a presenter or representing the college in order to be reimbursed for their travel expenses.

There is a per diem of \$32.00 per day when traveling outside of Illinois or \$28.00 for in-state travel (in-state \$5.50 breakfast, \$5.50 lunch and \$17.00 dinner). The out-of-state per diem will cover \$6.50 for breakfast, \$6.50 for lunch and \$19.00 for dinner. Any meals provided by the meeting/conference/event will be deducted from the daily per diem. Reimbursement for dinner on the last day of travel is not provided if returning before 7:00 PM. For local travelers, dinner reimbursement is only provided if your meeting is scheduled beyond 7:00 PM.

STUDENT ORGANIZATIONS AND STUDENT LIFE

Organizational Charter of the Council and Class Officer

Requirements, Roles, Responsibilities & Election Process for Student Council

Requirements, Roles, Responsibilities & Election Process for Class Officers

List of Current Student Organizations:

American Association of Pharmaceutical Scientists - AAPS

American Pharmacists Association Academy of Student Pharmacists - APhA-ASP

American Society of Consultant Pharmacists - ASCP

Association of Indian Pharmacists in America - AIPHA

Academy of Managed Care Pharmacy - AMCP

Muslim Student Association - MSA

Phi Delta Chi – Gamma Kappa Chapter

American Association of Immunologists - AAI

American Society for Microbiology - ASM

Student National Pharmaceutical Association - SNPhA

Student Society of Health-System Pharmacy - SSHP

African Student Pharmacists Association - AfSPA

Student Asian Pharmacist Association - SAPA

Phi Lambda Sigma

Rho Chi Society

Student College of Clinical Pharmacy - SCCP

Polish-American Student Pharmacists Association - PASPA

Kappa Epsilon - KE

Christian Pharmacists Fellowship International (CPFI)

Student Organization Policies

1. Chartering documents must be on file in the Office of Student Affairs for each organization. Each organization is required to complete yearly documentation for recognition by the University.
2. Every chartered student organization must submit a proposed yearly calendar of events to the Office of Student Affairs by July 15 of each year. Fundraising and travel

- plans must be clearly identified. Items of concern will be discussed with the organization's leadership for adjustment and approval.
3. Each activity must be approved through submission of the Student Activity and Request Form (the form can be found at the end of this Student Handbook). Forms must be submitted at least 5 days prior to the event for approval. Room reservations must accompany the form.
 4. The University's Space Reservation Form must be completed and approved when requesting the use of a non-COP facility for an activity.
 5. Activities that are scheduled off-campus (local or long distance) must complete the appropriate travel and/or absence request documents. See Student Travel Policy and Absence Request/Approval Form. Each student traveler must complete a separate form in its entirety.
 6. Every chartered student organization will be asked to participate in the Organization Fair held during New Student Orientation.
 7. Every chartered student organization and class will be asked to participate in the College of Pharmacy Student Pharmacist Council.
 8. Prior to the solicitation of external funding, students or organizations are required to consult with the College's Executive Director of Development to ensure coordination of efforts and communications.

**THE ORGANIZATIONAL CHARTER
OF
THE COUNCIL AND CLASS OFFICERS
Chicago State University
College of Pharmacy**

STATEMENT OF PURPOSE:

We the Student Pharmacists of Chicago State University College of Pharmacy, in order to maintain responsibility and clearly define the duties of student representation; promote academic excellence; provide for standardized elections and transitions between successive classes and student council, and foster effective communication between students of the four classes, and between students and the administration do hereby establish this Organizational Charter.

ARTICLE I: DEFINITIONS AND AUTHORITY

Section 1. Definitions

- A. The Student Body is defined as all persons registered and enrolled in the Chicago State University College of Pharmacy and are not currently on an approved Leave of Absence.
- B. Class Officers are the duly elected representatives of their respective classes.

- C. The Administration is the collective administration of the College of Pharmacy.
- D. The Student Pharmacist Council is the council president, the class president from each professional year, and the president from each approved and recognized student organization in the College of Pharmacy.

Section 2. Authority, Subordination, and Supremacy

A. Authority.

The Student Body endorses and grants to the Student Pharmacist Council and Class Officers all powers and authority as enumerated in the document.

B. Subordination.

This document shall be subordinate to the Constitution of the United States of America and all laws of the same as well as the Constitution of the State of Illinois and all laws of the same. This document is also subordinate to local laws and regulations duly enacted by Chicago State University and all policies and regulation of the Administration.

C. Supremacy.

All policies, pronouncements, rulings, and powers assumed by the Class Officers shall be subordinate to this document.

D. Interpretation.

All sections of this document are subject to the interpretation of the Associate Dean for Student Affairs. Appeal of any interpretation shall be to the Assistant/Associate Dean of the College of Pharmacy or his/her designee, whose decision will be final.

ARTICLE II: STUDENT PHARMACIST COUNCIL MEMBERS

Section 1. Student Pharmacist Council Members

- A. The Student Pharmacist Council Members shall consist of the President of each of the professional year classes and the presidents of the various recognized and approved student organizations of the College of Pharmacy.

The Student Pharmacist Council shall:

1. decide on the amount of class dues;
2. make recommendations about student issues, grievances, or other concerns to the college administration;

3. recommend and conduct college-wide activities (service and social) consistent with the mission of the College.
- B. The Student Pharmacist Council shall meet a minimum of twice per semester. Scheduled Student Pharmacist Council meetings will be determined by the Student Pharmacist Council in conjunction with the Assistant/Associate Dean or by the Dean's designee.

Section 2. Qualifications for Student Council Members & Council Officers

- A. Qualifications for Student Pharmacist Council President
1. The Candidate for Student Pharmacist Council President must be a Professional Year 2 through Professional Year 4 student;
 2. have and maintain a minimum cumulative and term grade point average of 3.0;
 3. be in good judicial and academic standing;
 4. submit a written statement declaring candidacy to run to the Assistant/Associate Dean for Student Affairs, who will review the student's file to determine eligibility
- B. Election for Student Pharmacist Council President
1. be elected by the majority of the membership of the Student Pharmacist Council;
 2. election shall be by secret ballot;
 3. ballots shall be generated by the Office of Student Affairs;
 4. ballots will be counted by one council member and one staff member from the Office of Student Affairs
- C. The Council will also elect a Vice President, Secretary, treasurer and other officers as determined.
1. Qualifications for Vice President, Treasurer, Secretary and other officers for the Student Pharmacist Council must:
 - a. be a professional year 2 through 4 student;
 - b. have and maintain a GPA of at least 2.75
- D. Qualifications for Student Pharmacist Council Members:
1. have and maintain a minimum cumulative and term grade point average of 2.50; for first professional year students, a cumulative undergraduate grade point average of 3.00 and must achieve and/or maintain a minimum college of pharmacy cumulative and term grade point average of 2.50;
 2. be in good judicial and academic standing;

3. be either a class president or president of a recognized student organization by the College of Pharmacy
- E. Duties and Responsibilities for the Student Pharmacist Council President
- The Student Pharmacist Council President shall:
1. maintain regular contact with ALL Student Pharmacist Council members;
 2. maintain regular contact with the Office of Student Affairs to be updated on any council-specific issues or concerns, to provide them with any general information, and to maintain good communication between the Student Pharmacist Council and Student Affairs;
 3. act as the class liaison with the Alumni Office;
 4. ensure that representation from the Council is in attendance at all college/university functions sanctioned by the Assistant/Associate Dean of Student Affairs. The Student Pharmacist Council President or designee may be required to speak at such functions;
 5. appoint individuals from the Student Pharmacist Council, as necessary, to assist with any duties of the council, or any special projects assigned by the administration of the authorized by the council;
 6. assist other Student Pharmacist Council members as needed;
 7. to maintain the decorum of the Student Pharmacist Council, and act responsibly in all matters, even above what is expected of Student Pharmacists in general. The Council President shall perform duties and act in a fair and unbiased manner;
 8. Duties for the Student Pharmacist Council Members
 - a. attend meetings called by the Council President and/or Assistant/Associate Dean for Student Affairs;
 - b. attend College and University functions as requested;
 - c. handle council business as required without bias;
 - d. initiate events in addition to the individual organizations and classes.

