CUW
School of PHARMACY

HANDBOOK

SCHOOL OF PHARMACY

Updates and changes are made periodically to this handbook. Anyone with suggestions for amending or changing any of the information in this handbook should make those suggestions to the CUW SOP Office of Student Affairs. CUW SOP reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

Students are responsible for regular review of the handbook and any changes made outside of the annual update.

TABLE OF CONTENTS

CUWSOP School of Pharmacy Contact Information 3
CUWSOP Academic Calendars 4
CUWSOP Mission, Vision and Values 5
Pharmacist Code of Ethics 6
GENERAL INFORMATION 7
- Accreditation 8
- Student Code of Conduct 8
- Alcohol and Drug Abuse Policy – SOP Addendum 8
- CUWSOP Student Professionalism 10
- Computer Policy 12
- Dress Code 12
- Non-Discrimination Policies 13
- Open Door Policy 13
- Student Advising 13

ACADEMIC POLICIES 14
- Academic Ethics 15
- Generative Artificial Intelligence (AI) Policy 16
- Examination Integrity Policy 16
- Academic Standards for CUWSOP 16
- Academic Grievance Procedure 21
- Classroom Etiquette 21
- Dean's List 22
- Graduation Requirements 22
- Time in the PharmD Program 22
- Student Accessibility Services 22
- Technical Standards for Admission and Fulfillment of the PharmD Degree 23

EXPERIENTIAL POLICIES 25
- Affiliation Agreements 26
- Attendance 26
- Background Checks 28
- Blood Borne Pathogen Training 29
- Cell Phones 29
- Compensation 29
- Computer Usage 29
- Conflict of Interest 29
- CPR Training 30
- Dismissal from Experiential Sites 30
- Evaluations 30
- Experiential Expectations 30
- Health Insurance Coverage 31
- Housing 31
- Immunizations 31
- Immunization Injection Technique Training 32
- Injury 32
- Liability Insurance 32
- Out of State Assignments 33
- Parking 33
- Physical Exam 33
- Privacy Policy 33
- Rotation Assignments 36
- Rotation Requirements 36
- Transportation 37
- Urine Drug Screening 37
- Violation of Policies 37

ADDITIONAL INFORMATION 38
- CUWSOP Curriculum (Class of 2027 and Class of 2028) 39
- CUWSOP Curriculum (Class of 2029 and Class of 2030) 40

CUWSOP School of Pharmacy Contact Information

Concordia University Wisconsin School of Pharmacy
12800 North Lake Shore Drive
Mequon, WI 53097
FAX: 262-243-2752

CUWSOP website: www.cuw.edu/pharmacy
Clinical Instructor Resources: https://www.cuw.edu/academics/schools/pharmacy/preceptors/index.html

CUWSOP Office of the Deans

Erik Jorvig, PhD
Interim Assistant Vice President for Academics
Dean and Professor
erik.jorvig@cuw.edu
262-243-2753

Mike Brown, PharmD
Associate Dean for Academic Affairs
michael.brown@cuw.edu
262-243-2761

Melissa Theesfeld, PharmD
Executive Associate Dean
melissa.theesfeld@cuw.edu
262-243-2769

CUWSOP Office of Student Affairs (OSA)

Lauren Dixon
Director of Student & Alumni Affairs
lauren.dixon@cuw.edu
262-243-2777

Tammy Biskobing
Administrative Assistant
tammy.biskobing@cuw.edu
262-243-2755

CUWSOP Office of Experiential Education

Melissa Theesfeld, PharmD
Director of Experiential Education
Professor of Pharmacy Practice
melissa.theesfeld@cuw.edu
262-243-2769

Sarah Peppard, PharmD, BCPS, BCCCP
Assistant Director of Experiential Education
Professor of Pharmacy Practice
sarah.peppard@cuw.edu
262-243-2757

Peggy Pfeiffer
Experiential Education Program Coordinator
peggy.pfeiffer@cuw.edu
262-243-2754

CUWSOP Office of Admissions and Recruitment

Nancy Stoehr, PharmD, MEd, BCSCP, FACA
Director of Admissions
Professor of Pharmaceutical Sciences
nancy.stoehr@cuw.edu
262-243-2765

Michael Pickart, PhD
Director of Recruitment
Professor of Pharmaceutical Sciences
michael.pickart@cuw.edu
262-243-2793

Katelyn Wilson, MEd
Assistant Director of Admissions Operations
katelyn.wilson@cuw.edu
262-243-2728

CUWSOP Academic Calendars

Class Schedules

	2026-2027	2027-2028
1st Day of Fall Classes	August 24, 2026	August 30, 2027
Labor Day Holiday	September 7, 2026	September 6, 2027
Thanksgiving Holiday	November 25-29, 2026	November 24-26, 2027
Fall Final Exams	December 7-11, 2026	December 13-17, 2027
1st Day of Spring Classes	January 11, 2027	January 10, 2028
Martin Luther King Jr. Holiday	January 18, 2027	January 17, 2028
Spring Break (P1-P3 students)	March 22-25, 2027	March 6-10, 2028
Maundy Thursday Holiday	NA	April 13, 2028
Good Friday Holiday	March 26, 2027	April 14, 2028
Easter Monday Holiday	March 29, 2027	April 17, 2028
Spring Final Exams	May 3-7, 2027	May 1-5, 2028
Graduation Ceremony	May 7, 2027	May 5, 2028

APPE Schedules

	2026-2027	2027-2028
Block 1	May 18 - June 26, 2026	May 17 - June 25, 2027
Block 2	June 29 - August 7, 2026	June 28 - August 6, 2027
Block 3	August 10 - September 18, 2026	August 9 - September 17, 2027
Block 4	September 21 - October 30, 2026	September 20 - October 29, 2027
Block 5	November 2 - December 18, 2026	November 1 - December 17, 2027
Block 6	January 4 - February 12, 2027	January 3 - February 11, 2028
Block 7	February 15 - March 26, 2027	February 14 - March 24, 2028
Block 8	March 29 - May 6, 2027	March 27 - May 4, 2028

IPPE Schedules

	2026-2027	2027-2028
IPPE-1 Week 1 for P1 students	Week of October 5, 2026	Week of October 11, 2027
IPPE-1 Week 2 for P1 students	Week of October 12, 2026	Week of October 18, 2027
IPPE-3 Week 1 for P2 students	Week of October 19, 2026	Week of October 25, 2027
IPPE-3 Week 2 for P2 students	Week of October 26, 2026	Week of November 1, 2027
IPPE-5 for P3 students	Weekly August 24 – December 4, 2026	Weekly August 30 – December 3, 2027
IPPE-2 Week 1 for P1 students	Week of February 22, 2027	Week of February 21, 2028
IPPE-2 Week 2 for P1 students	Week of March 1, 2027	Week of February 28, 2028
IPPE-4 Week 1 for P2 students	Week of March 8, 2027	Week of March 13, 2028
IPPE-4 Week 2 for P2 students	Week of March 15, 2027	Week of March 20, 2028
IPPE-5/6 for P3 students	Weekly January 11 – 26, 2027	Weekly January 10 – April 28, 2028

Holidays

Students are not required to be in class or at their experiential rotation sites on the following CUWSOP holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Wednesday, Thursday, & Friday
- Christmas / Winter Break
- Martin Luther King Jr. Day
- Maundy Thursday (beginning in 2028)
- Good Friday
- Easter Monday

CUWSOP Mission, Vision and Values

Vision Statement

The Concordia University Wisconsin School of Pharmacy will have an inspired, supportive atmosphere that compliments the university mission by nurturing the mind, body and spirit of each student. The school will take full advantage of its metropolitan location to enter into alliances and strategic partnerships with local, regional and national healthcare entities to advance our mission of producing pharmacists ready to practice in rural and urban areas, thereby serving Christ in the church and in the world.

Mission Statement

The School of Pharmacy is committed to the development of pharmacists who are servant leaders, dedicated to providing value-based, patient-centered care that improves the health of our communities in rural and urban areas through excellence in teaching, research, service, and practice. We meet this mission through the following mission elements:

Patient-Centered Service

The Concordia University Wisconsin School of Pharmacy is dedicated to advancing patient-centered care through medication therapy management, working with other healthcare providers to address the physical, mental, and spiritual needs of each patient.

Service to the Underserved

The Concordia University Wisconsin School of Pharmacy will partner with local, regional, and national healthcare entities to advance pharmacy practice in underserved rural and urban areas, thereby serving Christ in the Church and in the world.

Servant Leadership

The Concordia University Wisconsin School of Pharmacy will promote servant leadership and an enthusiasm for life-long learning through excellence in teaching, service, practice, and scholarship.

Service with Values

The Concordia University Wisconsin School of Pharmacy will model and promote: honesty, civility, collaboration, tolerance, mutual respect, integrity, motivation to improve, lifelong learning, and service to others.

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. As such, we hold our students to these same obligations and virtues throughout their time in the curriculum. Alleged violations of this code will addressed by the Director of Student & Alumni Affairs.

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.

Adopted by the membership of the American Pharmacists Association October 27, 1994.

GENERAL INFORMATION

ACCREDITATION

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. Concordia University Wisconsin's Doctor of Pharmacy program has been granted Accreditation Status by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, 312/664-3575; FAX 312/664-4652, web site www.acpe-accredit.org.

ACPE Complaint Procedures

The Accreditation Council for Pharmacy Education (ACPE) is a national agency for the accreditation of professional degree programs in pharmacy. Complaints, as related to ACPE standards, policies, or procedures, should be written (in detail) and submitted to any CUWSOP administrator including the Deans' Office and the Director of Student & Alumni Affairs. Complaints related to ACPE standards may also be submitted in writing to the ACPE office at *csinfo@acpe-accredit.org.* All complaints and responses will be maintained by the Office of Student Affairs for review by ACPE.

STUDENT CODE OF CONDUCT

The Office of the Vice President of Student Life administers the Student Conduct Code in effect for all students enrolled at CUW. This document can be found in its entirety on the student portal (my.cuw.edu).

Student pharmacists take part in an honorable profession that is dedicated to the welfare of others and held in high regard in society. Conduct that is illegal, unethical, immoral or unprofessional not only affects the reputation of the student but also that of Concordia University and the profession of pharmacy. Students agree to act honorably at all times academically and professionally with honesty, integrity and compassion. Students understand that if they are ever found to be in violation of the CUW Student Code of Conduct, they may be subject to appropriate disciplinary action which will be documented in their student file.

If a student is being reviewed for both a potential CUW Code of Conduct violation and a process within the School of Pharmacy (e.g. SOP progression, professionalism review, etc.), the CUW Code of Conduct review needs to be completed before any further School of Pharmacy process continues. The Deans' Office, the Director of Experiential Education and/or the Director of Student & Alumni Affairs may suspend the student from all classroom and/or experiential activities while the CUW Student Conduct Code is in progress.

ALCOHOL AND DRUG ABUSE POLICY – SOP ADDENDUM

In addition to the CUW Student Code of Conduct, the SOP adds the following alcohol and drug abuse policy.

