STUDENT PHARMACIST HANDBOOK

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University of Mississippi
School of Pharmacy
BSPS and PharmD

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INTRODUCTION

Welcome to the University of Mississippi School of Pharmacy! The University of Mississippi School of Pharmacy was founded in 1908, and you are a part of a distinguished legacy. UMSOP embraces change and supports pharmacists in our state through quality continuing professional development, which in turn benefits patients through quality care. UMSOP is a leader in natural products research. As outlined in the Welcome from the Dean, UMSOP students have a variety of opportunities to get involved and make a difference.

Always available to you via the UMSOP website, this Student Handbook is intended to serve as a reference for your tenure as a student pharmacist on your journey into the profession you have now embraced. Please read and refer to it often. Best wishes for your success!

SECTION 1: YOUR SCHOOL OF PHARMACY

The School of Pharmacy “phamily” into which you have been adopted has a rich history rooted in specific values and a vibrant future outlined by specific plans. Your contribution to the School as a part of its current Student Body will comprise a portion of that future.

I. History of the School of Pharmacy

In spite of modest beginnings, the University of Mississippi School of Pharmacy has evolved into one of the most productive and highest ranked pharmacy schools in the country. It has produced both practicing pharmacists and renowned researchers. Its rich history began with only a handful of students and faculty members and is now one of the crown jewels of the university. It consistently ranks among top programs in the country for both research and instruction. But perhaps its most impressive achievement is the long line of scholars and pharmacists who have advanced patient care, the profession of pharmacy, and their disciplines.

II. Core Values of the School of Pharmacy

There are some fundamentals that the members of the School of Pharmacy community have endorsed as the primary guides for our actions and future intentions. Those core values are listed below (in alphabetical order).

  Collaboration - By fostering a spirit of teamwork and partnership that is

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founded on respect for the contributions of others, we seek to create interdisciplinary, synergistic relationships characterized by inclusiveness and flexibility.

**Creativity** - We seek to encourage and support resourcefulness, originality, imagination, ingenuity, and vision in our students, faculty, and staff.

**Excellence** - We strive to meet and exceed, through continuous improvement, the highest expectations for achievement as we maintain the highest quality and standards in all of our endeavors.

**Knowledge** - We value the discovery, acquisition, application, and dissemination of knowledge, and will work to foster these activities in pursuit of our vision and fulfillment of our missions.

**Leadership** - We encourage and foster the development of leaders who have the ability to influence the thinking, understanding, and attitudes of others and who have the ability and courage to identify and effect solutions. Leadership requires the ability to inspire, enable, instill confidence, build a shared vision, and connect with others through mutual trust, responsiveness, and sincerity.

**Learning** - We encourage and support student-centered, ability-based learning; the mentoring of new faculty, graduate and undergraduate students; lifelong learning; and intellectual curiosity.

**Professionalism** - We foster, encourage, and expect the active demonstration of structural, attitudinal, and behavioral attributes of a profession and its members. We believe that there are certain professional attributes that are fundamental to our functioning as learners, educators, researchers, scholars, and practitioners of pharmacy. These attributes include a service orientation, one in which the needs of others are put above personal needs; caring; respect for others; accountability to our stakeholders and responsibility for one's action; and integrity, honesty, and ethically sound decision making.

**Social Responsibility** - We value respect for the diversity of people with whom we work and those we serve; the importance we place on our local, state, national and global communities; and our concern for the welfare of humanity and the environment, as evidenced in the way we serve others.

### III. Vision

We are a highly-respected community of learners, educators, scientists, and
practitioners whose innovative achievements position us as leaders in improving health and wellness.

IV. Comprehensive Mission Statement

The mission of The University of Mississippi School of Pharmacy is to improve health, well-being and quality of life of individuals and communities by educating students, practitioners and scientists, conducting research, and engaging in service.

We will accomplish this by providing:

- Innovative team-based models of practice, with an emphasis on underserved populations and those with health disparities.
- Quality, progressive education and training for professional and graduate students, post-graduates, and practitioners through continuing professional development.
- An environment that promotes the generation and dissemination of new biomedical knowledge and technologies through collaborative and interdisciplinary research.
- Opportunities for discovery, translation and dissemination of knowledge of natural products and novel pharmaceuticals.
- Leadership in the development and implementation of advanced pharmacy practice models.
- Collaboration with internal and external stakeholders.
- Opportunities to conduct practice-based translational research.
- Community engagement through service.

V. Strategic Plan

The School of Pharmacy identified five Priorities of Excellence to chart the School’s course during the next five years (2017-2022). Progress is monitored annually. The plan itself is reviewed annually and updated as needed.

Five Priorities of Excellence
1. People (Faculty, Staff, and Students)
2. Resources (Facilities and Technology)
3. Teaching and Learning
4. Research and Scholarship

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5. Service and Outreach

EXCELLENCE PRIORITY 1: People

Goal 1.1 Enhance communication at the School level to improve efficiency and success of all faculty and staff.

Goal 1.2 Devise a comprehensive plan to ensure appropriate qualitative and quantitative work-related factors and professional development of faculty and staff.

Goal 1.3 Maintain/Enhance college among, and appreciation of, dicer's roles of faculty and staff.

Goal 1.4 Evaluate incorporation of student professional development objectives in the revised curriculum.

Goal 1.5 Evaluate and improve existing pre-admissions and admissions processes for the professional program.

Goal 1.6 Examine options to improve efficiency and effectiveness of School efforts to prepare P2s for transition to Jackson.

Goal 1.7 Evaluate and improve existing recruitment processes for the School's graduate programs.

EXCELLENCE PRIORITY 2: Resources

Goal 2.1 Enhance adequate research lab, office, and classroom and student study space.

Goal 2.2 Ensure sufficient capital equipment to meet current and future research and operational needs.

Goal 2.3 Continue and improve building and equipment maintenance support.

Goal 2.4 Creation of short and long-term plans for research facilities, including acquiring, maintaining, and upgrading state-of-the-art equipment, technology, lab space, office space, etc.

Goal 2.5 Ensure that all new courses added to the curriculum will have available the necessary instructional technology and support prior to the first scheduled class.

Goal 2.6 Ensure ongoing support for research software, databases and technology infrastructure.

Goal 2.7 Ensure that existing instructional technology is kept up-to-date and functional and that faculty are kept informed regarding proper use.

Goal 2.8 Establish a semi-automated process for indexing faculty

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publications and automatically incorporate them into Faculty Activity reports.

EXCELLENCE PRIORITY 3: Teaching and Learning

Goal 3.1 Periodically evaluate the curriculum to ensure it meets the UMSOP Competency Outcomes.

Goal 3.2 Ensure that teaching and learning methods of courses includes delivery systems that facilitate the following: achievement of learning outcomes, actively engages learners, promotes student responsibility for self-directed learning, fosters collaborative learning, and is appropriate for campus-based vs. distance-based delivery.

Goal 3.3 Implement a curricular mapping system that integrates ACPE Competencies, University-wide outcomes, School of Pharmacy outcomes, individual course competencies and assessment items.

Goal 3.4 Develop a comprehensive plan for assessing the new curriculum.

Goal 3.5 Develop a comprehensive course review procedure.

Goal 3.6 Enhance the quality of research-based graduate education in the School.

Goal 3.7 Establish the foundation for a Professional Master’s program in Pharmaceutical Sciences.

EXCELLENCE PRIORITY 4: Research and Scholarship

Goal 4.1 Elevate our research and scholarship.

Goal 4.2 Improve the internal and external perceptions of our research and scholarship.

Goal 4.3 Maximize the benefit of our intellectual property to the School through a strategic approach.

Goal 4.4 Encourage, evaluate and reward the Scholarship of Teaching and Learning.

Goal 4.5 Increase the School’s impact on improving health outcomes and advancing our mission.

EXCELLENCE PRIORITY 5: Service and Outreach

Goal 5.1 Through civic engagement and service, apply the School’s talent and knowledge to transform individuals, communities, and

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regions.

Goal 5.2  Encourage and support innovative pharmacy service models, to improve the health and well-being of the people of the state of Mississippi.

Goal 5.3  Engage in outreach efforts to share developments, results, and impacts related to research and scholarship of the School of Pharmacy.

VI.  Organizational Structure

The Dean of the School of Pharmacy is the chief academic and administrative officer, the executive director of the Research Institute of Pharmaceutical Sciences, and the principal internal and external spokesperson for, and the representative of, the School and the profession of pharmacy.

To assist the Dean in the operations of the School of Pharmacy, the following Associate and Assistant Deans comprise the Administrative Team as indicated on the organizational chart:

- Associate Dean for Academic Affairs
- Associate Dean of Administration and Financial Operations
- Associate Dean for Clinical Affairs
- Associate Dean for Research and Graduate Programs
- Associate Dean of Outcomes Assessment and Learning Advancement
- Assistant Dean for Student Services on the Oxford campus
- Assistant Dean for Student Services on the Jackson campus
- Assistant Dean for Medical Center Affairs

Each of the Associate and Assistant Deans reports directly to the Dean of the School of Pharmacy.

A.  Academic Departments

The School of Pharmacy is organized into four academic units: Department of Pharmacy Practice, Department of Pharmaceutics and Drug Delivery, Department of Pharmacy Administration, and Department of Biomolecular Sciences. The departments are located on the Oxford campus with the exception of the Department of Pharmacy Practice, which is located on both the Oxford and Jackson campuses.

B.  Division of Pharmacy Professional Development

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The Division of Pharmacy Professional Development is the unit primarily responsible for the professional development activities for pharmacy practitioners. This division is located on the Jackson campus.