ARTICLE III: CLASS OFFICERS AND ELECTIONS

Listed below is the eligibility to hold any elected or appointed position:

- you must have and maintain a minimum cumulative grade point average of 2.50;
- be in good judicial and academic standing;

A class officer will be required to immediately step down from his/her position if the student:

- has a term or cumulative grade point average falls below a 2.50;
- is placed on academic probation;
- has judicial sanctions imposed.

A. Class President

1. Qualifications for candidacy.

The candidate for Class President must:

- a. be a member of the class;
- b. have maintained all grades in a satisfactory manner for the previous (years 2-4). Students with Unsatisfactory, or Incomplete grades will not be eligible to hold the office of the President. No student on probation or suspension will be eligible to hold any office. A cumulative undergraduate grade point average of 3.00 will be used to determine eligibility for P-1 candidates;
- c. submit a written statement of intent to run to the Assistant/Associate Dean for Student Affairs, who will review the student's file and, if necessary, meet with the student to discuss any concerns.

2. Duties and Responsibilities.

The Class President shall:

- a. maintain regular contact with the class and the council;
- b. maintain regular contact with the Office of Student Affairs to be updated on any class-specific issues or concerns, to receive any general information, and to maintain good communication between the class and Student Affairs;
- c. attend, to the greatest extent possible, all class functions, school functions, and University functions to which the class or class officers are invited;
- d. appoint individuals from the class, as necessary, to assist with any duties of the office, or any special projects assigned by the administration of authorized by the class;
- e. assist other officers as needed;
- f. strive to maintain the decorum of the office, and act responsibly in all matters, even above what is expected of Student Pharmacist in general. The Class President shall perform duties and act in a fair and unbiased manner;
- g. Senior Class President P-4 may be required to speak at the graduation and related ceremonies.

B. Vice-President

1. Qualifications.

The Candidate for Vice-President must:

- a. be a member of the class;
- b. have maintained all grades in a satisfactory manner for the previous year (years 2-4), and meet all other qualifications as listed for the candidates for President; A cumulative undergraduate grade point average of 2.75 will be used to determine eligibility for P-1 candidates;
- c. submit a written statement of intent to run, to the Assistant/Associate Dean for Student Affairs, who will review the student's file and, if necessary, meet with the student to discuss any concerns.

2. Duties and Responsibilities.

The Class Vice-President shall:

- a. act as the President in case of absence of the Class President;
- b. assist the Class President as directed.

C. Treasurer/Secretary

1. Qualifications for Candidacy.

The Candidate for Treasurer/Secretary must:

- a. be a class member in good academic standing;
- b. meet all requirements outlined in the section for Presidential candidates above;
- c. submit a written statement of intent to run to the Associate Dean for Student Affairs, who will review the student's file and, if necessary, meet with the student to discuss any concerns.

2. Duties and Responsibilities:

The Class Treasurer/Secretary shall:

- a. have charge of the books, records and monies of the class, but all checks will require the signature of at least one other class officer and the faculty advisor; an account held off campus will require written approval from the Assistant/Associate Dean of Student Affairs;
- b. execute and sign such instruments that require the authorization of the Class Treasurer, with the stipulation outlined above;
- c. collect dues from each class member (if applicable);
- d. report to the Class and its Officers the financial status of the class at least twice per semester;

- e. perform any other duties assigned to the office of Treasurer/Secretary.

D. Class Liaisons

1. Qualifications for candidacy.
 - a. The Candidates for Class Liaisons (Two per class) must:
 - b. be class members in good judicial and academic standing with a minimum cumulative and term GPA of 2.50
 - c. be class members in good professional standing.
2. Duties and Responsibilities: The Class Liaisons council members shall:
 - a. meet as requested by the Office of Student Affairs with faculty course coordinators and department chairpersons to discuss matters of curriculum, content, and format;
 - b. meet as needed with department chairpersons to address matters specific to those faculty members;
 - c. maintain contact with other council members to avoid duplication of effort;
 - d. work with course coordinators (academic years) to schedule review sessions prior to each exam day (as appropriate);
 - e. act as spokesperson for the class;
 - f. organize meetings of the entire class as an open forum to solicit issues;
 - g. report results of official meetings back to class via e-mail or another constructive manner such as class meeting or bulletin board announcement.

E. Social Committee

1. Members of the Social Committee must be in good judicial and academic standing with a minimum grade point average of 2.25 cumulative and for the term;
2. The Assistant/Associate Dean of Student Affairs must approve all members of this committee prior to an appointment;
3. Members of the Social Committee may assist the Student Pharmacist Council and the Office of Student Affairs to plan and implement social and other planned events sponsored by the College. This includes on and off campus events sponsored by the College. The members shall select a chairperson to act as spokesperson for committee.

F. Other Offices

1. Each class may elect or appoint additional individuals according to the provisions of this charter for other positions as needed for the functioning of the class, which may include but not be limited to class historian, and alumni liaison.

G. Letter of Intent

1. The letter declaring candidacy mentioned in paragraphs A, B, C and D of this section should state that the student intends to run for a class office, and need not specify which office.

Section 1. Elections

- A. Each year, each of the four classes shall elect at least a class president, and as deemed necessary other class officers as defined in this charter as listed in Section 2.

The first professional year P-1 class shall hold elections no later than the end of the first Fall semester. Officers will be seated for the Spring semester of the first professional year.

Elections for P-2 and third professional year P-3 class officers shall be held no later than one month before the last scheduled day of classes for the academic year. The time and location will be announced by the elections committee.

Fourth professional year P-4 class officers shall be elected at the fourth year orientation meeting which takes place at the end of the third year.

- B. All officers will assume their duties on the day following the last day of classes in the semester in which the election was held. The exception is the P-1 year officers who shall assume their duties immediately upon election.
- C. Elections shall be by secret ballot.
- D. Ballots shall be generated by the Office of Student Affairs: Extra ballots will be available so that any run-off election can be held immediately.
- E. Candidates shall be allowed maximum time for speeches as follows: Presidential Candidates: 5 minutes each; Vice-Presidential and Secretary/Treasurer Candidates: 3 minutes each.