Policy

1. It is the policy of the School of Pharmacy that students be both physically and mentally fit to participate in pharmacy practice experiences and academic work and be free from the inappropriate use of drugs and/or alcohol. CUWSOP reserves the right to randomly test students for drugs and alcohol.
2. All violations of this policy will be referred to the CUWSOP Office of Student Affairs who will work with the CUW Office of Student Life for adjudication pursuant to the CUW Student Conduct Code.
3. The School of Pharmacy may also impose additional disciplinary sanctions upon any student who is found to be in violation of these policies.
4. Clinical facilities may require that students submit to and pay for substance abuse testing prior to beginning or at any time during the experiential rotation.
5. If there is reasonable suspicion based on the student's behavior, observed or reported, that the student is using or under the influence of drugs or alcohol use, abuse, or diversion, the student shall be tested for drugs and alcohol at the discretion of the Deans' Office, the Director of Experiential Education, and/or the Director of Student & Alumni Affairs.
6. The Deans' Office, the Director of Experiential Education and/or the Director of Student & Alumni Affairs may suspend the student from all classroom and/or experiential activities while the CUW Student Conduct Code is in progress.

Procedure during Experiential Rotations

This procedure must be followed at an experiential site where the student is under the direct or indirect supervision of a Clinical Instructor. In addition to these steps, Clinical Instructors should also follow their individual site policies. If a suspicious behavior is observed or reported, the following steps will be taken:

1. Remove the student from patient care and direct work with all medications.
2. The student should be directly supervised by a representative from the experiential site until the student is granted permission to leave the facility.
3. Contact the Director of Experiential Education at the School of Pharmacy immediately. If the Director of Experiential Education is not available, the Clinical Instructor should contact the CUWSOP Dean's Office.
4. Inform the student of the behavior or performance issue observed, preferably with a second Clinical Instructor observing the meeting with the student.
5. In a private area, the Clinical Instructor will ask the student to disclose any alcohol/drug use or possession (prescribed, illicit or over the counter) or diversion of drugs.
    a. If drug diversion is suspected or known or if the student is in possession of illegal drugs, the Clinical Instructor will call the police to report the incident.
6. If there is reasonable suspicion based on the student's behavior, observed or reported, that the student is using or under the influence of drugs or alcohol use, abuse, or diversion, the student shall be tested for drugs and alcohol at the discretion of the Clinical Instructor and/or experiential site policy. Substance abuse testing will be done at the student's expense.
    a. If testing is available at the clinical facility, the Clinical Instructor will accompany the student to the appropriate location for the drug testing to be done. If testing is not available at the site, the Clinical Instructor will inform the student that he/she must submit to a urine test at an accredited health care agency, approved by the School of Pharmacy, within five (5) hours of leaving the facility. The results of this testing must be provided to the Director of Experiential Education as soon as they are available.
    b. If the student refuses testing or refuses to release the results to the University, this action shall be considered a positive test and the student is subject to immediate suspension.
7. If the student is found to be intoxicated or impaired, the student is not to drive home. Upon direction from the Clinical Instructor, the student will contact a family member or arrange transportation.
8. The Clinical Instructor will document, in writing, the behavior(s) or the observed performance issue/concerns, including dates, times and names of all parties involved.
9. The completed documentation should be sent to the Director of Experiential Education and the CUWSOP Dean's Office, with the original documentation kept on file with the Clinical Instructor. All written documentation and drug testing results will be maintained in the student's file with the CUWSOP Office of Student Affairs.

Voluntary Disclosure Policy for PharmD Students

A. A pharmacy student who has engaged in prohibited drug or alcohol use is encouraged to seek confidential assistance by voluntarily disclosing his or her use to a staff or faculty member in the School of Pharmacy or a counselor in the CUW Counseling Center.

B. If the pharmacy student seeks assistance prior to being identified as having violated this policy or being notified that he or she must undergo screening, the impermissible use of drugs/alcohol will not be deemed an offense for purposes of determining sanctions under the CUW alcohol and substance abuse policy.

C. The Director of Student and Alumni Affairs will be notified of the student's disclosure, if originally made to a different staff or faculty member in the School.

D. The pharmacy student will be required to undergo an evaluation by a licensed substance abuse counselor or other appropriate personnel, as approved by the Director of Student and Alumni Affairs. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the pharmacy student, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Director of Student and Alumni Affairs.

E. A pharmacy student will be permitted to remain in the program for a reasonable period of time, not to exceed ninety (90) days, as determined by the treatment plan. However, the pharmacy student will not be permitted to return to classes or participate in School-affiliated extracurricular activities until the counselor has interviewed the pharmacy student following the conclusion of the recommended treatment (or stage of treatment, as applicable), and has determined that reentry into the pharmacy program is appropriate. If the counselor deems it necessary, the pharmacy student will be required to undergo drug and/or alcohol testing as part of the reentry evaluation.
    a. Failing to complete the treatment recommended by the counselor, or having a positive result on a re-entry drug or alcohol screening test will be deemed a violation of the School's drug and alcohol use policy.

F. If the pharmacy student regains his or her eligibility to complete the PharmD program, he or she may be required to undergo unannounced follow-up drug testing at the discretion of the Director of Student & Alumni Affairs, in consultation with the counselor. A positive drug test result will be processed as prescribed by the CUW Code of Conduct and CUWSOP Drug and Alcohol Use policies and may result in the student being dismissed from the PharmD program.

Sanctions and Readmission

After referral to the CUWSOP Office of Student Affairs, the student shall have all the procedural rights set forth in the CUW Student Conduct Code. Pursuant to the Code, the student may be subject to disciplinary action, which may include suspension or dismissal from the University and restrictions on course enrollment. When such action pursuant to the Student Conduct Code is complete, the Director of Student & Alumni Affairs or designee shall report the results, including the sanction imposed, to the Director of Experiential Education and the Deans' Office. The CUWSOP has determined that those individuals who are currently impaired by alcohol or substance abuse cannot meet the CUWSOP Technical Standards. Because of the important public health and safety issues related to pharmacy, the Deans' Office may impose sanctions including suspension or dismissal from the PharmD program. In the event the student wishes to return from suspension to CUWSOP, the student may petition the Deans' Office. A student may return from suspension into the School of Pharmacy only upon successful completion of all requirements/sanctions and upon written approval by the Deans' Office.

CUWSOP Student Professionalism

At CUWSOP, we strive for our students to demonstrate the highest level of professionalism. Adherence to these professionalism tenets in their entirety is critical to the development of future pharmacists. It is the expectation of the School that all students exhibit the following tenets of professionalism at all times.

- **Attitude & Motivation:** Participates willingly and displays interest and integrity in all activities. Accepts constructive criticism respectfully. Strives for excellence and continued learning in all areas.
- **Accountability & Responsibility:** Accepts responsibility or account for one's actions, products, and decisions. Exhibits pride in outcome of work and completes tasks in an efficient and self-directed manner. Completes all assignments, tasks and responsibilities on time.
- **Interprofessionalism:** Works collaboratively and effectively with other students and health care professionals to provide optimal care for patients. Treats all members of the health care team with respect and recognizes their contribution to the team.
- **Interpersonal Skills:** Establishes relationships with students, faculty, staff, patients, family members, caregivers, and other health care professionals, as necessary, to provide optimal care. Displays respect, compassion, benevolence, and empathy, as appropriate. Patients are a priority.
- **Integrity:** Displays honesty and truthfulness at all times, and clearly and correctly acknowledges other's ideas or words (avoids plagiarism). Maintains confidentiality and complies with site and CUWSOP policies. Adheres to legal and ethical standards of practice. Appropriately notifies necessary faculty or staff of unethical behaviors observed. This may include academic misconduct of other students.
- **Punctuality & Attendance:** Arrives at classes, labs, meetings, clinical rotations, and other scheduled activities on or before the designated time. Notifies necessary personnel appropriately of unscheduled or scheduled absences or delays.
- **Professional Appearance:** Maintains professional decorum at all times. Displays appropriate outward appearance, as defined by CUWSOP.

- **Professional Communication:** Conveys information through written, verbal and non-verbal means in a professional, timely, and respectful manner.

If a student demonstrates behavior that does not adhere to these standards, the student will be subject to the following procedure.

Procedure to Address Unprofessional Behavior

Professionalism violations that are a breach of the CUW Student Code of Conduct, CUW Academic Conduct Policy, or the CUWSOP Privacy Policy will first follow the process associated with that violation. At the conclusion of that process, the violation may also be subject to the CUWSOP Professionalism Policy and Procedure. If the same instance of a violation is found to occur in multiple policies, it will be counted as a single offense. Guidance on the jurisdiction of the violation may be sought from the CUWSOP Director of Student and Alumni Affairs or the Deans' Office.

The Course Faculty, Course Coordinator or School of Pharmacy staff are encouraged to meet with a pharmacy student who does not meet professionalism standards as soon as concerns are identified.

Instances of Academic Misconduct will follow the process associated with that misconduct at the University-level. Academic misconduct by a pharmacy student will also be considered unprofessional behavior and will be counted as an occurrence in the outlined process.

First Occurrence

In the event attempts to give the pharmacy student feedback about issues of concern have been unsuccessful, or if the behavior is of a significant or serious nature, a Professionalism Concern Form (PCF) will be completed by the Course Faculty, Course Coordinator, or School of Pharmacy staff who observed the behavior. A PCF must be filed within one week from the time the behavior was observed or reported.

Pharmacy students in IPPEs, APPEs or any other patient-care setting where they represent CUWSOP who do not demonstrate that they are meeting the professionalism standards set forth by the CUWSOP will be reviewed further by the Director of Experiential Education. For instance, this review may be triggered by receiving one or more Significantly Below Expectations ratings on the professionalism components of an experiential course evaluation.

In the case that a faculty or staff member has completed a PCF or a student has not met the professionalism or communication standards on an experiential rotation (as defined above), the faculty or staff will meet with the pharmacy student to discuss ways in which the behavior can be improved. This allows the pharmacy student adequate opportunity to make appropriate changes to the behavior. The pharmacy student is asked to sign the PCF to acknowledge that the PCF has been reviewed, and the student may provide additional information in response to the report. The faculty or staff can impose non-academic expectations of the student in an attempt to remedy the unprofessional behavior. Examples may include asking the student to write a paper about their unprofessional behavior or an apology letter. Faculty may also impose an academic penalty for unprofessional behavior that is related to an assignment based on the grading expectations for that assignment.

Following the meeting, the PCF is forwarded to the Director of Student and Alumni Affairs who may request an additional meeting with the student. The PCF is a part of a pharmacy student's academic file. In the event a pharmacy student is referred to Student Progression Committee for review, all PCFs on file will be available for review by the committee.

Second Occurrence

The process for a first occurrence would apply for a second occurrence, and the pharmacy student will be required to meet with the Student Progression Committee who may apply additional sanctions, up to and including program suspension.

Third Occurrence or More

Students who receive three or more PCFs will be referred to the Student Progression Committee for a review of the student's professional and academic status. Student Progression Committee may apply sanctions, up to and including program suspension and dismissal.

Appeal Process
Students may appeal the finding of the violation of professional behavior or the sanction by submitting a formal appeal to the Dean of the School of Pharmacy in writing or via email within 15 working days of the decision. Upon receiving an appeal, the Dean of the School of Pharmacy will review the student's records and documentation to render an appeal decision. A response to an appeal will be given to the student and the Director of Student and Alumni Affairs within 10 working days of the Dean of the School of Pharmacy's recognized receipt of the appeal. In the case that the appeal determines that there was no violation, the PCF will be removed from the student's file.
Please direct questions about the professionalism policy to the Director of Student and Alumni Affairs or the Dean's office.