C. **Research Institute of Pharmaceutical Sciences**

Research activities are conducted within each academic department as well as in the Research Institute of Pharmaceutical Sciences (RIPS). The areas of research within RIPS are listed below.

The Research Institute of Pharmaceutical Sciences (RIPS) was created by the Mississippi Legislature in 1964 and exists within the organizational structure of the School of Pharmacy at The University of Mississippi. The Research Institute is organized around the efforts of a core of full-time research faculty. In addition, the academic faculty of the School of Pharmacy may have joint appointments in the Institute. Activities of the Institute are conducted through the Center for Pharmaceutical Marketing and Management, the National Center for Natural Products Research, the Pii Center for Pharmaceutical Technology, and the Center for Clinical and Translational Science.

1. **Center for Pharmaceutical Marketing and Management (CPMM)**

   CPMM is a research center of excellence that advances research, teaching, and service in the areas of medication use and health outcomes, management of pharmacy organizations, and the marketing and utilization of appropriate medications in all segments of the healthcare industry. The CPMM works closely with the Department of Pharmacy Administration and almost all research projects in the center and department are conducted by collaborative teams of the faculty, staff, and graduate students working in the two units.

2. **The National Center for Natural Products Research (NCNPR)**

   The research and scholarship mission of the NCNPR is the discovery and development of natural product-derived pharmaceuticals and agrochemicals to benefit human health and agricultural productivity. Our natural products research effort is a broad, multidisciplinary, integrated program with three major emphasis areas:
   - The discovery and early development of potential new drugs and

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agrochemicals from natural products.

- The understanding and science-based characterization of botanical products used as dietary supplements.
- Research on medicinal plants, the production and processing of their pharmaceutical actives, and their potential for the development of alternative crops.

3. Pii Center for Pharmaceutical Technology (Pii Center)
   The Pii Center for Pharmaceutical Technology conducts interdisciplinary drug/polymer research that provides end-stage pharmaceutical products directed at therapeutic conditions, vaccines, antidotes, and wound care. This unique Center leverages the existing expertise and resources at The University of Mississippi, including the NCNPR. Utilizing cutting edge thermal processing, the Pii Center collaborates with private industry, government, and academia to develop new, improved and expanded drug delivery systems.

   Many drugs and biological products require special delivery systems. The Pii Center provides problem-solving approaches for the development of cost-effective, patient friendly, and efficacious delivery systems for existing active pharmaceutical ingredients, as well as for new chemical entities. Utilizing solid solutions and dispersions and nanotechnology, the Pii Center develops novel formulations to improve bioavailability and therapeutic efficacy.

4. Center for Clinical and Translation Sciences (CCTS)
   This Center improves public health by developing progressive and sustainable capacity for clinical and translational research to accelerate the application of basic biomedical research to address clinically relevant problems and improve disease prevention, management, and health outcomes. CCTS is located both on the Oxford campus and at the University of Mississippi Medical Center in Jackson.

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SECTION 2: UNIVERSITY OF MISSISSIPPI POLICIES PERTINENT TO SCHOOL OF PHARMACY STUDENTS

I. THE M-BOOK
The M-Book, The University of Mississippi Handbook of Standards, is published by the Office of the Dean of Students for the benefit of all students at The University of Mississippi. Every student enrolled at the University is expected to become familiar with the contents of this book. The M-Book serves only as a complement to the University Policy Directory and both the Graduate Catalog and Undergraduate Catalog.

While this book is a compilation of many different policies, students should understand that this publication is not a complete listing of University policies but only a guide to assist students with understanding their rights, responsibilities, obligations, and the operating order of the University. Furthermore, students should understand it is their responsibility to become familiar with all policies governing this institution. In some instances School of Pharmacy policies may differ from those in the M-Book. Additionally, P3 and P4 students are also expected to comply with certain UMMC policies which are included in the UMMC Bulletin. For a complete listing of policies governing The University of Mississippi, please visit the University Policy Directory.

II. ACADEMIC POLICIES STANDARDS AND REGULATIONS
The regulations published in the M-Book and/or Undergraduate Catalog are a digest of the rules of the institution. Changes may be made in the regulations at any time to promote the best interests of the University and its students. Students are responsible for knowing the published regulations, policies, and standards of the University and of their college or school.

A. Academic Grade Appeal Procedure
The grade-appeal procedure is designed to provide an undergraduate or graduate student at The University of Mississippi with a clearly defined avenue for appealing the assignment of a course grade he/she believes was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance.

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B. Academic Forgiveness Policy
The University of Mississippi Forgiveness Policy may be used for grades earned in pre-professional courses completed at the University of Mississippi. The policy is not applicable to Professional courses (P1-P4) offered by the School of Pharmacy.

C. Access to Students’ Educational Records & Student Rights
The University policy on a Student’s Right to Privacy exists to make students aware of their rights of privacy with respect to personal information.

III. CONDUCT RULES AND REGULATIONS
A. Tobacco Free Policy
Smoking is prohibited at all times, and at all locations of The University of Mississippi Oxford campus, including University-owned facilities, properties, and grounds. The complete Tobacco Free Policy exists to provide notice of and guidelines about the smoke-free environment at the University of Mississippi.

B. Alcohol
The University of Mississippi prohibits the abusive or unlawful sale, manufacture, possession, distribution, and consumption of alcohol. The complete alcohol policy exists to prevent illegal or abusive alcohol consumption.

C. Drugs and Drug Paraphernalia (PROFESSIONAL PHARMACY STUDENTS SEE SECTION 4 IN THIS HANDBOOK)
The University of Mississippi unequivocally prohibits the use and possession of drugs on its campus. The drug policy exists to set forth sanctioning philosophy for students and recognized student organizations found in violation of any alcohol or drug related policy.

IV. STUDENT DISABILITY SERVICES
University policy provides for reasonable accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under pharmacy.olemiss.edu
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Students on both campuses must apply for accommodations from the University of Mississippi Office of Student Disability Services. The complete SDS policy exists to describe ways in which the University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University shall make available services to assist any student who, through a current verified assessment, can document a disability. These services include, but are not limited to, 1) support, counseling, and information, and 2) academic assistance services and accommodations in courses.
SECTION 3: CONSTITUTION: THE UNIVERSITY OF MISSISSIPPI SCHOOL OF PHARMACY STUDENT BODY

Mission Statement:
The University of Mississippi School of Pharmacy Student Body is a student led organization designed to represent the voices of all students within the school. Our mission is to build a lasting relationship among students, faculty, alumni, and administration through coordinated events, maintaining professionalism and integrity, and providing an environment of compassion.

Vision:
We will achieve our goals by:
• Representing the students within the School of Pharmacy and advocating student concerns
• Being a visible and approachable outlet for the students
• Coordinating activities of all organizations in an effort to enhance involvement
• Encouraging student enthusiasm in school activities
• Furthering the dissemination of information among the administration, faculty and students
• Upholding integrity and pride in the profession, as student leaders of the flagship pharmacy school in the state of Mississippi

By achieving these goals, we will pave a positive future for the student body of the University of Mississippi School of Pharmacy to provide optimal patient care on a local, state, and national level.

Preamble:
We, the Student Body of the School of Pharmacy, in order to better coordinate the activities of each professional class and organization within the School of Pharmacy and to promote and support the profession of Pharmacy, do ordain and establish this Constitution of The University of Mississippi School of Pharmacy Student Body.

Article I: Name.
The name of this organization shall be The University of Mississippi School of Pharmacy Student Body.
Article II: Membership.
The membership of this organization shall include all Early Entry students (EE1-EE3) and first year professional students (P1) enrolled in the Bachelor of Science in Pharmaceutical Sciences program as well as all professional students (P2-P4) in the Doctor of Pharmacy program.

Article III: Officers and Duties.
The officers of this body shall be the following:

Section 1. President (Jackson Campus). The office of President shall be assumed by the P2 President-Elect. He/She, in addition to the P4 and P3 class president (P3 class president if P4 class president is unavailable), is to represent the Pharmacy School Student Body on the UMMC Associated Student Body Executive Committee as well as attend the UMMC Vice Chancellor’s meetings. The President shall also serve as a member of the Student Body Social Committee. He or She shall be responsible for the collection and distribution of funds pertaining to the UMMC School of Pharmacy Student Body. The President shall also serve as liaison between students on the external campuses and those in Oxford, keep students on the external campuses aware of the activities of the various organizations within the School of Pharmacy, and keep Oxford campus students aware of concerns and activities of the external campus students. The President shall coordinate with the Elections Chair, the election of the new P4 class officers in the spring semester of their P3 year and the election of new P3 class officers in the fall semester of their P3 year. This individual shall also serve as a member of the School of Pharmacy Assessment Committee. The President shall coordinate the P2 visit to the Jackson campus in the spring semester. In the event that the President is unable to complete his/her term due to academic or personal circumstances, the Assistant Deans for Student Services shall appoint a replacement after obtaining self-nominations from the P3 class.

Section 2. President-Elect (Oxford Campus): The President-Elect is the presiding officer and Chairperson of the Executive Council. The President-Elect, along with the President, Treasurer, and Assistant Deans for Student Services (Oxford and UMMC) shall have the power to cosign checks, which allows the disbursement of Student Body funds. As long as the President-Elect meets all qualifications to progress to his/her P3 year, he/she will assume the position of President upon entering his/her P3 year in Jackson. In the event that the

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President-Elect is unable to complete his/her term due to academic or personal circumstances, there shall be another election coordinated by the Elections Chair to select a new President-Elect.

Section 3. Vice President (Oxford Campus): The Vice President shall temporarily assume the duties in the event the President Elect is incapacitated, and be responsible for coordinating all social events by serving as the Chair of the Student Body Social Committee. He/She, along with the President, shall coordinate student activities on the Oxford and External Campuses. In the event that the Vice President is unable to complete his/her term due to academic or personal circumstances, there shall be another election coordinated by the Elections Chair to select a new Vice President.