- F. The Class President, Vice President, and Treasurer must be elected by at least 50 percent of ballots cast. If no candidate received 50% of the votes cast a run-off shall be held between the two candidates receiving the greatest number of votes. All other officers shall be elected by receiving the highest number of votes.

- G. Any portion of this section may be amended by two-thirds of the members present for a quorum.

ARTICLES IV: STANDING COMMITTEES

A. Members. The elections committee shall be composed of volunteers from the members of the class. The committee shall consist of no more than four students. Any selected member may defer, in which case an alternate shall be chosen by lottery. Any student running for office may not be on the elections committee.

B. Duties.

1. The elections committee shall work with the Office of Student Affairs to prepare and print the ballots. There shall be one ballot printed per class member, per office, except that for the offices requiring a 50% majority, there shall be twice the required number printed in case there is a need for a run-off.
2. The elections committee shall pass out ballots, one per class member, prior to candidate speeches.
3. The committee shall provide and monitor ballot boxes during the election.
4. Each committee member shall count all votes, and after all members have counted all votes, the totals will be compared. If there is a discrepancy, there will be a recount.
5. The ballots must be kept in a locked cabinet for one week in the Office of Student Affairs following each election, and made available to candidates for inspection after the election. If any candidate inspects the ballots, at least two committee members and the Assistant/Associate Dean for Student Affairs must be present.
6. The committee members shall announce preliminary election results on the day of the election, and shall e-mail election results to the class and the Office of Student Affairs as soon as they are final. After all officer positions have been filled, the elections committee is dissolved.

ARTICLES V: VACANCY, REMOVAL AND SUCCESSION

A. Appointed Positions. Any person appointed to a position by the Student Pharmacist Council President or Class President may be removed from that position by the Student Pharmacist Council, Class President, by petition of one third of the class members or by the Assistant/Associate Dean for Student Affairs. Such removal only applies to positions created by the Student Pharmacist Council President or Class President for specific, temporary purposes.

B. Elected Positions – Removal. Any elected officer may be removed by petition of one-half of the class members or by the Assistant/Associate Dean for Student Affairs. Officers may also be removed by the Associate Dean for Student Affairs if the student receives a grade below “C” or term cumulative GPA drops below the required grade point average, or for other disciplinary reasons. Removal will also occur if a student violates the Chicago State University Code of Excellence.

1. Any officer removed as outlined above may appeal the decision to the Dean or his/her designee.
2. Any officer not being promoted with his or her class is automatically removed from office.

C. Succession and Vacancy

1. If the Office of the Student Pharmacist Council President becomes vacant, the Student Pharmacist Council will hold a special election amongst the council to elect an Interim Student Pharmacist Council President. The Interim President will fulfill the remaining term of the position. The Council president will appoint other council members to fill any vacant positions. These appointments will end at the conclusion of the academic school year, but no later than May 30 .
2. If the Office of the Class President becomes vacant, the Vice-President shall take that office.
3. If the Office of the Vice-President becomes vacant, the class will elect a new candidate meeting all the criteria as soon as can be arranged by the Class President and the Office of Student Affairs.

4. If any other elected office becomes vacant, it shall be filled by appointment by the Class President, and the appointed official shall enjoy the rights of a duly elected official for the remainder of the term of office.

ARTICLE VI: EFFECTIVENESS AND AMENDMENTS

- A. This document shall become effective upon acceptance and ratification of a $\frac{3}{4}$ majority of all currently serving Class Officers casting a ballot, and approval by the Associate Dean for Student Affairs.

B. Amendments may be proposed by the following procedures:

1. Amendments of the Student Pharmacist Council/Class Bylaws must be submitted in writing to the Associate Dean.
2. The proposed amendment(s) will be posted in a prominent place and/ written copies will be made available for general member review in the Office of Student Affairs.
3. The proposed amendment(s) will be announced and voted on following an open review for all members at a general meeting.
4. Adoption of the proposed amendment(s) will require an affirmative two-thirds ($\frac{2}{3}$) vote of the members present.
5. The adopted amendment(s) shall become effective immediately.

- C. **The Student Pharmacist Council shall meet to review this charter at least once every two years, and make recommendations for amendments as necessary.**

Adopted: Fall 2009

Qualifications to Run and Hold Office for Any Student Organization

Qualifications to run and hold office for any student organization, the candidate running/holding any elected or appointed office/position must:

- Be in good judicial and academic standing.
- Have and maintain a minimum cumulative and term grade point average of 2.5.
- Submit intent to run/hold an elected/appointed office/position with the Office of Student Affairs ten days prior to election or appointment.



**American Pharmacists Association
Academy of Student Pharmacists
Chicago State University Chapter**

APhA - ASP MISSION STATEMENT

The mission of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.

CHAPTER GOALS

The Chapter will exist for the following purposes and goals:

1. To encourage all student pharmacists to become more knowledgeable about APhA and the profession of pharmacy by:
 - Providing opportunities for student participation in the decision-making process of the profession on the Chapter, State, Regional and National levels.
 - Encouraging student attendance at Chapter, Regional and National APhA meetings.
 - Increasing student awareness of current issues facing the pharmacy profession by means of programs, meetings, speakers, etc.
 - Making information in all fields of pharmacy practice readily available to all student pharmacists and to support their pursuits in these areas.
 - Encourage students to participate in APhA-ASP patient care projects that help students become more involved with APhA-ASP, improve the profession of pharmacy as well as make a difference in the community.
2. To encourage development of all student pharmacists into knowledgeable and competent health care professionals by providing opportunities to develop leadership capabilities by holding APhA elected offices or being appointed to one of the APhA-ASP Standing Committees.

Faculty Advisor

Dr. Sabah Hussein

Dr. Anna Ratka

President

Carolyn Andary

President-Elect

Elena Grigoriou

Membership Vice President

Anita Deza

Vice President of Finance

Joseph Griffin

Patient Care Vice President

Sara Lindquist

Vice President of Communications

Klaudia Froncz

Policy Vice President

TBA

International Vice President

Valentina Lana



Organization Mission Statement/Purpose:

The Student College of Clinical Pharmacy (SCCP) shall adopt the purposes of the American College of Clinical Pharmacy. The SCCP shall have the following mission:

To orient students to the practice of clinical pharmacy by:

- Providing information to students about careers and opportunities within the field of clinical pharmacy.
- Promoting dedication to excellence in patient care, research, and education.
- Encouraging skill development necessary to function within an interdisciplinary team.
- Advocating the role of clinical pharmacists within healthcare.
- Encouraging participation in the American College of Clinical Pharmacy at the national level and/or the local/regional chapters.

Faculty Advisors

Dr. Ayesha Khan

Dr. Lalita Prasad-Reddy

President

TBA

Vice President

TBA

Treasurer

TBA

Secretary

TBA

ACCP Student Liaison

TBA

P1 Class Liaison

TBA

Historian

TBA

Volunteer Coordinator

TBA



American Society of Consultant Pharmacists-Student Chapter

Mission

The Chicago State University Chapter of ASCP strives to encourage all pharmacy students to become knowledgeable about Senior Care Pharmacy practice, while continuously disseminating information about the profession of consultant and senior care pharmacy. We promote student pharmacists' participation in consultant and senior care activities that provide the aging population with patient centered activities that promote longer, healthier lives.