Computer Policy

Every PharmD student will be required to have a laptop computer. The computer must meet hardware and software requirements established by CUWSOP. Students are notified of these requirements prior to their matriculation. Students should consult the Office of Student Affairs for additional information about these minimum standards.

Dress Code

The following professional standards of attire have been adopted by CUWSOP.

General Classroom Attire

Students are expected to dress appropriately in the classroom and when representing CUWSOP on campus or during extracurricular activities. Appropriate classroom attire could include skirts/dresses/pants/jeans and a shirt or sweater. Shorts, dresses, or skirts must not be above mid-thigh in length. See-through or low cut clothing is not acceptable. Shoes are required for all students at all times. All attire must be clean and in good repair. Clothing that includes advertising or "mock advertising" for alcoholic beverages, sexual behavior or innuendos, tobacco products, profane language or gestures is not allowed. Students are expected to maintain good personal hygiene and grooming including the use of deodorant. Cologne or perfume should be used sparingly.

Any medical conditions that inhibit adherence to these Standards must be discussed with the Director of Student & Alumni Affairs of the pharmacy school.

CUWSOP faculty or staff members may require students to follow alternate dress code guidelines for special events or in specific laboratories. For example, lab coats must be worn while participating in lab.

Experiential Attire

Students are expected to dress professionally and adhere to site-specific dress codes at all times during experiential rotations. Appropriate professional attire for CUWSOP students includes:

- Suit, sport coat, or blazer
- Collared dress shirt with tie (unless ties are not permitted by the site's dress code)
- Dress blouse or sweater
- Dress pants or dress skirt (knee length when standing and thighs covered while seated)
- Closed-toe dress shoes with socks/nylons
- White coat (unless instructed otherwise by Clinical Instructor)
- CUWSOP identification badge and/or site identification

All clothing - including the white coat - should be tailored, in good condition, clean, and free of wrinkles and lint. Well-groomed hairstyles and nails and makeup in natural styles are recommended for a professional setting. All students are expected to practice good personal hygiene and the use of perfume/cologne should be avoided or minimized to prevent potential patient irritation.

The following items do not constitute professional attire and shall not be worn by CUWSOP students during experiential rotations:

- Miniskirts
- Capri pants and/or shorts
- Leggings
- Jeans and/or denim clothing
- Tee shirts
- Sweatpants
- Sweatshirts
- Ripped or torn clothing
- Revealing clothing (low-cut shirts, deep v-neck shirts, spaghetti straps, midriff/crop shirts)
- Open-toed shoes
- Tennis shoes

Attire for Professional Meetings, Conferences, and other CUW-Sponsored Events

1. Business casual dress for all interactions with others from the profession, including other students.
2. Exceptions may exist for events which call for school spirit or themed parties.

Non-Discrimination Policies

Concordia University Wisconsin School of Pharmacy does not discriminate on the basis of personal attributes including but not limited to race, color, national or ethnic origin, age, sex, religious affiliation, sexual orientation, physical or mental condition, or developmental disability in the administration of its admission policies, education policies, scholarship and loan programs, athletic and extra-curricular programs or other school-administered programs. Concordia University Wisconsin School of Pharmacy does not discriminate on the basis of handicap. (cf. Section 504 of the Rehabilitation Act of 1973). The School of Pharmacy will engage in an interactive process with students with disabilities. The School of Pharmacy reserves the right to not admit and/or dismiss any student who cannot meet the CUWSOP Technical Standards with reasonable accommodations.

Open Door Policy

The environment at CUWSOP is one of an open door policy. In an effort to promote effective communication, students are encouraged to speak directly to their instructors when they are faced with issues relative to a course.

Student Advising

Each student will be assigned a faculty advisor who advises students about their academic decisions and other issues relative to the educational experience as a whole. It is important for students to meet regularly with their advisors to ensure that they are fulfilling their requirements and developing strategies and practices for academic success. An advisor is a resource for school and university support in academic growth and development. An advisor shares options for extracurricular choices, community service experiences, networking or other student issues.

ACADEMIC POLICIES

Academic Ethics

Mutual respect and concern for one another in the atmosphere of a Christian caring community is the basic principle which should govern the relationship between student and instructor. Faculty are professional in their expectations of academic excellence and students respond with an appropriate level of effort and commitment. Unprofessional conduct and unethical behavioral are serious breaches of the academic contract.

Academic Honesty

Academic honesty is the foundation of our education institution. Without it, we make a mockery of the academic endeavor and the ultimate rewards associated with a degree in higher education. At Concordia, honesty is central to our Christian identity and way of relating to one another. The names of students found guilty of engaging in academic dishonesty will be reported to the Academic Office. Types of academic dishonesty can be defined in the following manner:

Cheating: includes, but is not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.

Plagiarism: includes, but is not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.

Fabrication: the forgery, alteration, or misuse of any University academic document, record, or instrument of identification.

Academic Misconduct: intentionally or recklessly interfering with teaching, research, and/or other academic functions.

Academic Disciplinary Process

1) **First instance:** The faculty member determines the penalty. This may include any of the following: an opportunity to redo the assignment or test, a reduced grade on the assignment or test, a failing grade on the assignment or test, a lower grade in the course, a failing grade in the course, or removal of the student from the course.
    a. Within CUWSOP, the faculty member is expected to meet with the Associate Dean for Academic Affairs to discuss the incidence of academic dishonesty and the options for penalty prior to making a final decision. Feedback from the Associate Dean for Academic Affairs is advisory to the faculty member's decision, not compulsory with one exception: the faculty member may not remove the student from the course without the approval of the Associate Dean for Academic Affairs as such action would otherwise alter the student's academic progression independent of other usual processes (i.e., a failing grade sending a student to Progression Committee).
    b. The faculty member should make their decision regarding the penalty expeditiously and yet without undue haste.
    c. The faculty member must document the penalty for academic misconduct to the student. This documentation must be forwarded to the Associate Dean for Academic Affairs and the Director of Student and Alumni Affairs for placement in the student's file.
    d. A letter of reprimand may be written by the Associate Dean for Academic Affairs to the student. If written, this letter will also go to the faculty member and in the student's file.
2) **Second instance:** The faculty member determines the penalty and the campus-specific chief academic officer or designee connects with the student, at which time additional sanctions may be imposed.
    a. Within CUWSOP, in addition to the information in 2) above, the processes described in items 1a-1d above must also be followed for the second instance of academic dishonesty.
3) **Third instance:** The faculty member determines the penalty, and the Academic Conduct Board (ACB) meets with the student, at which time additional sanctions may be imposed, including suspension or expulsion. The Academic Conduct Board (ACB) consists of the CAO, Assistant Vice President of Academics, and the appropriate Dean. If the student is in an accelerated post-traditional program, the appropriate Center Director joins the ACB. If the student is a graduate student, the appropriate Program Director joins the ACB.
    a. Within CUWSOP, in addition to the information in 3) above, the processes described in items 1a-1d above must also be followed for the third instance of academic dishonesty.

Appeal Process

Students may appeal a faculty-issued academic dishonesty decision or penalty in writing to the Dean of the School in which the course was offered within 15 working days of receiving the report. The Dean (in consultation with the Department Chair or Program Director) will consider the appeal and render a decision within 10 working days of receiving the appeal and issue a written response to the student.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) POLICY

A generative artificial intelligence (AI) tool (e.g. ChatGPT, etc) may be useful in the right setting when searching for and generating outputs of information. It is important to understand that this tool has limitations, including but not limited to:

- It relies on crowd-sourced information on a topic when producing output
- It does not confirm the accuracy of information
- It does not "reason" nor identify/resolve biases
- It has been known to hallucinate (generate fictitious data including sources of data)
- Data in the AI tool may not be timely and could vary based on the version of the tool being utilized

A generative AI tool can be helpful as a part of the search for health information, but should never be used as the sole source of health information. Healthcare professionals must verify the source, accuracy and timeliness of evidence for patient care and patient safety.

Students should refer to the course syllabus for additional guidance.

EXAMINATION INTEGRITY POLICY

The purpose of this policy is to proactively maximize exam integrity and minimize the potential for academic dishonesty, promoting the validity and integrity of assessments which is central to the school's confidence in confirming academic outcomes and degree attainment. The following is specific to exams in required courses in the PharmD curriculum. Quizzes, lab practicals, OSCEs, or other assessments in required courses, as well as any assessment in an elective course, are not bound by this policy.

1. Assign seating: Assigned seating that places students with at least one empty seat between them and uses only alternating rows (example: the first, third, and fifth rows).
    a. Exceptions are acceptable only when the room is re-oriented to keep students from seeing another's screen in front of them.
2. Randomize test question sequence and answer order (ExamSoft only): The order the questions and the order of the answer choices are presented to each student is random except for case-based questions which can appear together using the group function in ExamSoft.
3. Optional: Disable (do not allow) backward navigation: Backward navigation is the ability to navigate throughout the exam.

In addition, unless explicitly allowed on an exam, all notes, class materials, and personal technology (e.g. phones, smart watches, etc) should be placed in lockers or backpacks in the front or back of the room. Other materials may be included in this expectation at the discretion and communication of the instructor. A student will be in violation of the academic conduct policy if any of these items are on or next to them, even if they are not demonstrated to have been used as an unauthorized aid on the exam.

ACADEMIC STANDARDS FOR CUWSOP

Pre-professional Courses, Professional Course Load, Grading and Schedule

All pre-professional courses must be successfully completed prior to entry into the professional program. The School of Pharmacy schedule of classes, assignments, experiential education, examinations, and other activities take precedence over outside employment or extracurricular activities.

Add/Drop Deadlines and Tuition Reimbursement

Required coursework in the Doctor of Pharmacy program may not be dropped without the written approval of the Associate Dean for Academic Affairs. As this is required coursework, any dropped required coursework must be taken later in a student's academic plan, as designed by the Associate Dean for Academic Affairs. Even with such approval, assignment of a grade as either a "W" or an "F" will occur by the university registrar as determined by university policy. Students are not permitted to "unofficially withdraw" by merely not attending classes and this may result in failing the course(s).

In the event that a student is allowed to drop classes, resigns from the Doctor of Pharmacy program, or is otherwise no longer in the Doctor of Pharmacy program after the start of a semester, tuition refund follows the University policy.

Academic Resignation

Students who wish to resign must officially communicate this in writing to the Associate Dean for Academic Affairs. Once approval is granted, a student must complete a survey that notifies the University registrar of the resignation. Depending on the timing of the resignation, students will be withdrawn or will fail the courses being taken. Students seeking readmission after resignation must reapply.

Attendance and Absences

The Absence Request Form must be used to communicate any absence from lecture, lab, experiential rotations (IPPEs and/or APPEs), or other curricular requirements (e.g. interprofessional events, Pharmacy Days, poster fairs, APPE Prep Sessions). If notification ahead of time is not possible, the Absence Request Form must be completed by the end of the next business day after the absence.

Known absences (e.g. necessary pre-planned travel, professional meetings, religious holidays) that are not communicated a minimum of 2 weeks in advance may not be excused.