Section 4. Secretary: The Secretary shall keep fair and correct minutes of the proceedings of the Executive Council meetings. Following each Executive Council meeting, the Secretary shall post the minutes of the meeting in the pharmacy student center. Copies of Executive Council meeting minutes shall be kept on file in the office of the Assistant Dean for Student Services (Oxford). The Secretary will be responsible for maintaining an electronic calendar and a wall calendar located in the pharmacy student center for the timely posting of all scheduled activities of the Student Body and student organizations. He or She will assist the student organizations in coordinating all events. In the event that the Secretary is unable to complete his/her term due to academic or personal circumstances, there shall be another election coordinated by the Elections Chair to select a new Secretary.

Section 5. Treasurer: The Treasurer shall be responsible for the collection and distribution of funds pertaining to the Student Body. The Treasurer, along with the President-Elect and the Assistant Deans for Student Services (Oxford and UMMC) shall have the power to sign the checks which allows for the disbursement of these funds. The Treasurer shall have no money withdrawn from the funds of the Student Body unless so authorized by the President-Elect. Upon the request of the President Elect, the Treasurer shall present a financial statement at the meetings of the Executive Council. Following each Executive Council meeting, the Treasurer shall post a current financial report in the pharmacy student center. Copies of financial reports shall be kept on file in the office of the Assistant Dean for Student Services.
(Oxford). A Student Body debit card shall be provided to the Assistant Dean for Student Services (UMMC) to facilitate expenditures of Student Body funds on the UMMC campus. Receipts for all expenditures are to be provided to the Treasurer within seven (7) days. In the event that the Treasurer is unable to complete his/her term due to academic or personal circumstances, there shall be another election coordinated by the Elections Chair to select a new Treasurer.

Section 6. Elections Chair: The Elections Chair is a P2 student elected in the spring of the P1 year by the Student Body. This student will not be eligible to run for any elected office within student government in their P2 year. The duties of this position include coordinating all Student Body and Class Officer Elections in agreement with this document. The Elections Chair will also be responsible for coordinating the election for his/her successor in April of his/her P2 year. Coordinating an election includes posting election application availability on all electronic student announcement pages, announcing when and where to pick up candidate applications, and making all deadlines clear and final. All applications should be posted in the pharmacy student center and electronic copies are to be made available to students on the external campuses. Ballots should be created, utilized, and counted in a timely manner. All results excluding vote counts should be posted to the class announcement pages. This individual will coordinate with the President the elections/balloting on the UMMC campus and will assist the President in coordinating elections his/her P3 year. In the event that the Elections Chair is unable to complete his/her term due to academic or personal circumstances, there shall be another election coordinated by the President-Elect to select a new Elections Chair.

Section 7. Regular Entry BSPS Liaison: The Regular Entry BSPS Liaison is appointed after elections in the spring but before final exams by the outgoing Student Body Executive Council after accepting nominations from School of Pharmacy administration, faculty, staff, or students (self-nominations acceptable). The Regular Entry BSPS Liaison will be a professional student and must have been a pre-professional student on the Oxford campus for at least three academic years. Candidates/nominees for the Regular Entry BSPS Liaison position will submit an application to the outgoing Student Body Executive Council. He or She will be responsible for managing the Regular Entry BSPS Liaison.
programming. Duties will include organizing, maintaining, and planning events as well as electronically relaying pertinent messages. He or She will represent the interests of pre-pharmacy students by sitting on the following: (1) Student Body Executive Council and (2) School of Pharmacy Student-Faculty Relations Committee. In the event that the Regular Entry BSPS Liaison is unable to complete his/her term due to academic or personal circumstances, the Executive Council will appoint a replacement.

Section 8. Early Entry Liaison: The Early Entry Liaison is appointed in April by the Assistant Dean for Student Services after accepting nominations from School of Pharmacy administration, faculty, staff, or students (self-nominations acceptable). The Early Entry Liaison will be a professional student and must have been an Early Entry student on the Oxford campus for the duration of the three pre-pharmacy academic years. Candidates/nominees for the Early Entry Liaison position will submit an application. He/she will be responsible for managing the Early Entry classes. Duties will include organizing, maintaining, and planning events for the classes as well as electronically relaying pertinent messages/announcements to members of the classes. The Early Entry Liaison is responsible for working with the Early Entry class officers to increase inter-class communication and to increase Early Entry involvement in the professional program. In the event that the Early Entry Liaison is unable to complete his/her term due to academic or personal circumstances, the Assistant Dean for Student Services will appoint a replacement.

Section 9. Community Service Chair: There will be three Community Service Chair positions. Two will be P4 appointed positions. The current P3 and P4 Class Officers, acting as a selection committee, will appoint two rising P4 students after accepting self-nominations. The self-nomination process includes submitting a resume and letter of intent to the selection committee for review. The selection committee will designate a period for accepting self-nominations and select an appointee after elections in the spring but before the beginning of rotations. The appointed Community Service Chairs will be responsible for actively seeking community service opportunities, specifically those around the Jackson area, and communicating these to the P3 and P4 classes. This may include leading and/or organizing teams (i.e. for AHA Heart Walk, Juvenile Diabetes Walk), recruiting volunteers for health fairs and encouraging participation from both classes. The person in this position does not have to be
the “team captain” of each event but must at least recruit someone for this. A third Community Service Chair position will be an appointed rising P2 student, selected by current P1 and P2 Class Officers (i.e. selection committee) after elections in the spring but before final exams. Applicants will self-nominate for the position. The self-nomination process includes submitting a resume and letter of intent to the selection committee. The selection committee will designate a period for self-nominations to be accepted for review. This Community Service Chair will be responsible for actively seeking community service opportunities for the Oxford Student Body as a whole. The Chair will focus on service activities in the Oxford area and will be responsible for communicating them to the Early Entry, P1, P2, and Regular Entry classes. He/she will serve as a member of the Student Body Executive Council. In the event that he/she is unable to complete his/her term due to academic or personal circumstances, the Executive Council will appoint another Community Service Chair.

Section 10: Interprofessional (IPE) Representative, Professional Year 1 (P1):

The P1 Interprofessional Representative serves as a student member of the UMSOP student interprofessional committee. The Interprofessional Representative, Professional Year 1 will be a student in the first year of the Doctor of Pharmacy degree program appointed by the faculty representative for the student committee. The student will work with the UMSOP Interprofessional Liaison who serves as a student member of The University IPE Student Liaison Council. Duties will include developing strategies to promote interprofessional social events and educational opportunities to learn more about other professions as well as communicating with respective classmates on IPE opportunities. He/she will have the opportunity to transition into the UMSOP Interprofessional Liaison as a professional year 2 student to serve on The University IPE Student Liaison Council.

Article IV: Executive Council.
Section 1. The Executive Council shall be composed of the School of Pharmacy Student Body officers, the President of each of the professional pharmaceutical fraternities, the President of each class (EE1-EE3, P1-P4) of the professional program, two representatives of each of the professional pharmaceutical organizations (one each from the Oxford and Jackson
campuses, with at least one of the representatives an organization president; each organization will be responsible for determining its two representatives), Pre-pharmacy Liaison, ASB Pharmacy Senators, Dean, Assistant Deans for Student Services (Oxford and UMMC), and the Associate Dean for Academic Affairs. The Assistant Deans for Student Services shall serve the Council as Advisors. The Executive Council is chaired by the Student Body President-Elect. The Student Body President-Elect must notify Council members well in advance of scheduled meetings and if such persons are not able to attend in person, they must be afforded the opportunity to attend via teleconference or conference call, or send a class or organizational representative.

Section 2. Membership to the Executive Council shall be limited to those students who are in good standing and maintain a cumulative minimum GPA of 2.75 on all required pre-professional and professional courses. If elections take place in the Fall Semester, the candidate must have a 2.75 GPA from the previous year. If the student is an EE1, he/she is exempt from this criterion. If elections are in the Spring Semester, the candidate must have a 2.75 GPA from the previous semester. A student considered in good standing shall have passed all required pharmacy courses during the previous semester to be eligible to run for an office that sits on the Executive Council. If during office a member of the Executive Council fails to remain in good standing or maintain the GPA requirement, then that person shall step down from office and the next officer in line shall assume the position per the organization’s Constitution and By-Laws (i.e. Vice President). These standards will be verified through the Dean’s Office prior to any Student Body, class, or organizational election and throughout the school year.

Section 3. The Executive Council shall have the power to enact ordinances to best serve the interests of the Student Body. These ordinances shall in no way conflict with the Constitution but rather uphold and clarify the rules stated and the virtues implied herein. These ordinances shall be binding and applicable to all students enrolled in the professional program.

Section 4. The Executive Council shall have the power to adopt resolutions which will express the collective opinion of the School of Pharmacy Student Body.
Section 5. The meetings of the Executive Council and the Student Body shall be on such dates as are selected by the President-Elect. The President-Elect shall call a minimum of one (1) Executive Council meeting per month during both the fall and spring semesters.

Section 6. A quorum for the Executive Council shall be 70 percent (70%) of the membership of the Council.

Section 7. In the absence of the President-Elect, the Vice President shall take the Chair. In the absence of both the President-Elect and Vice President, the President shall preside.

Article V: Quorums.
A quorum for a Student Body meeting shall consist of a majority of the professional students present on the Oxford Campus. A quorum must be present when voting upon proposed issues.

Article VI: Fiscal Year.
The Fiscal Year for the School of Pharmacy Student Body shall be from June 1 of each year through May 31 of the following year.