Within this past year, the CSU-COP Chapter of ASCP has initiated and participated in several events to promote patient centered care for the aging population. In addition to participating in the Chicago Walk to End Alzheimer's, Blood Pressure Screenings to over 500 older adults at local health fairs, delivering food baskets to Seniors and visiting local senior centers, the students created a medication safety bingo, which was enjoyed by all. This year the organization plans to continue their active participation with the Illinois Chapter of ASCP as well as support initiatives of the other local student chapters of ASCP. This includes volunteering with the Alzheimer's Association and continued visits to local senior centers, in effort to heighten the visibility not only of the organization, but of the value of pharmacists and student pharmacists in the lives of the aging population.

Faculty Advisor

Dr. Deborah Harper-Brown

President

TBA

Vice-President

TBA

President Elect

TBA

Treasurer

TBA

Historian
TBA

Secretary
TBA

Membership Chair
TBA

Liaison
TBA

Outreach Chair
TBA

Webmaster
TBA

P-1 Class Liaison

YOU!!



Association of Indian Pharmacists in America

Chicago State University College of Pharmacy Chapter



What is it?

It is a student organization that is dedicated to enhancing student experience and providing opportunities for the students to grow and make an impact in the community.

Mission

The mission of the organization is to promote the profession of pharmacy and expose students to various possibilities to thrive in the profession and beyond.

Goal

The goal is to provide students with leadership opportunities in community projects and networking possibilities at local and national level. Overall, we want to enhance students' experience by engaging in community events in a collaborative process involving the parent chapter as well as other student organizations.

Why become a member?

Being an active member of the organization provides students with the necessary community exposure and skills to be a contributing part of the healthcare team. The activities and association with parent chapter provides valuable information on current events shaping health care, career development opportunities during the school and even after graduation. Activities include:

- Educating community members on various disease states
- Providing health screening
- Poison prevention/proper use of medications programs
- Collaborative efforts with American Diabetes Association
- Blood donation drives

Faculty Advisors

TBA

President

TBA

President Elect

TBA

Vice President

TBA

Treasurer

TBA

Secretary

TBA

Social Chair

TBA

Fundraising Chair

TBA

Contact any members for further information or visit: <http://www.aiphapharm.com/>

**Academy of Managed Care Pharmacy (AMCP)
Chicago State University College of Pharmacy Chapter**

AMCP MISSION STATEMENT

The AMCP “is a national professional association of pharmacists and other health care practitioners who serve society by the application of sound medication management principles and strategies to improve healthcare for all.”

Faculty Advisor

TBD

President

TBD

Vice-President

TBD

Treasurer

TBD

Vice-President Membership

TBD

Meetings

To be arranged

Muslim Student Association

Chicago State University College of Pharmacy Chapter

Organizational Statement

The Muslim Students' Association is an equal opportunity organization dedicated to enhancing the knowledge and understanding of Islam in the Chicago State University campus. No student shall be discriminated against on the basis of language, color, national origin, sex, or political orientation.

Objectives

The Muslim Students' Association is dedicated to introducing aspects of the Islamic religion and cultures to the University community. Also, the association will assist Muslim students at the University with their spiritual, social, and intellectual endeavors. It will also work on building community and collaboration among our members and the Chicago State University community at large.

Membership

Membership in the Association shall be open to all members of Chicago State University without discrimination. Any member of the Chicago State University community may become a member of the Muslim Student Association upon request to the Secretary or any of the officers of the Association.

Message from MSA

The Muslim Student Association is dedicated to working with the other organizations to enhance the learning experience of the Chicago State University community. The organization also plans on being actively involved on campus and off campus by spreading the education and experience gathered from the College of Pharmacy. The organization is ready and excited about the upcoming year!

Faculty Advisor

Dr. Ayesha Khan

Faculty Advisor

Dr. Walid Al-Ghoul

President

Ali Alassi

Contact Information:

Organization email: muslimscsu@gmail.com



Phi Delta Chi – Gamma Kappa Chapter

Mission

Phi Delta Chi's mission is to develop leaders to advance the profession of pharmacy. Phi Delta Chi, a lifelong experience, promotes scholastic, professional, and social growth in its Brothers. We strive to provide quality services to our patients, thereby advancing public health and strengthening ourselves as health professionals.

Goals

Phi Delta Chi's goals are to strive to:

1. Improve its programs to better serve our Brothers, our profession, and the public.
2. Improve as a person and as a pharmacist.
3. Reach more Brothers by expanding to more colleges of pharmacy.
4. Strengthen our local and national bonds with alumni Brothers across the country.
5. Become implicated in programs to recognize excellence among collegiate and alumni Brothers and Chapters.
6. Achieve The Prescott Leadership Award for excellence in a young pharmacist.
7. Training and education programs to improve therapeutic, leadership, and management skills of pharmacy students and pharmacists.
8. Professional and service programs to help the community.
9. Communication programs and publications to link all Brothers.
10. Fraternal programs to foster our Brotherhood.

Meetings

Every 3rd Friday of the month

12-12:50pm

3rd floor Lecture Hall

Chapter Advisor

TBA

Worthy Chief Counselor

TBA

Worthy Vice Counselor

TBA

Worthy Keeper of Finance

TBA

Worthy Keeper of Records and Seals

TBA

Worthy Correspondent

TBA

Worthy Prelate

TBA

Worthy Master-at-Arms

TBA

Worthy Inner Guard

TBA

Worthy Alumni Liaison Officer

TBA

**Student Chapter of the
American Association of Immunologists (AAI)**



**The American Association
of Immunologists**

Mission

To create an interest and awareness of this new and rapidly developing subject of Immunology. The association will enhance student learning of research and development related to immunopharmacy and immune drug therapy. Students will join AAI student chapter for career opportunities, awards eligibility, and participation in annual meetings, access to scientific publications, and more.

Goals

The purpose of this organization shall be: (1) promote student interest and further improve the quality of the Immunology program at Chicago State University (CSU) College of Pharmacy; (2) promote high school, pre-pharmacy and pharmacy student interest in Immunology and their attendance at the Chicago State University College of Pharmacy; (3) provide aid for students in Immunology at the Chicago State University College of Pharmacy with respect to academic curriculum, research, employment, and (4) promote student participation in national AAI meetings.

Meetings

Meetings will be held every second Tuesday of the month at lunchtime from 12:00 noon to 1:00pm.

Officers:

Faculty Advisor

Nadeem Fazal, MD, PhD

Faculty Co-Advisor

Luba Burman, PharmD

Faculty Co-Advisor

Mohammad Tauseef, PhD

Faculty Co-Advisor

Mohd Shahid, PhD

President

Betlhem Reda

P1 President-Elect

TBA

Secretary

Mohamed Hussein

Treasurer

TBA

Public Relations

Sadaf Suleman

Tech Specialist

TBA

Historian

TBA

P1 Liaison

TBA

Coordinator

TBA

Student Council Representative

Menorwork Bizuayehu

Student Chapter of the American Society of Microbiology (ASM)



Mission:

The ASM is the world's largest scientific society of individuals interested in the microbiological sciences. The American Society for Microbiology is the oldest and largest single life science membership organization in the world. Membership has grown from 59 scientists in 1899 to more than 43,000 members today, with more than one third located outside the United States. The members represent 26 disciplines of microbiological specialization plus a division for microbiology educators. The mission of the American Society for Microbiology is to advance the microbiological sciences as a vehicle for understanding life processes and to apply and communicate this knowledge for the improvement of health and environmental and economic well-being worldwide. To achieve these goals, ASM will: Support programs of education, training and public information; Publish journals and books; Convene meetings, workshops and colloquia; Promote the contributions and promise of the microbiological sciences; Recognize achievement and distinction among its practitioners; Set standards of ethical and professional behavior.