Absences from experiential rotations should also be communicated using the Absence Request Form. Additional details about experiential absence processes are available in the Experiential Policies section of this document. Questions about experiential absences should be directed to the Director of Experiential Education.

The following types of absences are considered "excused" absences from lecture, lab, or other curricular requirements:

1. **Illness/injury of students:** Verified illness or hospitalization.
2. **Health (immediate family):** Immediate family includes student's spouse, parents, legal guardian, siblings, children, grandparents, father/mother-in-law, son/daughter-in-law, or grandchild. Students' absences due to care of immediate family members with terminal or acute illness or scheduled surgery may be excused. Students will not receive excused absence for missed class or examination because child/dependent care is not available.
3. **Death in the immediate family:** Immediate family members (as listed above). Allowance of absences for the funeral of an immediate family member may be excused. The specifics of the situation will determine the length of the excused absence.
4. **Short term military:** Short-term military obligations may be considered excused;longer obligations may be handled through a leave of absence request.
5. **Jury duty or subpoena for court appearance.**
6. **Religious Holidays**.
7. **Professional Interviews and Professional Meetings:** If an interview, students may be asked to submit documentation from the organization he/she will be interviewing with to have this absence excused. For professional meetings, students may be required to provide documentation of faculty/advisor support or sponsorship.
8. **Other circumstances:** Examples of other circumstances may include, but are not limited to: serious illness of extended family members, accidents, attending funerals of friends or extended family members, etc.
9. **Private or Confidential circumstances:** Students may contact the Director of Student & Alumni Affairs and/or the Deans' Office directly by email to request an excused absence for private or confidential matters. Additional guidance will then be provided for completing the Absence Request Form.

Requests for excused absences that fit into the above situations are appropriate and encouraged. Students should make requests for excused absences when any of the above circumstances occur. The student who seeks an excused absence will be asked to submit acceptable documentation, as necessary.

Unexcused Absences

If the Director of Student & Alumni Affairs or their designee determines that the absence request was not submitted in an appropriate time frame, the documentation is insufficient, doesn't receive documentation within two business days of the absence without communication, or does not fall into an excused absence category, the student and course coordinator(s) will be notified that the absence is unexcused, unless otherwise determined by the course coordinator(s).

Choosing to use technology in lieu of in-person course attendance without an excused absence is not consistent with the requirements of the program.

Absence requests that do not fit into the descriptions above, including any that are made solely at the student's desire for more time to prepare, will not be excused by either the Director of Student & Alumni Affairs or the Dean's Office. While the CUW Faculty Handbook does provide individual faculty the option of extending an excused absences outside of the prescribed circumstances above, students should not anticipate this is typical.

If a student does not attend a class or complete an assignment/assessment by its scheduled due date/time and the absence is not an excused absence, it is the right of the faculty to partially or fully deduct points/ratings for that class or assessment. If the syllabus describes different language related to consequences of an unexcused absence, the syllabus for that course takes precedent over this statement. In any event, students who miss class, assignments, or assessments due to unexcused absences should expect to have their grade reduced.

Make-up Work and Examinations

The expectations of make up work are the discretion of the instructor, in conjunction with the student, the Office of Student Affairs, and/or the Dean's Office.

All make-up work must be completed as soon as possible, and no more than 14 calendar days from the original scheduled day in the syllabus (the original day is day zero) or the end of the semester, whichever comes first. In the event a make-up exam is given, the instructor or their designee must proctor the exam. Days that a student is on IPPEs do not count toward the 14 calendar days.

If work is not made up within the 14 calendar days of the original day or by the end of the semester, whichever comes first, the faculty will award no credit for the work. The only exception to this is the documentation of an Alternative Completion Plan outlining new deadlines for all remaining coursework. The Alternative Completion Plan is to be used when a student has extenuating circumstances that cause them to fall more than 2 weeks behind in coursework within a single PharmD course. These situations require approval of the course faculty and the Deans' Office. The Deans' Office must receive documentation that the extenuating circumstances are valid . A separate Alternative Completion Plan is required for each course should there be multiple courses. This plan must be acknowledged by the student via their signature on the plan within three business days of its presentation to the student in order for it to be valid. (The day it is sent to the student is day zero.) Plans not acknowledged by the student within 3 business days are invalid, no subsequent plan will be created, and no credit will be given for outstanding coursework.

Incomplete Course Work

In some instances, the Alternative Progression Plan may extend beyond the end of the semester. In such instances, students may receive a grade of "I" (Incomplete), at the discretion of the Deans' Office and in conjunction with the instructor. Courses with incomplete (I) grades at the end of the semester must be resolved in a timeframe consistent with university policy. If an "I" grade is not resolved in the designated time, the course grade is determined by completed work, with any incomplete work being assigned no points/credit. Students should have as few incomplete courses as possible; in the PharmD program no more than 3 courses may be assigned an incomplete in any given semester.

Incomplete courses that are pre-requisites for subsequent courses must be resolved prior to the start of future courses for which they were pre-requisites. If the Incomplete is not resolved, the subsequent course may not be started.

Leave of Absence

Students may, for valid reasons, petition in writing the Associate Dean for Academic Affairs for a leave of absence from the program. In the written petition, the students must specify the reason for the request. Unless special permission is granted by the Associate Dean for Academic Affairs, the leave of absence may not exceed one academic year. Students who are granted a leave must notify the Associate Dean for Academic Affairs of their intent to re-enter the program at least 30 days before the beginning of the term for which they intend to return, unless otherwise specified in student's documentation. Students returning from a Leave of Absence, for any reason, are required to complete all necessary vaccinations, a background check, and a drug screening prior to beginning coursework. In addition, students must participate in all necessary trainings (e.g. BLS) to continue their matriculation through the program. Upon granting the request to return, if necessary by circumstance (e.g., length of time away, changes to the curriculum, etc) a revised academic plan will be prepared and provided to the student. Students will not receive credit specifically toward the Doctor of Pharmacy degree at Concordia for any courses taken at this or any other university or college during the leave of absence. In the event that students are not able to return to the professional program within one year, the students must submit, in writing, to the Associate Dean for Academic Affairs the reason and his or her intentions regarding returning to the professional program. The Associate Dean for Academic Affairs will make a determination on their request for an extension to the leave of absence. Students who do not request or are not granted an extension on their leave of absence and do not return within one year will be resigned from the program. Students may reapply to the program and may seek advanced standing, if accepted. See Graduation Requirements for additional details regarding allowable length of time in the program.

Administrative Withdrawals

The University reserves the right, as described in the graduate catalog, to administratively withdraw a student from a course. An administrative withdraw may occur for one of the following: 1) Failure to comply with attendance policies; 2) Disciplinary reasons (i.e. academic dishonesty). If withdrawn, the student is responsible for any academic, financial, or athletic consequences that may result. In the School of Pharmacy, failing to engage in consecutive coursework for ≥20% of a course may result in an administrative withdrawal. See the University Refund Policies for details regarding the potential academic and financial implications of being administratively withdrawn from a course.

Academic Progression

Graduation from the Doctor of Pharmacy program is dependent upon the successful completion of the program curriculum and requirements. While the curriculum is designed to be completed in four years, student progression may deviate from this design. The following outlines situations in which students would not progress through the curriculum as designed due to poor academic performance. It also outlines the processes by which the Student Progression Committee (SPC) and the Dean's Office will address issues related to academic progression, promotion and probation.

For the purpose of academic progression, professional courses include all PHAR-designated courses and any other course approved to fulfill professional elective credit in the PharmD program.

Academic Good Standing: Students are considered in academic good standing, and will progress through the program, with both a professional grade point average (PGPA) of 2.0 or better, and the achievement of a grade of C- or better in all professional courses in the most recently completed semester.

Placement on Academic Probation: Students will be placed on academic probation if they meet either of the following criteria related to professional grade point average or course grades.

A. *Professional Grade Point Average (PGPA)*
   Calculation of PGPA will include all required professional courses and approved electives taken while enrolled in the PharmD program. Term PGPA will be calculated at the end of each semester. Students with a term PGPA under 2.00 will be placed on academic probation.
B. *Course Grades*

Students earning a D or F in any professional course within a given semester will be placed on academic probation.

Steps Taken In Addressing Academic Probation

1. Students who are on academic probation without receiving a D or F in a course must meet with the Dean's Office and/or their designee.
2. Students who have received a grade of less than a C- in a professional course will be informed of their right to come before the SPC during a scheduled meeting. Students are strongly encouraged to attend the meeting to explain and clarify their placement on academic probation. Students may ask their assigned faculty advisor to attend the meeting with them. No other attendees are permitted. Students have the right to not attend the meeting and may submit a written statement in their absence. The SPC then makes a determination of the action to take regarding the academic progression of the student. The actions may include the following:

    A. *Retaining Letter Grade without Further Action*
    Students may be allowed to continue progression through the curriculum without the need or option for remediation, most often in the following two examples: a D letter grade in required coursework or an F letter grade in a chosen elective course. Students will not be allowed to progress through the curriculum, without further action, if they receive a failing grade in any required professional course.

    B. *Short Term Remediation*
    In some instances, remediation and the opportunity to continue progression through the curriculum despite setbacks in courses may be extended to a student. The student's specific remediation plan will be determined by the Deans' Office in consultation with the Course Coordinator. In instances of short-term remediation outside of the course offering, the Deans' Office may defer to the Course Coordinator for development of the specific remediation plan.
        1. Remediation and the Impact on Grades
        Students participating in Short-term Remediation will have their failing grade replaced, as determined by their remediation plan, upon successful completion of the remediation. Unsuccessful remediation will result in the original grade being retained on official transcripts. Furthermore, the student's academic plan will be revised by the Deans' Office.

    C. *Repeat the Course*
    Students may be required to repeat a course or related course(s). The student's revised academic plan will be prepared by the Deans' Office consistent with the SPC determination. Students retaking a course will retain their original grade on their official transcript. The grade earned during the retake of the course will also appear on the official transcript. The most recent grade will be applied to the student's GPA.

    D. *Academic Supsension from the School of Pharmacy*
    Academic Suspension includes denial of enrollment, attendance, and other privileges within the School of Pharmacy for a specified period of time, up to 12 months. The SPC will take the following factors into account when considering the decision of Academic Suspension:
        1. The student's academic performance, academic integrity, and/or professionalism are consistent with failure to progress through the curriculum, even with remediation.
        2. The student fails to adhere to the criteria of remediation.
        3. Other indications that a student may continue to fail to progress in the program.

    E. *Dismissal from the School of Pharmacy PharmD Program*

Students dismissed from the School of Pharmacy will no longer be allowed the opportunity to continue their progression toward graduation. In such a decision, it is the determination of SPC that a student otherwise meets the factors for consideration of suspension from the School of Pharmacy, but it is unlikely that timely changes can be made to adequately improve their performance. A student may be dismissed in an instance of failing one or multiple different courses in the PharmD curriculum, depending on circumstances. In any instance where a student fails the same PharmD course twice within the CUWSOP PharmD curriculum, or in the case of APPEs, fails any two APPEs in the PharmD curriculum, the student will be dismissed from the Doctor of Pharmacy program.

SPC will prepare a letter that informs the student of their decision, and this letter is presented to the student by the Deans' Office, along with the revised academic plan when applicable.