Article VII: Fee Assessment.
Section 1. A Student Body activity fee shall be assessed to the first year Early Entry students (EE1) and first year professional students (P1) that are enrolled within the University of Mississippi School of Pharmacy. The fees will cover student activities planned by the Executive Council as well as by the Student Body Officers of the School of Pharmacy.

Section 2. The EE1 students will be assessed a one-time activity fee, which will cover the first, second and third years. This fee will be allocated to the General Student Body Fund in order to pay for class dues, publications, Pharmacy Olympics, and other Student Body programming and initiatives. The funds will be used at the discretion of the Student Body Officers for the benefit of students.

Section 3. The P1 students will be assessed a one-time activity fee, which will cover the professional years. This fee will be allocated to the General Student Body Fund.
Fund in order to pay for class dues, publications, the Pharmacy Olympics, and other Student Body programming and initiatives. The funds will be used at the discretion of the Student Body Officers for the benefit of students.

Section 4. Fee assessment for EE1 and P1 students will be at the discretion of the Executive Council. The outgoing Executive Council shall set fee amounts for the following year in its last meeting of the spring semester. No fee amount shall increase or decrease by more than 15% of the previous year's fee amount.

Section 5. Notification of the obligation of fee payment for the EE1 and P1 students shall be made by the current Student Body President Elect by way of a letter or email sent to the students during the summer months prior to the beginning of the fall semester. Dues will be payable during the orientation periods at the beginning of the Fall Semester. A late fee, not to exceed 25% of the amount of dues, will be assessed if dues are not paid within thirty days of orientation.

Section 6. Any student who takes an additional professional year on the Oxford campus for any reason shall do so without assessment of additional student activity fees for that year.

Section 7. Any student that withdrew from the University of Mississippi School of Pharmacy has the right to petition in writing the Student Body Officers for a refund of a portion of his/her activity fee. The reimbursement of funds to the student shall be made at the discretion of the Student Body Officers.

Section 8. P3 and P4 students shall be exempt from assessment of any activity fees by the Executive Council or the Student Body Officers. The basis for this exemption is that these students pay a student body fee as members of the UMMC campus.

Section 9. Assembly fines paid during P2 and P3 years are allotted to their own P4 class fund to be used at the discretion of the class officers. Assembly fines paid during P1 year are credited to their own P2 class fund to be used at the discretion of the class officers.

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Article VIII: Elections.

Section 1. The officers of the Student Body, with the exception of the President, shall be elected from the P1 class via printed or online ballot by a simple majority of students from the Student Body on both the Oxford and external campuses who cast votes. The office of President shall be assumed by the President Elect. The President shall coordinate the election of P3 class officers at the start of the fall semester and the P4 class officers in the spring semester of the P3 year. The spring elections shall occur by April 15th of each year. Officers shall serve a period of one (1) year. The term of office shall run from June 1 of the year elected through May 31 of the following year.

Section 2. Class Officer Elections shall be held as follows:

EE1 Year: Elections will be held by September 15th for Class Officers for the EE1 Year. Term runs from day elected to May 31st.

EE2 and EE3 Years: Elections will be held by April 15th for Class Officers for the rising EE2 and EE3 Years. Term runs from June 1st of the year elected through May 31st of the following year.

P1 Year: Elections will be held by September 15th for the Class Officers for the P1 Year. Term runs from day elected to May 31st.

P2 Year: Elections will be held by April 15th for Class Officers for the rising P2 Year. Term runs from June 1st of year elected through May 31st of the following year.

P3 Year: Elections will be held by April 15th for Class Officers for the rising P3 Year. Term runs from June 1st of the year elected through May 31st of the following year.

P4 Year: Elections will be held by April 15th for Class Officers for the rising P4 Year. Term runs from June 1st of the year elected through May 31st of the following year.

a. President. The President shall preside over matters concerning his/her class, serve on the Executive Council, serve on the Student-Faculty
Relations Committee (see Handbook Section 8) and may serve on the Professional Conduct Council as an alternate to the Class Professional Conduct Council representative. The P4 President if available (P3 Class President if unavailable) along with the Student Body President are to represent the School of Pharmacy Student Body on the UMMC Associated Student Body Executive Committee. If the President is unable to complete his/her term due to academic or personal circumstances, the Vice President shall assume responsibilities of the President and appoint a new Vice President. However, if the Vice President wishes to remain as Vice President, there shall be a new election for Class President.

b. Vice President. The Vice President shall preside in the absence of the President and shall assist the Student Body Vice President in organizing all social functions by serving on the Student Body Social Committee. The Vice Presidents of the P1 through P4 classes also serve as non-voting members of the Curriculum Committee. (See Handbook Section 8). In the event that the Vice President is unable to complete his/her term due to academic or personal circumstances, the President and Elections Chair shall coordinate a class election to fill the position by taking self-nominations and coordinating a class vote on paper or electronic ballot.

c. Secretary/Treasurer. The Secretary/Treasurer shall be responsible for all the funds involving the respective class after having received them from the Student Body Treasurer. In addition, the Secretary/Treasurer shall assist the Student Body Treasurer in the collection of the student body fee from the respective class. The Secretary/Treasurer of the EE1-EE3 and P1-P4 classes shall be responsible for working with the Student Body Secretary to develop the student telephone directory at the start of fall semester to include all EE1-EE3 and P1-P4 students. The Secretary/Treasurer of the P1-P3 classes shall serve as non-voting members of the Information Resources and Computing Committee. (See Handbook Section 8). In the event that the Secretary/Treasurer is unable to complete his/her term due to academic or personal circumstances, the Vice President shall assume the duties of the Secretary/Treasurer.

Please note that it is the responsibility of all class officers serving on committees to inform their peers of the committee meetings and the actions/results of each meeting.
d. Professional Conduct Council Members. The Professional Conduct Council members, one member from each class EE1-EE3 and P1-P4, in addition to serving on the Professional Conduct Council, shall assist the Elections Chair in conducting all Student Body and Class elections to include manning the polls, counting the ballots and posting the results. They shall also be responsible for overseeing attendance at Student Body assemblies that is taken by members of the Assembly Committee. The P4 Professional Conduct Council representative will also serve as Chairman of the Professional Conduct Council. In the event that a Professional Conduct Council member is unable to complete his/her term due to academic or personal circumstances, the Class President shall coordinate a class election to fill the position by taking self-nomination and coordinating a class vote via paper or electronic ballot.

e. Historians. Two Historians are selected from each of the P1-P4 classes. They are appointed by the Assistant Dean for Student Services (Oxford) and are not elected by the class they represent. These individuals are selected in the fall of the P1 year and serve, assuming performance of designee is appropriate, through Commencement of their Doctor of Pharmacy class. In the event that a Historian cannot complete their four-year term, the Assistant Dean for Student Services (Oxford) will appoint a replacement. Applicants self-nominate and selections are made by Assistant Dean for Student Services (Oxford) and the School of Pharmacy Communications Specialist. Their responsibility is to maintain an electronic history of their class and to provide electronic versions of the Ole Miss Pharmacist to each class member during pre-commencement activities.

Section 3. Elections for P4 officers are held by the President. If the Student Body President desires to run for a P4 class officer position, it will be the responsibility of the standing P4 Class President to conduct the election. The P3 conduct council member will aid in counting the votes after the election. The President posts and announces that he/she is accepting nominations to his/her personal email account for the offices of President, Vice President, Secretary/Treasurer and Professional Conduct Council member. The President sets a three (3) day deadline for nominations. He or she prepares the ballot and voting takes place at a specified time to be announced at least one (1) week prior to the election. The President along with the P3
Professional Conduct Council member will check and count the ballots. The results are then posted to the P3 Announcement Page and reported electronically to the Elections Chair.

Section 4. Announcement of all Student Body and Class elections (Oxford and UMMC campuses) shall be made by the Elections Chair at least seven (7) days prior to the election. Nomination forms for all election positions will be made available in the office of the Assistant Dean for Student Services (Oxford) and his/her designee on the UMMC campus. This form will consist of a 100 to 200-word statement by the candidate on his or her reasons for running for the particular office and what they hope to achieve during their term of office. Candidates may also attach a recent photo to this form; however, a copy of each class photo composite will be available.
Nomination Form for Student Body or Class Office

Name:
Class:

Please select the position in which you wish to serve.

Student Body Offices:

0 President Elect
0 Vice President
0 Secretary
0 Treasurer
0 Elections Chair

Class Offices (EE1-P3):

0 President
0 Vice President
0 Secretary/Treasurer
0 Professional Conduct Council Member

Class Offices (P4):

0 President
0 Vice President
0 Professional Conduct Council Member

Statement of Candidate

Explain (200 words maximum):

1. Reasons for running for this office.
2. What you hope to achieve.

Optional:

Candidate may attach recent photo.

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Section 5. Student Body and Class officer candidates may speak to the classes during a general assembly time to be determined by the School of Pharmacy administration. One election assembly will be held each fall and each spring semester on the Oxford campus to include the P1 and P2 classes during which candidates will give a campaign speech of no more than 3 minutes. Video footage of these assemblies will be provided to Early Entry students and students on external campuses prior to voting. Any candidate found in violation of campaign rules listed in Article VIII: Section 14 is subject to disqualification.

Section 6. Candidates for Student Body Officers who are presently members of the Executive Council shall relinquish their position on the Executive Council to the proper successor of the organization or class which the candidate represents until the completion of the election.

Section 7. Should a candidate not receive a simple majority vote (>50.0%) of the Student Body or the respective class members casting ballots, a run-off election shall be held. The top two (2) candidates receiving the most votes in the initial election shall be placed on the run-off ballot. The candidate receiving the simple majority in the run-off election shall be declared the winner.