Goals:

The purpose of this organization shall be: (1) promote student interest and further improve the quality of the Microbiology program at Chicago State University (CSU) College of Pharmacy; (2) promote high school, pre-pharmacy and pharmacy student interest in microbiology and their attendance at the Chicago State University College of Pharmacy; (3) provide aid for students in Microbiology at the Chicago State University College of Pharmacy with respect to academic curriculum, research, employment, and (4) promote student participation in regional, state and national ASM meetings.

Meetings:

Meetings will be held every first Tuesday of the month during lunchtime from 12:00 noon to 1:00 pm.

Faculty Advisor

Nadeem Fazal, MD, PhD

Faculty Co-Advisor

Hafeez Faridi, PhD

President

Muhammad Haziq

Vice President

Uriel Arancillo

President Elect

TBA

Secretary

Syed Yawar Shafi

Treasurer

TBA

Tech Specialist

TBA

Public Relations

Dev Patel

Historian

TBA

Student Council Representatiave

Fatima Malik

P1 Liaison

TBA

ASM Coordinator

TBA



STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

Chicago State University – SNPhA Chapter: csusnpa@gmail.com

Mission Statement

SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues, and the poor minority representation in pharmacy and other health-related professions.

The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement for the health, educational, and social environment of the community.

Objectives:

1. To offer student members the opportunity to develop leadership and professional skills.
2. To educate students about and promote active participation in national health care issues.
3. To develop the role of the minority health professional as a vital member of the health care team.
4. To develop within communities a positive image of minority health professionals.
5. To educate communities on better health practices and to increase their awareness and understanding of diseases.

Why become a member of SNPhA?

Joining the Student National Pharmaceutical Association will further define and shape students as pharmacists, going beyond the classroom giving them essential tools to excel within the profession.

Faculty Advisors

Dr. Heather Fields

Dr Trishia Shaw

2017 – 2018 Executive Board

President

Ariel McDuffie

President Elect

Tony Alozie

Vice-President

Amarachi Ubani

Secretary

Jasmine Rowell

Treasurer

Damaris Quagraine

Chapter Delegate

Tony Alozie

Historian

Lauren Purvis

Alternate Delegate

TBD

Chronic Kidney Disease Coordinator

Amanda Kelly

Remember the Ribbon Coordinator

Sara Lindquist

Diabetes Initiatives Coordinator

Damaris Quagraine

Power to End Stroke Coordinator

Valentina Lana

For more information visit <http://www.snpha.org>

Student Society of Health-System Pharmacy (SSHP) **Chicago State University Chapter**



About Us

The Student Society of Health-System Pharmacy is a professional organization for those who aspire to become health-system pharmacists.

SSHP is affiliated with the national chapter, American Society of Health-System Pharmacists (ASHP), a professional association of 40,000 members who practice in health-systems such as hospitals, health maintenance organizations, long-term care facilities, home health, and ambulatory care. ASHP believes that pharmacists should help people make the best use of medications. This organization serves to support and advance pharmacy practice by encouraging pharmacists to join as a collective unit and address issues of medication use and public health.

SSHP is also affiliated with the state chapter, Illinois Council of Health-System Pharmacists (ICHP), an organization dedicated to advancing excellence in the practice of pharmacy. ICHP works closely with student chapters providing education, service opportunities, residency information, awards, scholarships and much more.

Mission

The mission of the SSHP is to prepare the next generation of health-system pharmacists to be leaders at Chicago State University and in the surrounding communities and to advance the future of the pharmacy profession.

Goals

- Enhance professional development
- Serve as a primary advocate for advancing professional practice, enhancing the cost-effectiveness of pharmaceutical services, and improving the quality of patient care
- Provide information on career opportunities, specialized training and credentials needed for pharmacy practice
- Encourage members to become active, life-long members of local, state and national organizations of health-system pharmacists

Sample Events

Health Fairs | Residency Panel | Clinical Skills Competition | CV Writing Workshop
Legislative Day at the State Capitol | Blood Drives | Poison Prevention | Asthma
Awareness
Leukemia and Lymphoma Society's Light the Night Walk | National and State Meetings

Meetings

Monthly chapter general body meetings and monthly executive board meetings
Date and Time (subject to change): 3rd Monday of every month 12pm-1pm | Location:
TBA

Membership

Apply online at <http://www.ichpnet.org>
or see a faculty advisor or executive board member for a paper application.

Faculty Advisors

Antoine Jenkins, Pharm.D., BCPS

2017-2018 Executive Board

President: Ashley Shinnick

President-Elect: Erin Hermes

Vice President: Anh Tran

Secretary: Amarachi Ubani

Treasurer: Benjamin Bowar

ICPH Board Rep: Beata Bigos

Webmaster/Historian: Angela Powell

For more information, visit www.ashp.org, www.ichpnet.org or email
csusshp@gmail.com.



The American Association of Pharmaceutical Scientists – Chicago State University Student Chapter was founded in September 2011 by the Class of 2014.

PURPOSES

- Foster academic growth and professional development of its members;
- Foster participation in outreach activities that further the goals and objectives of AAPS;
- Provide educational opportunities for students in the pharmaceutical sciences;
- Increase student awareness of the latest advances and discoveries in the pharmaceutical sciences;
- Promote high quality scientific knowledge exchange in the pharmaceutical sciences;
- Increase student participation in the activities of the AAPS organization at the local, regional, and national levels; and
- Increase student awareness of career opportunities in the pharmaceutical sciences.

EXECUTIVE COMMITTEE

Amanda Walker – President
Email: awalke50@csu.edu

Tina Kakish – Immediate Past President
Email: tkakish@csu.edu

Crystal Alnaser – Vice President for Internal Affairs
Email: calnaser@csu.edu

Lelein Jarjes – Vice President for External Affairs
Email: ljjarjes@csu.edu

Basma Makani – Secretary
Email: bmakani@csu.edu

Nishant Shah – Treasurer
Email: nshah20@csu.edu

Alexander Nguyen – Historian
Email: anguye22@csu.edu

FACULTY ADVISORS

Duc P. Do, PhD, RAC, Associate Professor

Email: ddo@csu.edu

Nadeem Fazal, MD, PhD, Professor

Email: nfazal@csu.edu

Mohammad Newaz, MD, PhD, FAHA, Chair of Pharmaceutical Sciences & Professor

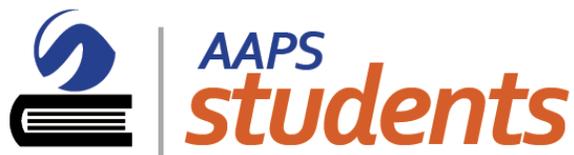
Email: mnewaz@csu.edu

ACTIVITIES

Chapter activities include hands-on compounding competition, laboratory and field experiences, seminars and discussion sessions. Activities are designed to increase the student pharmacists' exposure to the pharmaceutical drug product development and pharmacy compounding industries. Tentative events and programs for the upcoming year include: Pharmaceutical compounding competition, Future Pharmacists Enrichment Program (FPEP), mentoring program, tours to pharmaceutical companies and compounding pharmacies as well as team building/engagement events for members.