Transition to Academic Good Standing

Students must achieve a PGPA of 2.00 or above and achieve a grade of C- or better in all professional courses in the term following placement on academic probation to be placed back in Academic Good Standing.

Process for Returning to the School of Pharmacy from Suspension

1. The student must send a letter via email to the Dean's Office requesting a return to the program at least 30 days in advance of their desired return to coursework, unless directed otherwise in the notification of suspension. The documentation must state the reasons why the student believes they are able to return to and successfully complete the required coursework.
2. The Dean's Office will communicate his/her decision to the student within two weeks of receiving the documentation. A visit with the student or additional supportive information may be requested during this process.
3. At the point in which a student is allowed to return from suspension, the Deans' Office will develop a revised academic plan.
    a. NOTE: Students returning from a suspension are required to complete all necessary vaccinations, a background check, and a drug screening prior to beginning coursework. In addition, students must participate in all necessary trainings (e.g. BLS) to continue their matriculation through the program.
4. Students who do not request to return to the program within one year from their date of suspension will be resigned from the program. Students may reapply to the program and may seek advanced standing if accepted. See Graduation Requirements for additional details regarding allowable length of time in the program.

Process for Returning to the School of Pharmacy from Dismissal

Students may reapply to the program and may seek advanced standing, if accepted.

Appeals Process

Should the student feel a due process error occurred during the progression process, the student may appeal the progression decision by submitting a formal appeal to the Dean's Office in writing via email within two weeks of the decision. This appeal reviews SPC procedures and processes only. Upon receiving an appeal, the Dean's Office will review the student's records and documentation from the SPC and provide an appeal decision within two weeks.

Enrollment in other CUW Programs

Students who have resigned, have been suspended, or have been dismissed from the professional program may apply through the normal CUW admissions process to be admitted into another university program.

ACADEMIC GRIEVANCE PROCEDURE

The procedure for Academic Grievance is outlined within CUW Catalog at https://catalog.cuw.edu/graduate/university/academic-policies/academic-ethics/ .

CLASSROOM ETIQUETTE

A. Any individual faculty member may reserve the right to be more or less stringent with the rules for classroom etiquette, provided that the framework for those changes is made known through the syllabus for the course.
B. Sustained conversation that impedes student learning may result in the student(s) being asked to end the conversation or leave the classroom.
C. Student use of personal technology devices (including, but not limited to: cell phones, smart watches or other smart devices, and iPads/tablets) is prohibited during class, unless specifically permitted by the instructor. Cell phones and other personal technology devices should be set to a non-audible mode while a student is in class. If electronic devices are permitted by the instructor, students must limit their use to activities with an educational purpose (e.g. literature searches, drug information retrieval, patient care calculations, health care apps, etc). The unauthorized and/or distracting use of electronic devices will not be tolerated.
D. Students are expected to be prepared for class at the designated start time and attentive during the lecture. Any students considered to not be meeting this criteria (e.g. sleeping) may be asked to leave the classroom.

E. Students are expected to dispose of their trash (e.g. beverage containers or papers) prior to exiting any university facility.
F. Students who must leave class early are encouraged to sit in areas closest to the exit to minimize the degree of disruption to the learning environment for those remaining students.
G. Breakout rooms surrounding PH132, PH008, and PH026 are not available for individual scheduling, but accompany the use of the adjacent main lecture hall. As posted on breakout room doors, use of the breakout rooms while class is in session in the main lecture hall is not allowed, unless approved by the course faculty in advance. Requesting use of the breakout rooms during a class session (including a class break) is not appropriate. Use of breakout rooms during exams in the main lecture hall is not allowed. When the adjacent main lecture hall is not scheduled for use, breakout rooms are available for any student, in any University program, on a first-come, first-serve basis. Leaving materials unattended in the breakout room for excessive lengths of time to attempt to hold the room is not appropriate. At all times, it is expected that students are respectful and courteous of each other and the space. Students are responsible for leaving the room in the same condition in which it was found. Failure to adhere to these expectations may result in the loss of access to breakout rooms.
H. Any behavior determined by faculty/staff to be disrespectful, disruptive, or unprofessional to peers or instructors will not be tolerated and may result in the student being dismissed from the educational space and a potential violation of the CUWSOP professionalism policy and/or the Student Code of Conduct.

Dean's List

The Office of the Dean will publish an honor roll (Dean's List), made up of students who have demonstrated their academic excellence by achieving a semester grade point average of 3.5 or better . For each semester in which this is accomplished, the student will receive a certificate of recognition signed by the Dean.

Graduation Requirements

Candidates for the Doctor of Pharmacy degree must:

1. complete a minimum of 148 credit hours of professional study (for students matriculating prior to Fall 2025) or 150 credit hours of professional study (for students matriculating after Fall 2025);
2. attain at least a 2.0 grade point average;
3. pay all fees and financial obligations to the University;
4. fulfill the general requirements for granting degrees of the University; and
5. complete the requirements of the Doctor of Pharmacy degree within the allowable timeframe

Time in the PharmD Program

While the CUWSOP Doctor of Pharmacy program is designed for completion in 4 years, in some instances students may require additional time for completion. In such instances, students may be required to complete coursework that was previously passed, if such coursework is deemed to be 1) dynamic in nature (e.g. therapeutics coursework, etc.) and 2) critical to future success in experiential education. The total amount of time in the Doctor of Pharmacy program cannot exceed 7 calendar years from the student's start date. If a student reaches the point where they cannot complete the PharmD program in the timeline stated above, the student will be resigned from the program. The student may reapply to the program and may seek advanced standing from the Deans' Office, if accepted.

Student Accessibility Services

In accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAAA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured accessibility services and accommodations that provide equal access to the activities and programs of the University.

A student with a documented disability who requires accessible accommodations in order to obtain equal access to the course content or experiential education rotations must inform the course coordinator as soon as possible and contact the Director of the Academic Resource Center (ARC) & Accessibility Services at 262-243-4299 or www.cuw.edu/arc.

TECHNICAL STANDARDS FOR ADMISSION AND FULFILLMENT OF THE PHARMD DEGREE

The educational objective of the Concordia University Wisconsin School of Pharmacy (CUWSOP) is to ready students for the practice of pharmacy. Students admitted to CUWSOP must have the intellectual, emotional and physical abilities, with reasonable accommodations as needed for those with disabilities, to obtain the knowledge, behaviors, clinical and technical skills that they will need to successfully complete the curriculum in order to pursue the practice of pharmacy. The ability, with reasonable accommodations as needed for those with disabilities, to meet the technical standards essential for the fulfillment of the requirements for the PharmD degree and the educational objectives established by the faculty are evaluated in all candidates for admission and graduation. The technical standards outlined below, combined with the established academic standards, are followed by the Admissions Committee to select students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective pharmacist. The academic and technical standards established by the faculty require that all students accepted by CUWSOP possess the physical, cognitive, and behavioral abilities that assure that they will be able to complete all aspects of the curriculum. All applicants and enrolled students are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. Although CUWSOP will engage in an interactive process with applicants with disabilities, CUWSOP reserves the right not to admit any applicant who, upon completion of the interactive process, cannot meet the Technical Standards set forth below, with reasonable accommodations. Those individuals who would constitute a direct threat to the health or safety of others may not be considered suitable candidates for admission or continuation in the PharmD program.

Technical Standards

Observation: Candidates must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, medical illustrations and models, microscopic studies of microorganisms and tissues in normal and pathologic states. They must be able to directly and accurately see a patient's physical condition, must be able to obtain a history and perform appropriate physical assessments and to correctly integrate the information derived from these observations to develop an accurate plan. They must be able to prepare medications for dispensing to patients and observe the activities of technical staff operating under their supervision in accordance with State law. These skills require the functional use of vision, and somatic sensation.

Communication: Candidates must be able to communicate with, understand and observe patients in a clinical setting. They must be able to record information accurately and clearly, communicate fluently in and understand the English language, and communicate effectively and sensitively with patients. Candidates must also be able to communicate effectively with other members of the healthcare team in oral and written form, and in patient care settings in which decisions based upon those communications may be made rapidly. They must be able to effectively communicate with and supervise technical support staff.

Motor: Candidates must possess the motor function sufficient to accurately compound and prepare prescription products for dispensing to patients. They must have sufficient motor function to elicit information from patients using basic patient assessment skills such as palpation, auscultation, percussion and other diagnostic maneuvers. They must possess the motor function sufficient to perform basic laboratory tests such as glucose monitoring or venipuncture for laboratory testing needed for therapeutic monitoring. They must be able to use computer-based information systems.

Interpretative, Conceptual and Quantitative: Candidates must have effective and efficient learning techniques and habits that allow mastery of the pharmacy curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. They must be able to memorize, measure, calculate, reason, analyze, and synthesize. They must also be able to comprehend spatial relationships and three-dimensional models.

Behavioral and Social Attributes: Candidates must understand the legal and ethical aspects of the practice of pharmacy and function within the guidelines established by the law and by the ethical standards of the pharmacy profession. They must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion and nondiscrimination in the care

of their patients. They must at all times demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all of the responsibilities attendant to the care of their patients in a sensitive and effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impacts on relationships and patient care. Candidates must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. All of these personal qualities will be assessed during the admissions and educational process.

The CUWSOP has determined that those individuals who are currently impaired by alcohol or substance abuse cannot meet the Technical Standards.

EXPERIENTIAL POLICIES

Affiliation Agreements

In accordance with accreditation standards set forth by the Accreditation Council for Pharmacy Education (ACPE), a written affiliation agreement must be in place between the experiential site and CUWSOP on or before the student's first day of rotation. The Office of Experiential Education is responsible for coordinating appropriate documents and signatures for these agreements. In the event that an affiliation agreement cannot be completed on or before the student's first day of rotation, accommodations will be made for the student to complete their rotation elsewhere or at another time.

Attendance

Each experiential rotation requires a full time commitment by the student. Attendance is required for academic credit to be received and for experiential hours to be submitted to the State of Wisconsin Pharmacy Examining Board prior to licensure.

Students are expected to be at an experiential rotation site for a minimum of eight (8) hours per day. During required IPPEs, students must accumulate a minimum of 40 hours during each rotation week. During elective IPPEs, students must accumulate a minimum of 96 hours over the duration of the semester. During each APPE, students must accumulate a minimum of 240 hours.

For students to obtain valuable experiences, sites may modify the rotation schedule to best accommodate instructor availability and student learning. Students must adhere to the schedule established by the rotation site; this may include alternate shifts, evening, or weekend hours. Patient care is not confined to an eight-hour day and students may be required to be on site earlier or later than a standard 8:00am – 5:00pm shift. Hours worked above the minimum requirement are part of the students' professional responsibility and no compensatory time off is permitted. Additional time outside of the time spent at the site may also be necessary to complete course requirements and/or assignments.

Students are expected to participate actively in discussions with their Clinical Instructor(s); it is not acceptable to just listen and take notes. Clinical Instructors and students both can initiate such discussions. Experiential rotation sites are true pharmacy practice sites and are not "fabricated" for the purpose of student placement. As such, patient care must always come first. This should not be seen as a lack of interest in the students, but certain discussions and activities will be secondary to immediate patient care issues.