Section 8. Write-in votes are allowed for the Student Body and class elections but not in the case of a run-off election. A write-in candidate must fulfill all candidate requirements.

Section 9. Candidates may contest the election up to one (1) week after the final election/run-off. All appeals shall be weighed and judged by the Executive Council.

Section 10. If the office of Student Body Vice President, President, Secretary, or Treasurer is vacated, the Student Body President-Elect shall select a successor.

Section 11. No student shall be allowed to concurrently hold more than two (2) elected class or pharmaceutical organization offices. Student Body officers (President, President-Elect, Secretary, Treasurer, and Elections Chair) on the Oxford Campus may not hold the position of President of any other organization.

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and may not hold any class office.

Section 12. Each candidate must submit the completed nomination form to the office of the Assistant Dean for Student Services by four (4) o’clock seven (7) days before the election. The Elections Chairman shall post a sample ballot within the Student Center by twelve (12) o’clock noon three (3) days before the election.

Section 13. The Elections Chair, along with the Student Body Officers, shall determine whether classes shall cast paper or electronic ballots for any given election.

The Election process for paper ballots shall be as follows:

a. Elections shall be held at a location to be determined by the Elections Chair and announced one week prior to the election with one (1) ballot box for each class.
b. There shall be only as many ballots at each box as there are students in that class.
c. All ballots shall be grouped in packets of 25 until the total for each class is reached.
d. As each person votes, he/she must add his/her name to a list for that class. Only 25 signatures per page are allowed.
e. The Professional Conduct Council members from the preceding year shall be responsible for watching the polls. At least one (1) Professional Conduct Council member must be present during the voting.
f. If the number of ballots and the number of signatures do not match, the election is null and void.
g. Candidates shall not politic within twenty (20) feet of the polls. Violation thereof shall disqualify the candidate.
h. Ballot boxes shall be sealed immediately after the election, which shall begin and end at times to be decided by the Elections Chair and announced one (1) week before the election.
i. The Elections Chair, along with a minimum of two (2) Professional Conduct Council members and/or student body officers shall count the ballots. Professional Conduct Council members will count ballots only for elections other than their own class. For example, the Professional Conduct Council members from the EE2 and P2 class may count ballots from EE1 and P1 elections, but not EE2 or P2 elections. Professional Conduct Council members from the EE3 and P3 class may count ballots from EE2 and P2 elections, but not EE1 or P1 elections.

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Conduct Council members who are considered for election in the student body officer elections will recuse himself/herself from the counting of votes.

j. The results from elections on the UMMC campus shall be reported to the Elections Chair on the Oxford Campus by e-mail before 8:00 p.m. the day of the election. The official ballots shall be retained for a period of one week by the President.

k. The general rules of election conduct by the candidates on the UMMC campus shall remain the same as for candidates on the Oxford campus.

l. Any breach of confidentiality of election results will be considered a violation related to unprofessional conduct as outlined in Section 3: Article IV: Section 2.

The election process for electronic ballots shall be as follows:

a. Elections shall be announced at least one week prior to election.

b. The Elections Chair shall send an electronic ballot via e-mail to all participating classes allowing for no less than 10 hours to cast the electronic ballot, at the discretion of the Elections Chair.

c. The Elections Chair shall share election results with a minimum of two (2) Professional Conduct Council members and/or student body officers prior to declaring election results. Professional Conduct Council members considered for election in the student body officer elections will recuse himself/herself from the viewing of votes.

d. The official electronic ballots shall be retained for a period of one week by the Elections Chair.

e. The general rule of elections conducted by the candidates on the UMMC campus shall remain the same as for candidates on the Oxford campus.

f. Any breach of confidentiality of election results will be considered a violation related to unprofessional conduct as outlined in Section 3: Article IV: Section 2.

Section 14. Election Campaign Violations

Any candidate found in violation of campaign rules listed below is subject to disqualification.
a. Members of the student body are prohibited from using the student directory or any organization directory for e-mail or telephone for campaigning purposes. Members of the student body are also prohibited from using organization or class pages on social media for campaigning purposes.

b. Any form of political pandering is prohibited in campaigning.

c. Any form of mass e-mail is prohibited in campaigning.

d. Candidates shall not politic within twenty (20) feet of the polls.

e. Candidates shall not begin campaigning until the due date of nomination forms as specified by the Elections Chair.

**Article IX: Elections for Professional Pharmacy Organizations.**

All professional pharmaceutical organizations within the School of Pharmacy will be required to hold elections for new officers each year. These officers will take office at the beginning of the fiscal year of each organization or as determined within organizational bylaws or constitution. (See Article IV. Section 2 for qualifications for Presidents).

**Article X: Student Body Awards.**

Section 1. The Executive Council shall annually award the Helping Hand Award to a member(s) (maximum of five students - one EE, P1, P2, P3 and a P4 student) of the Student Body who is (are) not a member(s) of the Executive Council but has (have) made a significant contribution of time, effort and assistance to the Council throughout the year. In addition the Council will select a Friend of the Student Award recipient(s) to recognize faculty or staff, one from the Oxford campus and one from the UMMC campus, who have gone above and beyond to assist students. Those recipients will be announced at the School of Pharmacy Awards Day program.

Section 2. There shall be an Outstanding Teacher of the Year Award for each of the P1-P2 professional years. Each year’s class shall nominate and select a Teacher of the Year recipient from among the faculty who taught that class during that academic year.

The P4 Class shall nominate the recipients of two awards, an IPPE and APPE Preceptor of the Year. All preceptors providing IPPE rotations for that class during their first three professional years in the program shall be eligible for the IPPE award. The nominees of the Preceptor of the Year awards

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must also meet criteria established by the Office of the Experiential Program Director. It is the responsibility of the P4 class president to ascertain from the Experiential Program Director the appropriateness of all nominations prior to the selection of the recipient. The selection from among the nominees is made by a committee composed of the Class President, Experiential Program Director, and Associate Dean for Academic Affairs.

The P1 and P4 awards, consisting of a plaque and financial gift, will be presented at Commencement by the respective class presidents. The P2 and P3 Presidents will present the awards at the School of Pharmacy Awards Day Ceremony. The Assistant Dean for Student Services (Oxford) shall be responsible for securing the plaques for the Teacher of the Year and Preceptor of the Year recipients using School of Pharmacy funds.

Section 3. Two teaching assistant awards shall be selected from among the TAs assigned to assist in P1 and P2 courses. Each class will select in late spring a recipient from among the TAs assigned to the courses completed in that academic year. The recipient of the P1 and P2 awards shall be recognized at the Pharmacy Awards Day Ceremony. Each award will consist of a plaque and $250 credit to professional development expenses ordered through the Ole Miss Bookstore or applied toward travel expenses to a professional meeting. The Assistant Dean for Student Services (Oxford) shall be responsible for securing these awards using School of Pharmacy funds.

Two members of the graduating Doctor of Pharmacy class shall be elected to the Hall of Fame by the graduating class.

Criteria for these awards are presented under the Pharmacy Student Body description in this Handbook, Section 9.

**Article XI: Advisor for Executive Council.**

The Assistant Deans for Student Services shall serve as advisor to the Executive Council and shall, whenever possible, be present at all Executive Council meetings. This individual shall serve in an advisory capacity only and shall not be allowed to vote on matters of the Council but is encouraged to provide input.
**Article XII: Addition of New Organizations to the Executive Council.**

Any professional pharmaceutical organization that desires to become a member of the Executive Council of The University of Mississippi School of Pharmacy Student Body must present a letter of intent to the President of the Student Body. They must also present a copy of their local charter and a list of potential membership. A representative of the organization shall make a presentation before the Executive Council on what the intention and purpose of the organization will be. If the proposed student organization can be absorbed by an existing student organization, it will be redirected. Approval and acceptance will be by a majority vote of the members of the Executive Council. Upon approval, the new organization will be placed under Probationary Membership for a period of one (1) semester. During this probationary period, the organization will be asked to demonstrate active participation on the Council, membership recruitment, a demonstrated level of activity as an organization within the school, and submit to the Executive Council a plan for growth as an organization within the School. After the probation period is expired and the new organization has successfully met the aforementioned requirements, then the organization shall be granted full membership on the Executive Council and all privileges and rights given with such membership. A maximum of 13 professional student organizations on the Oxford campus allowed on executive council at any specific time.

**Article XIII: Probation for Inactive Organizations.**

Any organization that is a member of the Executive Council that does not actively participate in Council meetings, Council related activities, or does not meet national requirements for their chapter charter may be brought before the Executive Council by the Student Body President for a vote as to possible probation. Membership criteria and national requirements may be assessed at that time. If the Council votes to place the organization on probation, then the organization would not be allowed to vote on matters of the Council for a period of one (1) semester. During this probationary period, the organization shall demonstrate a willingness and effort to become an active member of the Council and to become active within the School of Pharmacy. Failure to do so will result in a second vote by the Council that upon majority vote would result in the organization being removed from the Council. If, after the probationary period, the organization has shown a willingness and effort to become more active within the council and their national organization, then upon majority vote of the Council, they shall regain full membership status. In either case, failure to receive a majority vote forces the organization to remain on probation for another semester. Organizations that have been removed from the Council may not petition to be placed back on the Council until after a...
period of three (3) years from the date of removal. A maximum of 13 professional student organizations on the Oxford campus allowed on executive council at any specific time.”

**Article XIV: Professional Conduct Code.**
The School of Pharmacy Student Body shall abide by the Professional Conduct Code (see Section 3). Violation of any rule stated here in this Constitution is considered to be a Professional Conduct Code violation.