MEMBERSHIPS

Membership to the student chapter is COMPLIMENTARY. For additional information, please contact Amanda Walker (awalke50@csu.edu) or Basma Makani (bmakani@csu.edu).





STUDENT ASIAN PHARMACIST ASSOCIATION

The Student Asian Pharmacist Association of Chicago State University was founded in May 2012 with the goal of bringing about unity of pharmacy students of various cultures and backgrounds while developing and strengthening personal and professional growth.

Goals:

- To promote cultural awareness of patient-centered care within the pharmacy field, in which we strive to outreach to the community;
- To prepare pharmacy students for the future job opportunities and development of skill sets required for community pharmacy;
- To provide a sense of unity within the organization's members of different cultural backgrounds at Chicago State University;
- To develop and increase the competency, skills, and professional performance of pharmacy students through the promotion of professional development; and
- To apply and integrate educational knowledge into community services in the Chicago area

Student Officers (TBA)

President

Vice President

Secretary

Treasurer

Fundraiser Chair

Clinical Committee Chair

Social Coordinator

Membership Chair

Talent/Fashion Show Coordinator

Fundraiser Chair II

Faculty Advisor:

Mohammad Tauseef, Ph.D.

Ahmd Azab, Pharm.D.

Clinical Advisor:

Alex Kantorovich, Pharm. D., BCPS.

For More information, email

CSUCOP.APA@gmail.com



PHI LAMBDA SIGMA

PHARMACY LEADERSHIP SOCIETY

Mission:

To support pharmacy leadership commitment by recognizing leaders and fostering leadership development

Goal 1:

Ensure the continuing availability of student and practitioner leaders for the profession of pharmacy.

1. Develop awareness of the continuing need for leaders in the profession of pharmacy
2. Promote opportunities and rewards for leadership in the profession of pharmacy
3. Motivate student pharmacists and pharmacists to accept leadership service opportunities
4. Promote leadership research

Goal 2:

Acknowledge leadership achievement and award membership to leaders recommended by the Society

1. Strengthen recognition of Phi Lambda Sigma as the leadership honor society in pharmacy
2. Promote the national awareness and visibility of Phi Lambda Sigma by linking membership and leadership achievement
3. Build a sound membership base of students, alumni, faculty, and honorary members

Goal 3:

Enhance the talent, skill, and effectiveness of leaders for the profession of pharmacy

1. Support and encourage programs and services to assist those who desire to serve in a leadership role

Goal 4:

Support and encourage sustained leadership commitment

1. Ensure the continued utilization of the talents, skills, and experiences of existing leaders
2. Reward students and practitioners who serve the profession in a sustained leadership role

Why become a member of PLS?

It was established to recognize those individuals in the student body who, through leadership and conscientious service, have contributed to the professional advancement of pharmacy. Membership is by application and selection process only.

Faculty Advisor

Dr. Heather Fields

Executive Board

President

Krystal Earle

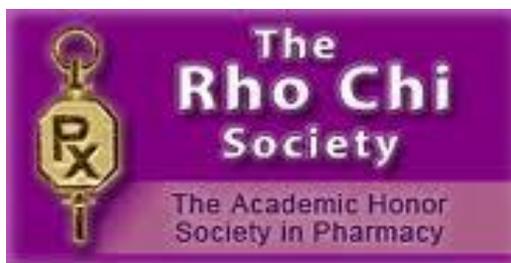
Vice-President

Derek Joseph Jr.

Treasurer/Secretary

TBA

For more information visit <http://www.philambdasigma.org>



The Academic Honor Society in Pharmacy
Established in 1922
A Member of the Association of College Honor Societies

The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members.

The Society seeks universal recognition of its members as lifelong intellectual leaders in pharmacy, and as a community of scholars, to instill the desire to pursue intellectual excellence and critical inquiry to advance the profession.

Faculty Advisor

Dr. Melany Puglisi-Weening

President

Elena Cheptene

Vice President

Elizabeth Awoyemi

Secretary

Paulushi Patel

Treasurer

Azia Washington

Historian

Nichelle Simpkins

AFRICAN STUDENT PHARMACISTS ASSOCIATION (AfSPA)

Mission

Our mission is to provide academic support, professional development, and further promote intercultural exposure amongst the Chicago State University – COP student body.

Objectives

- To provide a unified voice for pharmacy students of African descent on academic, social and financial issues
- To establish and strengthen relationships among pharmacy students of African descent, pharmacy practitioners and health care professionals
- To promote professional growth and development of African Student Pharmacists within the College of Pharmacy
- To create awareness about health-related issues affecting surrounding communities and contribute to addressing those needs by organizing outreach activities
- To provide a forum for the exchange of innovative ideas for assisting pre-pharmacy and prospective pharmacy students in their application and transition into pharmacy schools

Meetings

General meetings will be held every last Friday of the month

Time - 12-12.50pm

Location – TBA

Membership

Membership is open to **ALL** students of Chicago State University College of Pharmacy upon request. Contact membership chair for more information.

Faculty Advisor

Michael Danquah, Ph.D.

2017 – 2018 Executive Board

President

Deborah Ogu

President-Elect

Chioma Wosu-Ezi

Vice President

Amanda Kelly

Secretary

Gifty Aduamah

Treasurer

Folashade Ojero

Historian

Barbara Owusu

Membership Chair

TBD

Social Event Chair

TBD

Outreach Chair

TBD



POLISH AMERICAN STUDENT PHARMACISTS ASSOCIATION

The association was officially recognized in the fall of 2014. It was founded by a group of students of Polish descent at the college of pharmacy. It is recognized as a student chapter of the Chicago-based Polish American Pharmacists Association.

The mission of the Polish American Student Pharmacists Association is to promote pharmacy as a profession focused on patient centered care through community outreach. Student members will address health care issues prevalent amongst the communities of the Chicago metropolitan area by organizing service projects to provide counseling on medications, health care screenings, and education on disease prevention.

President

TBA

Vice President

TBA

Secretary

TBA

Treasurer

TBA

Faculty Advisor

Anna Ratka, PhD, PharmD, RPh, CPE

**KAPPA EPSILON (KE)
Professional Pharmacy Fraternity
Beta Xi Chapter**

“COGITO ERGO SUM”

Mission

The mission of Kappa Epsilon is to empower its members to achieve personal and professional fulfillment by developing their confidence, self esteem, interpersonal skills and leadership vision; and represent the interest of the members to health-care professionals and the community at large.