Employment or job-related orientation/training is not an excuse for missing rotation time, arriving late, or leaving early.

Experiential Absences

Extenuating circumstances occasionally occur that prevent attendance during an experiential rotation. It is the student's responsibility to notify their Clinical Instructor and the Course Coordinator of any absence (e.g. due to illness, family emergency, etc) as soon as possible. Students may be asked to provide documentation to verify the reason for their absence. Outside employment is not considered a reason for being absent.

Students are expected to complete the Absence Request Form for any absence from scheduled experiential rotation time. The Absence Request Form may also be accessed from eValue and Canvas. All absences from experiential rotations must be made up, except as outlined below for professional meeting attendance and post-graduate interviews. Time missed will be made up at the discretion of the Clinical Instructor, in conjunction with the Course Coordinator and/or Director of Experiential Education.

The Absence Request Form is available at https://kydonsystem.net/cuwsopabsenceform.cfm

Students who miss ≥20% of the minimum expected experiential hours for a rotation may not be allowed to complete the experience, at the discretion of the site and CUW SOP Office of Experiential Education.

Rotation Type	Minimum Expected Hours
Required IPPEs (IPPE-1/2/3/4)	40 hours / week
Elective IPPEs (IPPE-5/6)	96 hours / semester
APPEs	240 hours / block

If a student does not complete their rotation as originally scheduled, the rotation will be rescheduled in its entirety at a site/time at the discretion of Office of Experiential Education.

Long-term absences will be handled on a case-by-case basis. Students must contact the Director of Experiential Education as soon as possible to discuss their long-term absence.

Holidays

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

Memorial Day
Independence Day
Labor Day
Thanksgiving Wednesday - Friday
Christmas / Winter Break
Martin Luther King Jr. Day
Good Friday
Easter Monday

Some experiential rotation sites may observe additional holidays throughout the year. Students must work with their Clinical Instructor to determine an attendance schedule that ensures they are meeting the hour requirements for their respective rotation. Clinical Instructors may use their discretion in determining whether students should be at the rotation site during site-specific holiday observances.

Pharmacy Days

Pharmacy Days is an annual event designed to expose CUWSOP students to the multitude of options available to them as they start planning their pharmacy careers. Employers come to campus to provide students with information about experiential rotations, internships, residencies, and post-graduation career options.

APPE students are expected to be at CUWSOP for Pharmacy Days to participate in the event and are not required to be at their rotation site. IPPE-1 students may choose to attend Pharmacy Days at CUWSOP; however it is not required for these students. Pharmacy Days is a university-sanctioned event and any rotation hours missed by attending this event do not need to be made up.

Professional Meeting Attendance

Professional meetings are considered educational experiences. However, prior approval from the Course Coordinator and/or Clinical Instructor approval is required. Students must inform their Clinical Instructor of a planned absence for professional meeting attendance as far in advance as possible.

Any experiential rotation time missed by an IPPE student for professional meetings must be made up (an exception for PSW Legislative Day is detailed below). APPE students will be allowed up to 2 excused rotation days (16 hours) per rotation block for attendance at state or national professional meetings (exceptions for the ASHP Midyear Clinical Meeting are detailed below). Any rotation time missed beyond 2 days or 16 hours must be made up.

Students may be required to complete scheduled or additional assignments during the absence or upon their return at the discretion of the Clinical Instructor and/or Course Coordinator.

ASHP Midyear Clinical Meeting

The ASHP Midyear Clinical Meeting is an important opportunity for students to learn about post-graduate career opportunities. To facilitate attendance and participation, CUWSOP students participating in APPEs during the scheduled meeting dates will be allowed up to 3 days of excused absence if they attend this meeting. Time missed (up to 3 days or 24 hours) for attending this meeting does not need to be made up to meet CUWSOP requirements. However, experiential sites and Clinical Instructors may require make up time or additional assignments. Any rotation time missed beyond 3 days or 24 hours must be made up.

Students are expected to complete the Absence Request Form and provide a copy of their meeting registration to the Office of Experiential Education prior to the meeting.

Post-Graduate Interviews

Students may need to miss rotation days to complete interviews for post-graduate training or positions (e.g. residency, fellowship, graduate school, or employment). Interviews are considered educational experiences. However, prior approval from the Course Coordinator and/or Clinical Instructor is required. Students must inform their Clinical Instructor of a planned absence for an interview as far in advance as possible.

Any experiential rotation time missed by an IPPE student for post-graduate interviews must be made up. APPE students will be allowed up to 2 excused rotation days (16 hours) per rotation block for post-graduate interviews. Any rotation time missed beyond 2 days (16 hours) must be made up.

Students may be required to complete scheduled or additional assignments during the absence or upon their return at the discretion of the Clinical Instructor and/or Course Coordinator.

Inclement Weather Policy

Students are expected to make every reasonable effort to be at their rotation sites in the event of inclement weather. If the student is unable to safely travel to their site, they should contact the Clinical Instructor as soon as possible. Cancellation of classes at the CUW campus due to inclement weather does not apply to students on experiential rotations. Students are required to make up all experiential rotations hours that are missed due to inclement weather.

Make Up Hours

To fulfill internship and curricular requirements, students must make up all absences from an experiential rotation. Exceptions to this policy are outlined above. Make up hours will be scheduled at the convenience of the Clinical Instructor and experiential rotation site, in conjunction with the Course Coordinator and/or Director of Experiential Education. At the discretion of the Clinical Instructor, make up hours may be fulfilled with additional projects, readings, or other outside work.

Students who miss more than 2 days (16 hours) of a rotation must work with their Clinical Instructor and the Director of Experiential Education to determine an appropriate plan for making up hours.

Punctuality

Students should establish a schedule of arrival and departure times with their Clinical Instructor on the first day of rotation at each site. If a student is going to be tardy, it is the student's responsibility to notify the Clinical Instructor promptly. Tardiness should be documented by the Clinical Instructor in the student evaluation that is completed at the end of the rotation.

BACKGROUND CHECKS

CUWSOP shall conduct a caregiver background check in accordance with the Caregiver Background Check statute (Wis. Stat. § 50.065) and regulations (Wis. Admin. Code Ch. HFS 12) for all students.

1. Student background checks will occur at the beginning of the fall P1 semester (prior to IPPE-1) and again during the P3 year, prior to beginning APPEs.
2. Students are responsible for notifying the Dean's Office (or their designee) of any incidents that would potentially impact their background check, including any arrest. In these instances, a new background check may be required.
3. CUWSOP agrees to notify the experiential site/facility of any information contained in the background check results about a student that would appear on Wisconsin DSPS Form #2252. At the facility's request and with the consent of the student, the CUWSOP shall arrange to provide the site with background check results for each student scheduled for participation at the site.
    a. Prior to initial IPPE placement but after admission, all students need to have their background information reviewed by the Executive Committee to determine what, if any, of the information needs to be disclosed to experiential sites consistent with their affiliation agreements.

b. The Office of Experiential Education shall notify the student of what is planned to be disclosed to the site along with a request for consent from the student and a reminder that this disclosure is being done in order to comply with the site's affiliation agreement. A student should have the right to add a written statement as he or she elects to accompany the disclosure to the site to explain the record. This statement should be clearly labeled as being from the student and not from CUWSOP.
c. A student may decline to provide consent for this disclosure, as this is their right to privacy. If a student declines consent to a specific site, an attempt will be made to obtain the student's consent to disclose to a different site. If a student declines consent to disclose to a second site, they cannot be placed in an experiential site and will be dismissed from the Doctor of Pharmacy program.

2 The experiential site shall make the final determination whether a student may have regular, direct contact with its patients. The site shall consult with the Director of Experiential Education before barring any such student from regular, direct contact with patients. If the facility determines that a student may not have regular, direct contact with patients, CUWSOP agrees that the student shall not begin participation, or continue participation that was properly allowed, pending the results of the background check.
   a. The Office of Experiential Education will attempt to assign or re-assign students to another experiential site if a given site determines that the student cannot complete a rotation in their facility. If, after reasonable effort and attempts, it is determined that the student cannot be successfully assigned to an experiential site, the student will be dismissed from the Doctor of Pharmacy program.

3 CUWSOP agrees to inform the facility/site of allegations of caregiver misconduct as defined in Wis. Admin. Code Ch. HFS 13 that come to the CUWSOP's attention.

Blood Borne Pathogen Training

Students will complete bloodborne pathogen training and provide documentation of completion before their first IPPE. Students will not be able to begin IPPE-1 rotations if this has not been completed.

Cell Phones

Student use of cell phones and other electronic devices (including, but not limited to: computers, smart watches or other smart devices, iPods/iPads, and MP3 players) is prohibited during experiential rotations, unless specifically permitted by the Clinical Instructor. Cell phones and other electronic devices should be set to a non-audible mode while a student is at an experiential site. If electronic devices are permitted by the Clinical Instructor, students must limit their use to activities with an educational purpose (e.g. literature searches, drug information retrieval, patient care calculations, health care apps, etc). The unauthorized and/or distracting use of electronic devices will not be tolerated during experiential rotations.

Compensation

Students may not receive any monetary or other compensation for time spent at an experiential rotation site. This is a requirement of the American Council on Pharmacy Education (ACPE). It also includes any expectation of compensation. Compensation can include money, food, parking fees, or other incidentals.

Computer Usage

Use of computers at an experiential site (either the student's laptop or a facility computer) is limited to rotation-related activities. Students shall not check personal email or social networking accounts (Facebook, Twitter, etc) during the experiential rotation.

Conflict of Interest

Students are not allowed to complete experiential rotations where their course grade will be determined, in whole or in part, by a first- or second-degree relative. For purposes of this policy, the term "first-degree relative" includes the student's spouse, parents and/or step-parents, siblings and/or step-siblings, and children and/or step-children. The term "second-degree relative" will include the student's grandparents, grandchildren, aunts, uncles, nephews, nieces, cousins, or half-siblings.

Students are required to notify the Office of Experiential Education of any known conflicts of interest with rotation sites and/or Clinical Instructors.

CPR Training

Students are required by CUWSOP policy to maintain current certification in Basic Life Support (BLS) for the Healthcare Provider at all times during enrollment, including throughout all APPEs. Documentation of this training must be uploaded to Viewpoint Screening.

Dismissal from Experiential Sites

Students are accountable for their actions during experiential rotations. Any actions or events that violate either site or CUWSOP policies which are of such severity that may warrant removal from the experiential site should be communicated to the Director of Experiential Education immediately. Students must leave an experiential site if asked to do so, and should work with the Director of Experiential Education to determine next steps.

Evaluations

Assessment scales and tools are provided by the Office of Experiential Education. Copies of the evaluation forms are available in the corresponding course manuals and may be used to record student performance throughout the experience. Clinical Instructors and students should always provide feedback in a timely manner and discuss any evaluations submitted to eValue in person.

The CUW SOP Office of Experiential Education will not accept hard copies of evaluation forms; all evaluations must be completed electronically in eValue™ (www.e-value.net).