**Article XV: School Assembly Attendance.**
Section 1. Attendance at School of Pharmacy assemblies on both the Oxford and UMMC campuses is mandatory, as is attendance at the School of Pharmacy Awards Day Ceremony, Spring P2 Visit to UMMC, attendance by P3 students at P4 Student Seminars, and P4 Assembly Days in the fall and spring. Attendance will be monitored manually or via electronic means. When applying for an excused absence it will be the student's responsibility to obtain an excuse form from the Office of the Associate Dean for Academic Affairs, complete the form, and return it to the Office of the Associate Dean for Academic Affairs. A subcommittee of the Professional Conduct Council shall determine if a request for an excused absence is to be granted. Once the subcommittee has determined whether an absence is excused or un-excused the results are communicated promptly to the student and to the Office of the Assistant Dean. The subcommittee should meet at least once per academic year to make their recommendations. It is the responsibility of the Student Body officers to annually determine the fee schedule. In the late spring, the Office of the Assistant Dean will notify students of the amount of the accumulated fines for the academic year. Students have the prerogative to pay fines at any time prior to the end of the academic year. It will be the student's responsibility to pay the balance of these fines before July 1. The student will not be allowed to graduate or progress to the next academic year until all fines are paid. Payment shall be made to the Pharmacy Student Body General Account. The un-excused absence tally shall be reset at the beginning of each fall semester.

Section 2. All students are required to wear professional dress at all School assemblies. Professional dress for assemblies is defined as a collared shirt, slacks, and dress shoes for men; dresses of an appropriate style and
length, dress slacks and blouse, or a business suit for women. Length of skirts or dresses will consist of no shorter than the vertical length of a student ID above the middle of the knee (about 3 3/8 inches). Footwear will be consistent with this type of clothing. Appropriate footwear for women shall include closed toed shoes or conservative open-toed shoes. Jeans, tank-tops, shorts, tee shirts, and flip-flops are not appropriate. Both men and women are required to wear their white coat upon entry into and throughout the assembly. The Professional Conduct Council members will monitor professional dress. Students will be informed by the Professional Conduct Council when their appearance does not meet the standard. The lack of professional dress on a second occasion will be treated as an absence and a fine assessed. Arriving late for an assembly will be considered as an unexcused absence.

**Article XVI: Student Body Committees.**

The Hospitality Committee is responsible for recognizing different individuals in need of special acknowledgement or empathy. The committee will be made up of the vice-president of each class along with Oxford and Jackson Co-Chairs. The class vice-presidents will be responsible for informing the Co-Chairs of either student related sickness, family members passing, or other times of difficulty. The Co-Chairs are responsible for expressing empathy or appreciation to those members of the School of Pharmacy faculty or student body. The outgoing Student Body Officers will select the Co-Chairs after spring elections but before finals. The Oxford Chair will be a rising P2. The Jackson Chair will be a rising P3. Applicants will self-nominate for the position. The Student Body Officers will determine an acceptable period for self-nomination to be accepted. Pertinent information can be passed along to Executive Council through the President-Elect or President.

**Article XVII: Amendments and Revisions.**

Section 1. Articles of this Constitution shall be amended or revised only upon the vote of a majority of the members of the School of Pharmacy Student Body.

Section 2. Any Student Body Officer or member of the Executive Council may introduce amendments or revisions. These must be submitted to the Elections Chair, who shall then allow a vote on the amendment or revision within 30 days of submission. Amendments or revisions must be posted in the Pharmacy Student Center for no less than 7 days prior to a vote on the proposed amendments or revisions.
Section 3.  This Constitution shall be amended in no way that conflicts with the policies of the School of Pharmacy and/or The University of Mississippi.
SECTION 4: CODE OF PROFESSIONAL AND ETHICAL CONDUCT THE UNIVERSITY OF MISSISSIPPI SCHOOL OF PHARMACY STUDENT BODY

August 17, 1989
Revised May 8, 1995
Revised July 3, 1996
Revised May 8, 1998
Revised May 1, 1999
Revised May 1, 2003
Revised September 29, 2004
Revised September 14, 2006
Revised April 14, 2008
Revised May 4, 2012
Revised April 27, 2013
Revised May 4, 2019

Preamble:
As a professional, the first concern of a pharmacist is the health and safety of those to be served. It is essential to the profession and the public that the integrity of all of its members be beyond reproach. In accordance with the stated core values of this institution and its educational mission, the following code has been established pertaining to pharmacy and pharmaceutical studies as well as to behaviors, occurring inside or outside of the classroom, which the School of Pharmacy feels are important and essential characteristics of a professional.

Article I: General Provisions.
Section 1. Upon matriculation at the School of Pharmacy of The University of Mississippi, all students (EE1-P4) are subject to the provisions of the Code of Professional and Ethical Conduct (referred to as the Code) and are deemed to have constructive knowledge of those provisions. The Code shall apply to students seeking degrees through the School of Pharmacy.

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Pre-pharmacy students enrolled in courses offered by School of Pharmacy departments are subject to the provisions of the Code and are deemed to have knowledge of those provisions. Pre-pharmacy students charged with academic dishonesty in pre-pharmacy courses directed by non-School of Pharmacy departments are subject to the Academic Discipline Code published in The University of Mississippi M Book.

The School of Pharmacy’s Code of Professional and Ethical Conduct is applicable to, and the Professional Conduct Council has jurisdiction over, students seeking degrees through the School of Pharmacy. It also applies to students when they are taking a non-pharmacy course. For example, a law school student taking a course in the school of pharmacy is not subject to the code while a professional student in the School of Pharmacy taking a course in the School of Accountancy is subject to the Code.

Graduate students in the School of Pharmacy are subject to the Academic Discipline Code published in The University of Mississippi M Book.

Undergraduates from other disciplines who are registered for courses in the School of Pharmacy also are subject to the M Book’s Code or to the honor code in effect in the school in which they are seeking a degree.

Section 2. It is assumed that performance on all tests and assignments shall represent the individual work of the student unless specified otherwise by the instructor of the course. It is the responsibility of the student to inquire if questions arise pertaining to outside assistance.

Section 3. There shall be orientation sessions for incoming EE1, P1 and pre-pharmacy students that addresses the elements of the Code. There shall be annual professionalism events required of each of the classes, P1-P4. These may be based inside or outside the classroom, including assembly and academic life.

Section 4. The Faculty of the School of Pharmacy shall share with the students the responsibility for carrying out the provisions of the Code. Faculty members may institute proceedings under the Code by reporting suspected violations to the Associate Dean for Academic Affairs or his/her designee or a faculty member of the Professional Conduct Council. If a report is made to a pharmacy.olemiss.edu
member of the Professional Conduct Council, it is the member’s responsibility to promptly report it to the Chair of the Professional Conduct Council (P4 member). Faculty may also adopt such procedures in the classroom, as they deem reasonable and necessary to reduce the likelihood of academic misconduct.

Section 5. Academic dishonesty and unprofessional conduct are serious matters. Such conduct is totally inconsistent with the high standards of behavior expected of pharmacists and the men and women who seek to enter this profession. It is important to understand that applications for graduate and professional licenses frequently require the applicant to state whether he/she has been found guilty of academic dishonesty. Moreover, when the penalties of suspension and expulsion are imposed for academic dishonesty or unprofessional conduct, they will be recorded permanently on a student’s transcript.

**Article II: Professional Conduct Council Membership.**

Section 1. The Professional Conduct Council shall consist of the following 10 voting members:

a. One elected representative from each of the EE1-P4 classes. The P3 class representative shall serve a two-year term: Chairperson-elect in the P3 year and Chairperson for the Council in the P4 year.

b. Three School of Pharmacy faculty representatives will be appointed by the Dean to serve three-year terms, which can be renewed. The Associate Dean for Academic Affairs will recommend faculty representatives, at least one from each campus, to serve during the respective terms to be approved by the Dean. In addition to the three faculty members on the Committee, two faculty members, one from each campus, will be appointed as an alternate to “fill-in” when one of the faculty members cannot be present.

Section 2. The P4 elected representative shall serve as the Chairperson for the Council.

Section 3. The Associate Dean for Academic Affairs will serve an advisory role to, and will be a non-voting member of, the Council.

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Section 4. In the event that the Chair of the Professional Conduct Council is unable to participate in a proceeding of the Council, the President of the Student Body shall serve as an alternate member. In the event that elected student representatives are unable to participate in a proceeding, the President of their class shall appoint an alternate. In the event that appointed faculty representatives are unable to participate in a proceeding, the Dean shall appoint an alternate.

**Article III: Duties of Professional Conduct Council Members.**

Section 1. The Associate Dean for Academic Affairs shall be responsible for recording all Council hearings except Council deliberations.

Section 2. If the Council has found that no violation of the Code occurred, it shall be the duty of the Chair and the Associate Dean for Academic Affairs to erase or destroy the record.

Section 3. Student members of the Council shall request to be excused from hearing or participating in the deliberation of any case should they feel unable to participate fairly and impartially. When so excused, they shall be replaced by the president of their class selected according to the provisions of Article VIII Section 2 of the Constitution. The Chair also has the discretion to dismiss a member from attending a hearing if there is obvious reason to expect that impartiality may be difficult to achieve. Likewise, faculty members may also be excused by the Associate Dean for Academic Affairs if he/she believes that impartiality will be difficult to achieve. That faculty member will be replaced by the alternate appointed by the Dean.

Section 4. Members are also expected to monitor assembly attendance and professional dress, and assist the Student Body Elections Chair as detailed in the Constitution.