Goals

The goals of Kappa Epsilon are to:

- Unite students in pharmacy
- Cooperate with the faculties of other colleges where chapters are established
- Stimulate in its members a desire for high scholarship
- Foster a professional consciousness
- Provide a bond of lasting loyalty, interest, and friendship

Kappa Epsilon Activities

- Service Activities throughout the year such as Ovarian and Breast Cancer Awareness
- Social Activities throughout the year such as Back to School and Holiday Socials
- Scholastic Activities throughout the year to recognize member scholastic achievement

Membership

- Membership is open to all students of CSU-COP. For additional information, please contact member recruitment or email csucopke@gmail.com

Meetings

- Chapter meetings are held monthly every third Tuesday from 12pm-1pm. Dates and times are subject to change.

2017 – 2018 KE Officers

| | |
|-------------------------|-----------------------------------------------------------------------------------------|
| Faculty Chapter Advisor | Janene L. Marshall, PharmD - j-marshall@csu.edu |
| President | Anh Tran - atran@csu.edu |
| Vice-President | Nneka Uraih - nuraih@csu.edu |
| Secretary | Temitayo DaSilva - tda@csu.edu |
| Treasurer | Hann Choi - hchoi20@csu.edu |
| Chaplain | Yesenia Betouni - ybetouni19@gmail.com |
| Historian | Dezeray McDonald - dezzylazair@gmail.com |
| Member Recruitment | Ravi Patel - rpatel25@csu.edu |
| Member Recruitment | Traci Worrell - tworre20@csu.edu |



CPFI Student Chapter
Chicago State University School of Pharmacy

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice.

Mission: Our mission is to serve Christ and the world through pharmacy.

Goals: The organization equips members to fully love God and our communities in which we live and work in our personal and professional lives by engaging in Christian witness through chapel services, Bible study, mission and outreach ministry projects, and fellowship.

Core Values:

- Provide Godly encouragement and fellowship among like-minded professionals
- Challenge and promote spiritual growth of members
- Advance student chapter ministries to strengthen and equip student pharmacists
- Encourage the advancement of knowledge and ethics in practice
- Promote evangelism and the integration of faith into practice
- Provide support and opportunities for Christian service and outreach

Membership: CPFI is supported by the prayer, membership contributions and gifts of members and friends around the world. Members are representative of a broad range of Christian denominations including Baptist, Catholic, Church of Christ, Methodist, Pentecostal, Mennonite and nondenominational churches. All individuals in the Chicago State University Community-at-large are welcome to participate in our activities – such as our chapel services, bible studies, and mission activities, etc. However, officers and project leaders must be members of the CSU COP CPFI Student Organization.

Gathering Times:

The CSU COP CPFI Student Organization facilitates weekly Chapel Services on Wednesdays from 12:15 p.m. to 12:45 p.m. in the University Chapel and Mediation Room as well as other chapter activities as announced. Chapter meetings are TBA.

Faculty Advisor: Rev. Dr. Nancy C. Grim Hunter

Officers: To be elected

WHOM TO CONTACT ABOUT...

CAMPUS SUPPORT SERVICES AND RESOURCES

We encourage students to contact the Office of Student Affairs as soon as a problem or concern arises that may affect his/her performance or standing.

All telephone numbers listed in this Student Guide can be reached by dialing the extension if using a campus telephone or the entire telephone number including the area code of 773 if calling from a non-campus telephone.

Abbreviations for On-Campus Buildings

Building Directory

| | |
|-----------------------------------------------------------|----------------------------------------|
| Education (ED) | Physical Plant (O&M) |
| Business & Health Sciences (BHS) | Robinson University Center (RUC) |
| Harold Washington Hall (HWH) | Cordell Reed Student Union Bldg (CRSU) |
| Williams Science Center (SCI) | Residence Hall (RH) |
| Douglas Hall (DH) | Academic Library (LIB) |
| Cook Administration (ADM) | |
| Jacoby Dickens Athletic & Physical Education Center (JDC) | |
| Emil and Patricia Jones Convocation Center (JCC) | |

Request for Absences from:

Examinations Specific Course Coordinator

Accommodations Abilities Office (CRSU 190) 773/995-4401

Academic Assessment Office of Student Affairs (DH 3083) 773/821-2169

Academic Counseling Office of Student Affairs (DH 3083) 773/821-2679

Academic Issues Office of Student Affairs (DH 3083) 773/821-2570

Address Change Registrar's Office (ADM 128) 773/995-2517

Alumni Information Alumni Affairs (SUB 160) 773/995-2050

| | | |
|-----------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Bookstore | (BHS 1 st Floor) | 773/995-2323 |
| Bursar | (ADM 212) | 773/995-2470 |
| U-Pass Bus & Train Passes (CTA) Cashiers Window (ADM 211) 773/995-2029 | | |
| Cafeteria | (CRSU 1 st Floor) | 773/995-2264 |
| Cafeteria Menu Line | | 773/995-3060 |
| Campus Ministry | | |
| Baptist | | 773/995-2476 |
| Catholic | | 773/995-3869 |
| Campus Operator | (DH 122) | 773/995-2000 Or 0 (zero) |
| Cashier | (ADM 211) | 773/995-2029 |
| Copy Services | (ADM 130) | 773/995-2013 |
| Counseling Center | (CRSU 190) | 773/995-2383 |
| | Stress Management | |
| | Substance Abuse Referral | |
| | Peer Counseling | |
| | Crisis Counseling | |
| Financial Aid Office | (ADM 207) | 773/995-2304 |
| Fitness Center | (JDC 210A) | 773/995-2254 |
| Graduate & Professional Studies | (LIB 4 th Floor) | 773/995-2404 |
| ID Cards | (ADM 130) | 773/995-2013 |
| Insurance (Students) | (CRSU 268) | 773/995-4533 |
| Library | (LIB) | 773/995-2557 |

| | | |
|---------------------------------|-------------------------------|--------------|
| Lost and Found | (O&M 210) | 773/995-2111 |
| Mail Room | (O&M 107) | 773/995-4516 |
| Parking | (O&M 103) | 773/995-2141 |
| Payroll | (ADM 203) | 773/995-2035 |
| Police (Campus) | (O&M 210) | 773/995-2111 |
| Registrar Office | (ADM 128) | 773/995-2517 |
| Residence Life | (RH – 1 st Floor) | 773/995-4476 |
| Student Affairs | (College of Pharmacy DH 3083) | 773/821-2189 |
| Transcripts | Registrar’s Office (ADM 128) | 773/995-2517 |
| Verifications-Enrollment | College of Pharmacy (DH 3083) | 773/821-2661 |
| Veterans Affairs | (ADM 207) | 773/995-3549 |
| Wellness/Health Center | (ADM 131) | 773/995-2010 |

CSU Map & Building Directory



CAMPUS PARKING DIRECTORY

CHICAGO STATE UNIVERSITY

- Parking Booth
- Handicap Accessible
- Emergency Telephone
- Roads
- Parking Lot
- Reserved Parking
- Campus Building

- 1** Education (ED)
- 2** Business Health Science (BHS)
- 3** Harold Washington Hall (HWH)
- 4** Williams Science Ctr. (SCI)
- 5** Douglas Hall (DH)
- 6** Cook Administration (ADM)
- 7** Physical Plant (O&M)
- 8** Jacoby Dickens Athletic and Physical Education Center (JDC)
- 9** Robinson University Ctr. (RUC)
- 10** Cordell Reed Student Union (CRSU)
- 11** Residence Hall (RH)
- 12** Academic Library (LIB)
- 13** Jones Convocation Center (JCC)

**Chicago State University College of Pharmacy
ABSENCE REQUEST/APPROVAL FORM**

Directions to Students: This form must be completed, signed and submitted two weeks in advance for conference travel and non-emergency absences from a class, laboratory, examination, quiz, or practice experience. For unexpected absences lasting more than one day, this form must be completed the day you return to school with supporting documentation (i.e., doctor's statement, official letter or other appropriate documentation.) For conference travel, complete sections I-IV. For any other type of absence, complete sections I, II, and IV. Submit all forms with documentation to Office of Student Affairs for review and approval.