Experiential Expectations

Expectations of Experiential Sites

- Meet or exceed all legal and professional standards required to provide patient care.
- Provide qualified pharmacists, or other approved health care professionals, in areas used for pharmacy student experiences.
- Have a patient population that exhibits diversity in culture, medical conditions, gender, and age required to complete the learning activities for the rotation(s).
- Be able to provide access to learning and information resources needed for students to complete the learning activities for the rotation(s).
- Demonstrate a commitment to the education of pharmacy students.
- Have a management team that is supportive of professional staff involvement in the education of pharmacy students.
- Encourage a practice environment that nurtures and supports pharmacist and student interactions with patients.
- Provide daily contact with the Clinical Instructor or a qualified designee to ensure that students receive feedback and have opportunities to ask questions.
- Be adequately equipped with the technology needed to support student training and to reflect contemporary pharmacy practice.
- Establish collaborative professional and/or training relationships with other health care providers.

Expectations of Clinical Instructors

- Orient the student to the practice site (i.e. schedule, daily responsibilities, parking, etc.).
- Be familiar with the objectives for the experiential course(s) they are precepting.
- In collaboration with the student and the practice site demands, establish a plan for the experience that assures the student is able to complete the required activities and course objectives.
- Monitor student progress in accomplishing activities and objectives.
- Regularly assess the student and provide constructive feedback.
- Complete and discuss all evaluations with the student in a timely fashion.
- Serve as a resource and mentor for students.
- Immediately notify the Office of Experiential Education of any student experiencing difficulties.
- Maintain student confidentiality.

- Display enthusiasm for teaching and working with students.
- Understand the CUW School of Pharmacy mission and vision.

The following steps outline the process to become a Clinical Instructor (preceptor) for the CUWSOP experiential education program:

1. Be a licensed pharmacist for at least one year. PGY1 residents may serve as primary preceptors for IPPE students.
2. Pharmacist license in good standing with the state Board of Pharmacy.
3. Participate and remain up to date in the CUW Clinical Instructor orientation and training program(s).
4. Understand and comply with the CUWSOP Clinical Instructor Expectations.
5. Complete the process for becoming a CUWSOP Clinical Instructor, which includes the Clinical Instructor application and an affiliation agreement between CUWSOP and the experiential site.

Expectations of Students

- Contact their Clinical Instructor(s) no less than two weeks prior to the start of their experiential rotation in order to finalize logistics for the first day of the rotation.
- Exhibit professional behavior at all times.
- Understand experiential policies and course requirements and self-monitor progress towards completion.
- Adhere to site rotation/work schedule, as discussed with Clinical Instructor.
- Maintain strict patient confidentiality at all times (as per HIPAA training and CUWSOP Privacy Policy).
- Complete Clinical Instructor and site evaluations at the end of the rotation.
- Display CUWSOP core values at all times while on rotation, understanding that they are a representative of CUWSOP in both their words and actions.
- Exhibit mutual respect and courtesy with Clinical Instructor, other healthcare workers and staff, patients, and other students at all times.
- Take initiative with patients, physicians, or other healthcare professionals, within the policies and standard practices of the site.

HEALTH INSURANCE COVERAGE

CUWSOP requires students to maintain health insurance coverage while enrolled at the University, including throughout APPEs. Proof of student insurance is verified by the Office of Experiential Education and documented in Viewpoint Screening. Students can provide their proof of insurance to an experiential site upon request.

Clinical Instructors can refer the student to an appropriate outpatient/inpatient treatment center in case of accident, injury, or illness. Neither the practice site nor CUWSOP shall bear any costs associated with student treatment at any health facility.

HOUSING

CUWSOP does not provide housing to students during experiential rotations. Students must coordinate and pay for their own housing and travel arrangements for all experiential rotations. Experiential sites may offer housing options to students; this will be delineated within eValue for students to consider.

IMMUNIZATIONS

CUWSOP will assume responsibility for the health and welfare of its students in accordance with University policies. Students have provided vaccination documentation of all vaccinations to the Office of Experiential Education and that information is reflected in Viewpoint Screening . If requested, students can provide their vaccination documentation directly to their Clinical Instructor or experiential site via Viewpoint Screening.

Students who are unsure of their vaccination status or who do not have appropriate documentation have two options:

1. Receive the appropriate vaccine(s) and provide documentation of these immunizations.
2. Provide serologic laboratory evidence of immunity to the disease (positive titer results). If the outcome of serologic testing is negative, the student MUST receive the appropriate immunization(s).

The immunizations listed below are required for all CUWSOP students. All immunization documentation is maintained in Viewpoint Screening.

1. Hepatitis B series: 3-dose series administered over a minimum of 6 months (Recombivax HB or Engerix-B) *OR* 2-dose series administered over a minimum of 4 weeks (Heplisav-B)
2. Measles, Mumps, and Rubella (MMR): 2 doses administered at least one month apart
3. Polio: a minimum of one dose; titer results are not reliable and therefore and not accepted for polio
4. Tetanus, Diphtheria, Pertussis (Tdap): one dose (minimum) required within the last 10 years
5. Varicella (Chicken Pox): two doses or titers required; physician notes that indicate past history of chicken pox disease are not acceptable
6. Tuberculosis: annual documentation of a negative tuberculosis test or a physician's statement regarding lack of active disease is required. All P1 students will have a Quantiferon Gold Tuberculosis blood test performed at the Concordia Student Health Center early in the P1 fall semester, regardless of when their last TB testing was done.
7. Influenza: annual documentation of an influenza vaccine, including the lot number of the vaccine preparation, date of administration, and signature of the health care provider administering the vaccine

Immunization Declination

Any student who wishes to decline a vaccination will be required to submit written documentation and rationale from a health care provider and/or religious leader stating that a previous severe allergic reaction or personal religious beliefs preclude the student from receiving the vaccine. This documentation must be provided annually and received by the Office of Experiential Education each year by September 1.

Students who choose to decline vaccinations may be prohibited from participating in experiential rotations at certain health systems due to policies and procedures in place at individual hospitals and pharmacies, even with documented rationale on file at CUWSOP. Declining vaccinations may preclude students from completing the PharmD program if they are not acceptable for placement based on experiential site requirements.

IMMUNIZATION INJECTION TECHNIQUE TRAINING

Students will complete the Pharmacy-Based Immunization Delivery course through the American Pharmacists Association (APhA) before their first IPPE. The certificate of achievement for this training must be uploaded to Viewpoint Screening at the conclusion of the training. Students will not be able to begin IPPE-1 rotations if the training has not been completed or if the certificate has not been uploaded.

INJURY

Students should immediately notify their Clinical Instructor and the Director of Experiential Education of any injury sustained during an experiential rotation. The student should seek immediate care with appropriate providers at the experiential site or, if directed, with the nearest urgent care center/emergency department, health care facility, or personal physician of choice. Clinical Instructors should provide guidance to the student regarding any site-specific procedures to follow.

Experiential sites are under no obligation to provide medical evaluation or treatment, if needed, after an injury. All students are required to maintain health insurance coverage for the duration of their enrollment at CUWSOP, including throughout APPEs. Students should take an active approach to understanding the procedures to follow after an injury at each experiential site.

LIABILITY INSURANCE

CUWSOP and the practice facility each agree to obtain, and maintain in force and effect, general liability insurance with limits of at least $1,000,000 per occurrence, $2,000,000 aggregate, and professional liability/malpractice insurance with limits of at least $1,000,000 per occurrence, $3,000,000 aggregate, including coverage situations under 895.46(1), Wis. Stats., if applicable, insuring the CUWSOP and the practice facility, its employees, agents, and students who will be working under the affiliation agreement against claims, demands, losses, costs, damages, and expenses of every kind and description (including death), or damage to persons or property arising out of or in connection with the program at the

Facility. *(Note: variability in liability limits may exist; see individual organization's affiliation agreement with CUWSOP for specific details)*

Out of State Assignments

Students may choose to complete experiential rotations outside of the state of Wisconsin. These sites must be approved by the Office of Experiential Education and require a completed affiliation agreement on file with the site prior to the beginning of the rotation. Students may be asked to provide site locations or contact information to the Office of Experiential Education to help facilitate communication.

It is the student's responsibility to determine if any pharmacist intern licensure requirements exist in other states prior to beginning the rotation. Students doing experiential rotations in other states are responsible for contacting the Board of Pharmacy in the state where they are placed to determine the licensure requirement(s) for students on rotation in that state. The student must comply with all requirements for that state and provide proof of compliance to the Office of Experiential Education. All travel and living expenses are the student's responsibility.

In accordance with accreditation standards set forth by the Accreditation Council for Pharmacy Education (ACPE), all required rotations must be completed in the United States or its territories and possessions (including the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands).

Parking

Some sites have limited parking available for students. Students should ask their Clinical Instructors about parking availability and policies. Some sites may require students to pay for parking and students are expected to comply with all parking rules at their assigned rotation sites.

Physical Exam

All CUWSOP students are required to have a physical exam completed by a healthcare provider prior to beginning experiential rotations during the P1 year. Documentation of any physical exam from the past 15 years will be accepted. Acceptable forms of documentation could include, but are not limited to, a signed letter from a healthcare provider indicating students are capable of completing experiential rotations, medical record progress notes with a healthcare provider signature, or a Physical Exam Verification Form (available from CUWSOP) signed by a health care provider. The completed Physical Exam Verification Form or other documentation of a physical exam must be submitted to Viewpoint Screening.

Privacy Policy

Students at CUWSOP must adhere to the standards of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the related security rules in the HITECH Act of 2009. Students must assume full personal and professional responsibility for maintaining these standards in any course, experiential rotation, and University-sponsored activity, such as student organization activities, service learning activities, volunteer opportunities, etc.

During each academic year containing experiential rotations, students are required to complete training and provide documentation of completion. The CUWSOP Office of Student Affairs will maintain a signed copy of the CUWSOP Confidentiality Agreement in each student's file. Students will not be able to participate in experiential rotations if appropriate documentation has not been completed. Students will also be expected to comply with all site-specific HIPAA requirements prior to beginning any rotations.

All violations of HIPAA and the CUWSOP Privacy Policy are taken very seriously. Any suspected or confirmed violation of HIPAA, the CUWSOP Privacy Policy, or breach of protected health information (PHI) must be reported to the Director of Experiential Education as soon as possible. The Director of Experiential Education will work in conjunction with the experiential rotation site and Course Coordinator to determine an appropriate course of action.

Definitions

Breach: The acquisition, access, use, or disclose of PHI in a manner not permitted which compromises the security or privacy of the PHI

Protected Health Information (PHI): Information on an individual transmitted or maintained in any form that contains demographic, physical or mental health, payment of health care information, or other identifiers that identifies an individual or may reasonable lead to the identification of the individual

Violations of CUWSOP Privacy Policy

The following categories describe potential violations of the CUWSOP Privacy Policy. All reported Privacy Policy violations require consultation with the CUWSOP Director of Experiential Education, the Director of Student & Alumni Affairs, and the Associate Dean for Academic Affairs. The alleged violation will be reviewed with the experiential site and student to determine if there is a violation of the Privacy Policy, the level of the violation, and sanction (see additional information in table below).

The sanction process is intended to ensure compliance with HIPAA to protect the public, patients, students, faculty, and staff; ensure the high standard of care and best practices expected of CUWSOP students; and fulfill the professional obligation of each student to provide competent patient care. The level of sanction depends on a number of factors, including the nature and severity of the violation, number of offenses, and other circumstances. Failure to satisfactorily complete the sanction may result in further sanctions.