**Article IV: Violations.**

Commission of any of the following acts, or aiding and abetting in such, shall constitute a violation of the Code:

Section 1. Violations related to academic dishonesty
a. Lying, cheating, stealing, or plagiarizing in matters related to schoolwork. Plagiarism includes, but is not limited, to:
   i. Buying or stealing a paper and submitting the work as your own
   ii. Copying work (on papers, assignments, or tests) from another student even with his/her permission and submitting the work as your own
   iii. Allowing someone else to write any assignment for you
   iv. Using ideas from a reference (including charts, graphs, statistics, pictures, etc.) without citing the source
   v. Copying from a source and not putting the information in quotations (even if the source is cited)
   vi. Copy/pasting from the Internet without citing the source
b. Deceiving the faculty or staff about matters pertaining to performance in School of Pharmacy courses.
c. Submitting collaborative work as one's own without appropriate recognition of others' contributions.
d. Any action that violates academic policies established by instructors on course syllabi.
e. Any other action which tends to give one or more students an unfair advantage over other students in matters involving academic affairs.

Section 2. Violations related to unprofessional conduct

a. Rude, insulting, or emotional verbal outbursts during class.
b. Inappropriate use of computer during class, including sending/checking e-mail, playing games, surfing the Internet, etc.
c. Habitually being late for class, talking during class, reading newspaper during class, using cell phone during class, sleeping during class, eating during class, or engaging in or contributing to any activity that interferes with the learning environment of the class.
   The above behaviors will only result in action under the Code of Conduct if traditional methods (i.e., instructor-student or student-student requests) are ineffective in resolving such behaviors.
d. Purposely falsifying records or applications prior to being admitted to or while enrolled in the School of Pharmacy.
e. Knowingly distributing false evidence, statements, or charges against another student or faculty/staff member.
f. Using electronic channels of communication to disseminate inappropriate or

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uncivil comments regarding peers, faculty and staff.
g. Verbal, written or electronic insults to, or verbal attacks on, School of Pharmacy administration, faculty, staff, or students.
h. Conviction of the use, possession, or participation in the distribution of illegal drugs or substances or conviction of any other felonious act.
i. Threats or acts of physical violence to School of Pharmacy administration, faculty, staff, students.
j. Damage to School of Pharmacy property or that of School of Pharmacy administration, faculty, staff, or students.
k. Circumventing established chains of command regarding School of Pharmacy policies/procedures or personal grievances.
l. Violation of the confidentiality of individuals encountered while enrolled in School of Pharmacy degree programs. This refers to unauthorized accessing and/or unauthorized revealing of information about students, faculty, staff, administration, and/or patients that is private or confidential.
m. Engaging in the practice of pharmacy prior to graduation unless under the direct supervision of a licensed practitioner.
n. Blackmailing School of Pharmacy administration, faculty, staff, or students.
o. Harassment, in any form, of School of Pharmacy administration, faculty, staff, or students.
p. Violation of any rule stated in the Constitution of the Student Body including divulgence of privileged information from closed student Executive Council meetings.
q. Breach of confidentiality of Professional Conduct Council proceedings.
r. Violating the confidentiality of a faculty committee by an elected student representative serving on that committee.
s. Failure to report circumstances reasonably believed to be a violation of the Code.
t. Presenting oneself as an official representative or spokesperson of the School of Pharmacy or The University of Mississippi.
u. Presenting oneself as another person, real or fictitious, or otherwise attempt to obscure one’s identity as a means to circumvent any of the prohibited acts listed in Article II, Sections 1 or 2, of this Code.
v. Committing any other act deemed, by the Professional Conduct Council, to threaten the integrity of the profession of pharmacy or the University of Mississippi School of Pharmacy.

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Although many of these examples describe overtly aggressive, uncivil behaviors, others speak to a fundamental sense of personal discipline and consideration for fellow students and instructors, and respect for property. Appropriate behavior in regard to all of the listed actions is necessary to uphold the ideals of a professional.

Section 3. Penalties for Code violations related to academic dishonesty (Article IV, Section 1) and unprofessional conduct (Article IV, Section 2) shall be identified by the Conduct Council according to current and future practice. Each offense will be categorized by the level of offense as deemed appropriate by the Conduct Council.

a. Level 1 Offense
A one-time warning and automatic probation period
During the probation period, a second offense would automatically be a Level 2 Offense, at minimum.

b. Level 2 Offense
Professional probation including: no leadership roles, no honors, no representation in school functions, and no out-of-area rotations

c. Level 3 Offense
Level 2 Offense penalties, no School of Pharmacy scholarships, and no membership to any School of Pharmacy organizations

d. Level 4 Offense
Level 2 Offense penalties, Level 3 Offense penalties, and suspension and/or expulsion

e. At any level, additional penalties may include, but be limited to:
Fines, payable to the Pharmacy Student Body
Payment for repairs or replacements of damaged property
Professional counseling
Revocation of School of Pharmacy scholarships
Change of course grade or change of assignment grade
Revocation of elected leadership position and/or prohibition from election to future leadership positions.
Public or school-wide apology
Required ethics or professionalism course  
Required meetings with School of Pharmacy Officials  
Delayed graduation  
No event attendance allowed (including, but not limited to, Pharmacy Formals, White Coat Ceremony, Patch Ceremony, and/or walking at graduation)

**Article V: Proceedings for suspected violations of the Code.**

Section 1. No definitive evidence of academic dishonesty.

In situations where a student reasonably believes that he or she has observed academic dishonesty in an academic assessment, but there is no definitive evidence to support an accusation of cheating or dishonesty, the student will inform the instructor of record for that course of his or her suspicions. If the instructor of record is not present when such a suspected violation occurs, the student will inform the proctor of the examination, who will in turn notify the instructor of record of this suspicion. It will be the responsibility of the instructor of record to decide the appropriate course of action to take at that point, and the student who reports that suspicion initially will have fulfilled his or her obligation under the Code to report suspected infractions as required in Article IV, Section 2. Suspected violations should be reported as soon as possible and within seven (7) days after the suspected violation has been observed.

In situations where a student overhears another student talking about how he/she engaged in academic dishonesty during an academic assessment, the student will inform the Associate Dean for Academic Affairs or his/her designee or a member of the Professional Conduct Council. If a report is made to a member of the Professional Conduct Council, it is the member’s responsibility to promptly report it to the Chair of the Professional Conduct Council. It will be the responsibility of the Associate Dean and the Council Chair to decide the appropriate course of action to take at that point. The student who reports that information will have fulfilled his/her obligation under the Code to report suspected infractions as required in Article IV, Section 2. Such information should be reported as soon as possible and within seven (7) days of hearing the information.

Section 2. Evidence of academic dishonesty.

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In time-sensitive situations (e.g. during an examination) where a student observes an overt act of academic dishonesty during an academic assessment and the student believes definitive evidence exists, the student will inform the instructor of record or the proctor of the examination immediately in order to confirm the existence of that evidence and to preserve it before the offender leaves the testing room. The instructor or proctor will, in the least disruptive manner possible, verify the existence of evidence of cheating. If possible, the instructor or proctor will confiscate the evidence, and it will be the discretion of the instructor whether to allow the offending student to complete the exam. The instructor will initiate a Professional and Ethical Code violation complaint as soon as possible but within seven (7) days of the cheating event.

In situations where a student observes an overt act of academic dishonesty in any other aspect of academic performance, and the student believes definitive evidence exists, but the offense is not of a time-sensitive nature, the student will inform the Associate Dean for Academic Affairs or his/her designee or a member of the Professional Conduct Council. If a report is made to a member of the Professional Conduct Council, it is the member's responsibility to promptly report it to the Chair of the Professional Conduct Council. It will be the responsibility of the Associate Dean and the Council Chair to decide the appropriate course of action to take at that point. The student who reports that information will have fulfilled his or her obligation under the Code to report suspected infractions as required in Article IV, Section 2. Such information should be reported as soon as possible and within seven (7) days of learning of the information.

Section 3. Unprofessional conduct.

In situations where a student or faculty member reasonably believes that he or she may have observed unprofessional conduct that does not involve academic dishonesty, that person will inform the Associate Dean for Academic Affairs or his/her designee or a member of the Professional Conduct Council. If a report is made to a member of the Professional Conduct Council, it is the member's responsibility to promptly report it to the Chair of the Professional Conduct Council. It will be the responsibility of the Associate Dean and Council Chair to take action at that point. The student who reports that suspicion initially will have fulfilled his or
her obligation under the Code to report suspected infractions as required in Article IV, Section 2. Suspected violations should be reported as soon as possible within seven (7) days after the suspected violation has been observed.

Section 4. When a potential violation has been reported, the Associate Dean for Academic Affairs shall directly contact the student accused of the violation. This notice shall inform the student of the allegations and that the investigation will be conducted with the utmost confidentiality. If the accused indicates guilt after receiving this notice there will be no need to form an Investigating Committee, and the Chair of the Conduct Council shall proceed with scheduling a formal hearing. In pleading guilty the accused forfeits their right to know who their accuser is. If the accused pleads not guilty, an Investigating Committee shall be appointed. This committee shall consist of one student, appointed by the Chair of the Professional Conduct Council and one member of the faculty of the School of Pharmacy, appointed by the Associate Dean for Academic Affairs. Members of the Professional Conduct Council may not serve on an investigating committee.

Section 5. The Investigating Committee shall promptly conduct an investigation to determine whether there is probable cause for the Professional Conduct Council to take further action. The Investigating Committee shall meet separately with the accused and the accuser and other witnesses as they deem appropriate. The committee shall report in writing to the Chair and Associate Dean for Academic Affairs whether probable cause exists to schedule a formal hearing. The Investigating Committee shall not disclose any of the matters that transpired before it and shall conduct its affairs with the utmost discretion and secrecy. The Investigating Committee shall at a minimum meet separately with the accuser and accused.