SECTION I: Student Name: _____ **Date(s) to be absent:** _____

Level: (Circle One) P1 P2 P3 P4 **Are you on academic warning/probation?** (Circle one) Yes No

Reason for Absence: ___ **Conference Travel** ___ **Illness** ___ **Personal** ___ **Family Illness** ___ **Other(Specify)** _____

SECTION II: _____
Course Coordinators and Preceptors: Please indicate your permission for this student to be excused for the time period indicated

| <u>Course</u> | <u>Approval</u> Yes/No | <u>Signature of Course Coordinator and Preceptor</u> | <u>Assignments missed and make-up requirements (Attach Additional Pages If Needed)</u> | <u>Date</u> |
|---------------|---------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

SECTION III: Students: If you are attending a professional meeting as a representative of a recognized student group/organization, you must complete this section and obtain the signature of the Faculty Advisor of the organization.

Name of the Organization: _____

Name of the Faculty Advisor for the Organization: **(Print)** _____

Signature of the Faculty Advisor: _____

SECTION IV: Student: Sign and date this form and return to the Office of Student Affairs.

Student's Signature _____ Date _____ Associate Dean or Dean _____ Date _____



Chicago State University College of Pharmacy



Student Activity and Request Form

Print All Information:

Date Submitted: _____ Name of Sponsoring Organization: _____

Requestor's Name: _____ Email Address: _____

Type of Event:

Student Meeting Fund Raising Activity Workshop/Seminar/Lecture

Conference/Travel E-Board Meeting Social Event

Other (Specify) _____

| | | |
|----------------------------|-------------|-----------|
| Describe Purpose of Event: | | |
| | | |
| Date of Event: | Start Time: | End Time: |

Complete If Applicable:

Target Audience: _____ Expected Number: _____

Will Food Be Served? Yes No Will Fees Be Collected? Yes No

Is The Even Open To The Public? Yes No

Is Funding Required? Yes No If So, How Much? \$ _____

Are You Requesting Space? Yes No

Requested Space:

___ Student Center ___ Workshop Room ___ Multipurpose Room ___ Student Tech Center

___ Conference Room ___ Lecture Hall ___ Other University Space

Required Signatures

Student Organization President's Name (Print) Signature Date

Advisors Name (Print) Signature Date

To Be Completed By The Office Of Student Affairs Only

___ Approved _____ _____

Assistant/Associate Dean

Date

___ Denied **Room Assigned:** _____

___ More Information Needed?: _____



Chicago State University College of Pharmacy
 Office of Student Affairs
 9501 S. King Drive/ Douglas Hall 3083
 Chicago, Illinois 60628-1598

LEAVE OF ABSENCE REQUEST FORM

INSTRUCTIONS

1. Complete Student ID number, name and address
2. Choose ONE option and fill in all required information for that section only:
 - a. Leave of Absence (a **temporary** suspension of studies)
 - b. Withdrawal (**permanent** withdrawal from the school)
3. Student must obtain academic program approval from and submit signed form to the Assistant/Associate Dean.
4. Submit form to the Office of Student Affairs.
5. If granted a LOA, the student is expected to check their Chicago State University email account for registration information, etc.

Name: _____
 ID Number: _____
 Email Address (school): _____
 Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Preferred phone (circle one): Home Cell
 Home number: _____
 Cellular number: _____

Current Enrollment:

- (Choose one)
- I plan to **complete** the courses I am enrolled in before LOA/Withdrawal **OR**
 - I plan to **withdraw** from the courses I am currently enrolled in (attach an add/drop form)

LEAVE START SEMESTER

LEAVE RETURN SEMESTER

TERM: FALL SPRING SUMMER

TERM: FALL SPRING SUMMER

YEAR: 20 _____

YEAR: 20 _____

Reason for leave:

- Financial
- Health
- Personal/Family
- Academic

Granted an LOA before? No Yes If yes, list semester and year: _____

Please read and sign below:

"I understand that completion of this form, including the signature of the Assistant/Associate Dean, is required to receive approval for a LOA. If my request is approved I agree to return on the date indicated. If I cannot, I understand that I am required to contact the Assistant/Associate Dean prior to my return date to discuss the options open to me; and that failure to return without explanation as agreed could result in administrative withdrawal."

Student Signature: _____ Date: _____

AUTHORIZATION:

Signature of Assistant/Associate Dean: _____ Date: _____

FOR USE BY THE OFFICE OF STUDENT AFFAIRS

Date Received:

| |
|------------------------------------------------------------------------------------|
| Official WD date: _____ Revised Grad date: _____ Courses Removed: Yes No |
|------------------------------------------------------------------------------------|

College of Pharmacy

Written Student Complaint Form/Grievance Form

Return Completed form to Office of Student Affairs

(To be Complainant by complainant, when informal process is unsatisfactory)

PLEASE PRINT

Complaint No: _____

COMPLAINANT

LAST NAME FIRST NAME MIDDLE NAME STUDENT ID NO.

Street City/Town Zip Code

Telephone# Cell Phone# CSU Email

DESCRIPTION OF COMPLAINT (Be as specific as possible. Use extra pages as needed.)

Dates (s) and Time(s) of incident: _____

Location: _____

Witnesses: _____

Name(s) of alleged offender: _____

Is alleged offender? (Please check one of one)

Student Administrator Faculty Member Support Staff Other _____

Circumstances (events leading up to incident, actions taken, follow-up, ect.):

REMEDY REQUEST

I hereby declare that the information on this form is true, correct and complete to the best of my knowledge. I understand that any misinterpretation of information may result in disciplinary action as stipulated in the Code of Students Rights and Standards of Conduct.

Signature: _____

Date: _____

OFFICE USE ONLY BEYOND THIS POINT FOR REMAINDER OF FORM

Received by : _____

Date: _____

Copies to: _____

Date: _____

College of Pharmacy

Written Student Complaint Form/Grievance Form

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PLEASE PRINT

DETAILS OF COMPLAINT INVESTIGATION (Meetings, Interviews, attendees, agreements reached, if any, and final outcome- use extra pages as needed.)

DISPOSITION OF COMPLAINT

Complaint Dismissed

Reason(s): _____

Penalties assigned

(specify): _____

Reason(s): _____

Other (specify):

Reason(s): _____

Notification

Date Complainant and Respondent(s) notified of Complaint Disposition: _____