All instances of CUWSOP Privacy Policy violations will result in notification of the student's academic advisor.

Acquisition/Access

Violations of acquisition or access deal primarily with the circumstances in which PHI is obtained and handled, including its location and format. Violations of access also include failure to prevent improper access through inadequate safeguarding, storage, and transit, regardless of the media on which the information resides. The examples below do not represent all possible violations of this Policy:

- Taking or making copies of records containing PHI
- Removing copies of records containing PHI from an experiential site
- Inappropriate use of staff identification or access to unauthorized areas of a facility
- Leaving a record containing PHI in a public space
- Accessing records containing PHI without a need to know (including one's own records or those of family members)
- Taking photos/videos of patients without authorization
- Leaving PHI on a printer, desk, or other unsecure workspace

Use/Disclosure

Violations of use and disclosure include handling of PHI for purposes other than treatment, payment and routine health care operations without authorization. *Use* involves the unauthorized sharing, employment, application, utilization, examination, or analysis of PHI for purposes internal or external to the health care facility and may or may not include release to a third party. *Disclosure* is the release, transfer, provision of access to, or divulging in any other manner of PHI to persons or organizations outside of the facility holding the information. The examples below do not represent all possible violations of this Policy:

- Use of patient identifiers for scholarly papers and presentations
- Use of clinical test results (radiology scans, pathology reports, etc.) in class for scholarly papers or presentations without it being de-identified OR without obtaining appropriate authorization from the patient and the Health Information Management/Medical Records department.
- Misuse of PHI for personal use
- Sale of PHI
- Faxing PHI to the incorrect fax number
- Talking about patients within an inappropriate area (elevators, hallways, etc.)
- Failure to provide a private environment to discuss PHI

- Inappropriate disclosure of PHI to an unauthorized individual without authorization (family, friends, students, vendors, patients, and other healthcare professionals without a need to know)
- Texting or sending PHI via email; inappropriately forwarding an email containing PHI
- Posting information about patients or photos of patients on social media sites or blogs
- Making comments on social media sites or blogs that contain inappropriate PHI
- Not properly verifying individuals by phone, in person, or in writing before providing PHI
- Leaving detailed PHI on a phone answering machine without patient authorization
- Engaging in personal relationships or dating patients or their family members which can lead to sharing of PHI

Technology Security

A violation of technology security (security incident) involves the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. The examples below do not represent all possible violations of this Policy:

- Leaving oneself logged onto the computer and walking away
- Loading data on unprotected devices or networks (phones, fax machines, computers, flash drives, and other media)
- Careless handling of username or passwords
- Allowing another person to access any systems using one's password
- Connecting unapproved devices to a facility computer or network
- Deliberately compromising electronic record security measures

Destruction/Disposal

A violation of destruction or disposal involves the improper destruction or disposal of PHI. The examples below do not represent all possible violations of this Policy:

- Disposing of records containing PHI in an unsecured trash receptacle
- Failure to follow organizational policy regarding shredding of paper records

Classification and Sanctions for Privacy Policy Violations

Example Level One Violations *A negligent violation or one due to lack of education and training (not including non-compliance with training requirements)*	**Possible Sanctions**
• Misplacing or leaving patient care sheets or notes with PHI in public areas • Leaving a workstation without logging off • Talking about patients in an inappropriate or public area such as elevators, cafeteria, break rooms • Failure to provide a private area to discuss PHI • Texting or sending PHI via email • Forwarding an email containing PHI • Responding to a phishing attempt	• Reduction of assignment or course grade • Review HIPAA training materials at facility and/or University • Reflection paper
Example Level Two Violations *Purposeful disregard of policies without personal gain or malicious intent; purposeful failure to follow the minimum necessary standard*	**Possible Sanctions**
• Any Level One violation that is shown to have knowledge, intent, or a repeat offense. • Using diagnostic results or other sensitive PHI in class for papers, presentations, etc. without de- identification or obtaining consent through facility channels • Leaving unprotected PHI on phones or other media • Inappropriate use of staff identification or access to unauthorized areas of a facility • Posting PHI and/or pictures of patients on social media or other sites or in any aspect of a class without de-identification or appropriate permissions • Taking pictures of data, patients or facilities • Connecting unapproved devices or media to a facility network • Inappropriate disclosure of confidential information to an unauthorized individual without permission • Disclosing information that could harm a patient • Disclosing a password to another person • Leaving PHI on an answering machine or phone without permission	• Failure of assignment • Course failure • Removal from experiential site • HIPAA training at facility and/or University
Example Level Three Violations *Blatant misuse of information in following standards, willful disregard of a known risk, purposeful disregard with personal gain or malicious intent.*	**Possible Sanctions**
• Accessing records/PHI without need to know (intentional) • Intentional distribution of PHI • Sale of PHI • Theft of PHI • Inappropriate and purposeful destruction of PHI • Taking and sharing of pictures of patients, data and/or facilities (intentional) • Engaging in personal relationships that involve disclosure of PHI • Misuse of PHI for personal use/gain • Deliberately compromising electronic record security measures • Removing PHI in any form from a facility without express permission • Repeated previous offenses	• Mandatory HIPAA training • Removal from experiential site • Course failure • Program dismissal • University expulsion

ROTATION ASSIGNMENTS

Rotation site assignments are made several weeks (or even several months) before the scheduled start date of the rotation. Experiential sites that accept students are making a commitment to the profession and CUWSOP that must not be taken lightly. The relationships that CUWSOP establishes with experiential sites are very important to the success of the school and our students.

Once experiential sites assignments have been completed for an experiential course, students will not be permitted to "drop" the experiential course. Experiential rotation switches or changes will not be entertained except in the event of significant extenuating circumstances.

ROTATION REQUIREMENTS

Experiential rotation sites may have additional requirements such as, but not limited to: corporate online training, forms/documentation, additional screening/testing procedures, immunizations, and fingerprinting. Students will be notified in advance so that these requirements can be completed prior to the start of the rotation. Any costs associated

with these rotation requirements are the students' responsibility. Failure to complete these requirements may result in cancellation of the rotation, which may impact the student's ability to complete the curriculum as scheduled.

TRANSPORTATION

All students must have reliable transportation for experiential rotations. Students may want to consider coordinating carpooling with classmates in similar geographic areas. Whenever possible, efforts will be made to assign students to rotation sites close to campus, based on student preferences. Traveling approximately 60 miles one way is considered "commutable distance" for experiential rotations; the CUWSOP campus address will be used to determine this radius. Individuals with physical disabilities, as supported by the Americans with Disabilities Act (www.ada.gov), will be given special considerations.

CUWSOP students are not allowed to transport patients in their personal vehicles.

URINE DRUG SCREENING

All CUWSOP students are required to complete a 10-panel urine drug screening to meet the requirements of our experiential partners. The urine drug screening will be performed on campus at the Concordia Student Health Center, in conjunction with Viewpoint Screening

VIOLATION OF POLICIES

Clinical Instructors who note violations of the student policies and expectations outlined above should immediately contact Melissa Theesfeld, Director of Experiential Education, at 262-243-2769. These violations are taken seriously and students may be considered for grade reduction, dismissal from the site, or other measures, as deemed appropriate by the Clinical Instructor, Course Coordinator, and/or Director of Experiential Education.

ADDITIONAL INFORMATION

CUWSOP Curriculum (Class of 2027 and Class of 2028)

P1 Year	
Fall	**Spring**
Pharmacy Biochemistry	Pharmacotherapy I *Self-Care, Smoking Cessation, Complementary & Alternative Meds*
Cell and Molecular Fundamentals	Pharmaceutics II
Pharmacy Anatomy & Physiology	Pharmacology & Medicinal Chemistry I
Pharmaceutics I	Pharmacy Microbiology, Immunology, & Molecular Biology
Pharmacy & the Healthcare System	Pharmacy Calculations
Applied Patient Care Lab I	Applied Patient Care Lab II
Introductory Pharmacy Practice Experience 1	Introductory Pharmacy Practice Experience 2

P2 Year	
Fall	**Spring**
Pharmacotherapy II *Cardiovascular, Renal*	Pharmacotherapy III *Infectious Disease, Endocrine, Pulmonary*
Applied Pharmacokinetics	Social & Behavioral Pharmacy
Advanced Pharmaceutical Preparations	Pharmacology & Medicinal Chemistry III
Pharmacology & Medicinal Chemistry II	Servant Leadership and Public Health
Medical Literature Evaluation I	Medical Literature Evaluation II
Applied Patient Care Lab III	Applied Patient Care Lab IV
Introductory Pharmacy Practice Experience 3	Introductory Pharmacy Practice Experience 4

P3 Year	
Fall	**Spring**
Pharmacotherapy IV *Behavioral Health, Pain, Neurology, Inflammatory Disease, Oncology*	Pharmacotherapy V *Men's/Women's Health, Hepatic, Nutrition, Gastrointestinal*
Patient Care Ethics	Patient Care Law
Pharmacoeconomis & Epidemiology	Quality and Performance Management in Healthcare
Applied Patient Care Lab V	Applied Patient Care Lab VI
Electives	Electives

P4 Year
Community Pharmacy APPE
Acute Care Medicine APPE
Hospital / Health System Pharmacy APPE
Ambulatory Care APPE
Elective APPEs

CUWSOP Curriculum (Class of 2029 and Class of 2030)

P1 Year	
Fall	**Spring**
Servant Leadership and Public Health	Pharmacotherapy I *Self-Care, Smoking Cessation, Complementary & Alternative Meds*
Cell and Molecular Fundamentals	Pharmaceutics II
Pharmacy Anatomy & Physiology	Pharmacy Biochemistry
Pharmaceutics I	Pharmacy Microbiology, Immunology, & Molecular Biology
Pharmacy & the Healthcare System	Pharmacy Calculations
Applied Patient Care Lab I	Applied Patient Care Lab II
Introductory Pharmacy Practice Experience 1	Introductory Pharmacy Practice Experience 2

P2 Year	
Fall	**Spring**
Pharmacotherapy II *Cardiovascular, Renal*	Pharmacotherapy III *Infectious Disease, Endocrine, Pulmonary*
Applied Pharmacokinetics	Social & Behavioral Pharmacy
Advanced Pharmaceutical Preparations	Pharmacology & Medicinal Chemistry II
Pharmacology & Medicinal Chemistry I	Quality and Performance Management in Healthcare
Medical Literature Evaluation I	Medical Literature Evaluation II
Applied Patient Care Lab III	Applied Patient Care Lab IV
Introductory Pharmacy Practice Experience 3	Introductory Pharmacy Practice Experience 4

P3 Year	
Fall	**Spring**
Pharmacotherapy IV *Behavioral Health, Pain, Neurology, Inflammatory Disease, Oncology*	Pharmacotherapy V *Men's/Women's Health, Hepatic, Nutrition, Gastrointestinal*
Pharmacoeconomics & Epidemiology	Patient Care Ethics
Pharmacology & Medicinal Chemistry III	Pharmacy Law
Applied Patient Care Lab V	Applied Patient Care Lab VI
Electives	Electives

P4 Year
Community Pharmacy APPE
Acute Care Medicine APPE
Hospital / Health System Pharmacy APPE
Ambulatory Care APPE
Elective APPEs