Section 6. If the Investigating Committee reports that it has found probable cause to suspect that a violation has occurred, it shall be the duty of the Chair of the Professional Conduct Council to notify the accused of the findings of the Investigating Committee, and the date, time and place where a hearing before the Council shall be held. Notice to the accused indicating that a formal hearing is scheduled shall contain a statement of the specific charges and grounds with some detail, which, if proven, would justify punishment under the Code. The accused shall be requested to sign an acknowledgment.
of such notice in the presence of the Chair of the Professional Conduct Council, or if unavailable, in the presence of the Associate Dean for Academic Affairs (or other designee). The person(s) bringing the charges and all relevant witnesses that are identified in the Investigating Committee report shall be informed in writing or by electronic mail that their presence at the hearing is required. The Investigating Committee shall present its report at the formal hearing. If members of the Investigating Committee are unable to agree on a finding or unanimously agree that probable cause does not exist that a Code violation has occurred, the Committee shall report, in writing or electronic mail, to the Associate Dean for Academic Affairs, to the Chair of the Conduct Council, and to the accused student that no probable cause has been found to support that a violation of the Code has occurred.

Section 7. The Council shall meet in a timely manner, no sooner than seven days after the accused student receives the notice defined above in Section 6. The hearing shall be hosted by video conference on both the Oxford and Jackson campuses. The Council members are encouraged to be physically present during a hearing. In cases where the accused pleads guilty, the accused must be physically present on one of the campuses. In cases where the accused pleads not guilty, the accused, accuser, and witnesses must be physically present on one of the campuses. In extraordinary circumstances (for example, during holiday break), witnesses or accusers may be allowed to participate via video conference. This accommodation must be approved by the Chair of the Council prior to the hearing. The video conference will be a single point-to-point (i.e., only one site will be allowed to video conference in) conference. The accused, the accuser, and the witnesses must be physically present for a hearing (i.e., cannot testify via video conference). The Chair of the Council must be at the originating site (i.e., where the accused, the accuser and the witnesses are present). The Council shall hear the testimony of all interested parties and witnesses. The hearing shall be closed to the public. (A suggested procedure for a Council hearing is attached as an addendum to, but is not part of, the Code of Professional and Ethical Conduct). If multiple defendants are involved in the charges, the Chair of the Conduct Council will meet with the Associate Dean for Academic Affairs to determine, based on the specifics of the case, if all defendants will appear at the same hearing or whether multiple individual hearings will be conducted.

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Section 8. The accused, in conducting a defense, shall have the right to present witnesses on his/her behalf, and shall have the right to assistance of any person, including retained counsel, at his/her own expense. This representative's role is advisory only. He/she will not be permitted to make statements, question witnesses, and so on. The accused shall further have the right to confront the accuser(s) and witnesses testifying in support of the charges and to present witnesses and evidence in his/her defense. The accused, but not his representative, shall have the right to question witnesses testifying against him. The accused shall assume the presumption of innocence. The accused shall be accorded the right to remain silent; however, the Professional Conduct Council may or may not deem silence as guilt.

Section 9. The accuser shall have the right to present witnesses on his/her behalf, and shall have the right to the assistance of any person, including retained counsel, at his/her own expense. This representative's role is advisory only. He/she will not be permitted to make statements, question witnesses, and so on. The accuser(s) shall have the right to confront the accused student and witnesses testifying in defense of the accused. The accuser(s), but not their representative, shall have the right to question witnesses testifying in defense of the accused student.

Section 10. The Professional Conduct Council shall have the right to legal assistance, including retained counsel. This representative's role is advisory only. He/she will not be permitted to make statements, question witnesses, and so on.

Section 11. The Council shall make a determination whether a violation of the Code has occurred using the preponderance of evidence as the standard for guilt. A violation shall be found upon majority vote of the members of the Council.

Section 12. The Council shall issue a written decision within five (5) academic days of the completion of the hearing. The written decision shall contain findings of fact. This should include, at a minimum, the date, time, and place of the hearing, the Council members present, the identity of the accuser(s), the charges brought against the accused, and a summary of the testimony.
presented at the hearing. The written decision should also contain the Council's conclusions and explain the basis for the Council's action including the Council's recommendations with respect to the penalty or sanction. This should include, at a minimum, the reasoning for the decision based on the evidence disclosed at the hearing, and the rationale involved in that decision with regards to any recommended penalty or sanction so that there is no question that the Council is fully aware of the consequences of its decision. It shall be the goal of the Professional Conduct Council to maintain consistency in recommending penalties for Code violations of a similar nature. In the event that the Council determines that a violation of the Code has occurred, for cases involving an individual course, the Council shall seek a recommendation from the course director with respect to the penalty or sanction. However, the Council is not obligated to abide by this recommendation. If the Council finds that a violation of the Code has occurred, the Chair shall give a copy of the written decision to the accused, to the accuser(s), to the Associate Dean for Academic Affairs, and to the instructor for the course in which the violation occurred (if said violation occurred in a course). In cases where the accused is found guilty, the results will be posted for a period of three months stating only the date and time of the proceedings, nature of the charges, and the recommended penalty without disclosing the identity of the accused. The posting will be placed in a student accessible location on both the Oxford and Jackson campuses. If the Council finds that no violation of the Code has occurred, the Chair shall give a copy of the written decision to the accused, to the accuser(s), to the Associate Dean for Academic Affairs, and to the instructor for the course in which the suspected violation occurred (if said suspected violation occurred in a course).

Section 13. A student found to have violated the Code may appeal the decision of the Council to the Dean of the School of Pharmacy for review by the Professional Conduct Council Review Committee. This appeal must be filed with the Dean within five (5) academic days of the student's receipt of the written decision of the Council. Such appellate review shall be on the record of the hearing and shall not be a hearing de novo. The student and his or her counsel or representative do not have the right to present additional evidence or oral argument to the Dean and the Professional Conduct Council Review Committee, but may present in writing the specific reasons for the
appeal. Evidence available to the Council but not reviewed by the Council during the hearing, can be provided to the Dean in the case of an appeal.

Section 14. The Professional Conduct Council Review Committee is an ad hoc committee appointed by the Dean and shall be composed of one voting faculty member from each of the academic departments in the School of Pharmacy. The member representing the Department in which the offense occurred (if course related) may not vote. The Committee will be chaired by the Associate Dean for Academic Affairs. In addition, faculty representatives on the Professional Conduct Council may not serve on the Professional Conduct Council Review Committee or on the Investigating Committee. In the event of an appeal of a decision of the Council, the Dean shall promptly have the Review Committee review the record of the Professional Conduct Council's hearing and render a written decision that affirms, modifies, or reverses the Council decision, including the Council recommended penalty or sanction. The Review Committee also has the authority to remand the matter to the Professional Conduct Council for a rehearing or for additional proceedings. The Dean shall consider the recommendation of the Review Committee, but retains the right to make the final decision. The Dean shall promptly explain his/her decision in writing and this written decision shall be furnished to the accused, accuser, Chair of the Academic Department in which course accusation was made, the Investigating Committee, and to the Chair of the Professional Conduct Council.

Section 15. In the event that a change in grade is the recommended penalty, the final decision with respect to the change in grade shall be made by the instructor of the course in which the violation occurred. If the instructor of the course accepts the recommendation of the Professional Conduct Council and that recommendation has been affirmed by the Professional Conduct Council Review Committee and the Dean adopts the Review Committee's recommendation, the process is complete and the decision is final.

Please note that if the recommended penalty involves a change in grade, and the faculty member elects to grade the affected student more harshly than what is recommended by the Professional Conduct Council, the faculty member should be aware that the affected student may seek action via the University's grade appeal process.

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If the recommended penalty involves suspension or dismissal from the School of Pharmacy, the affected student may, in writing, seek review from the Provost or Vice Chancellor for Academic Affairs within fifteen academic days of his or her receipt of the Dean’s written decision (which was informed by the recommendation of the Professional Conduct Council Review Committee).

Section 16. All Professional Conduct Council proceedings shall be confidential except that the recordings of a Council proceeding may be inspected by a student found in that proceeding to have violated the Code and the posting of results mentioned in Article V, Section 12 of the Code. The student found to have violated the Code may, at his/her own expense, have a transcript of the hearing prepared from the tape recording of the proceeding or from the stenographic record in the event the hearing was recorded by a court reporter.

Section 17. Hearings shall be conducted by the Professional Conduct Council in such a manner as to do substantial justice. The Chair of the Council shall preside over and shall determine the order of the hearings. The accused shall have the right to be present at all times during the hearing when testimony and/or any evidence is being presented to the Council.

Section 18. The deadlines specified in Sections 1, 2, 3, 7, 12, 13 and 15 of Article V are discretionary, and reasonable extensions are permitted as required by University vacations, intersession and faculty absences. In no event shall a hearing be scheduled less than five (5) academic days after notice has been given to the accused student, unless that waiting period is waived by the accused student.
Article VI: Advisory Opinions.

The Professional Conduct Council may render advisory opinions to clarify provisions of the Code of Professional and Ethical Conduct. Council decisions shall be based upon a preponderance of evidence presented during hearings.

Addendum to Code of Professional and Ethical Conduct Council

Recommended Procedure for Professional Conduct Council Hearing

I. Introduction/Overview
   A. Statement for record of hearing (call to order should be read here)
   B. Reading of Code of Professional and Ethical Conduct Council procedure; including the Footnotes to Council Proceedings
   C. Reading of charges (accusers and accused present, as well as a representative of the Investigating Committee; all other witnesses, parents, extraneous persons exit before this)
   D. Defendant will enter a plea
      1. If a plea of guilty is entered the defendant will be allowed the opportunity to make a statement, and then the Council will recess to determine a penalty.
      2. If a plea of not guilty is entered, proceed with the following:

II. Synopsis of the Investigating Committee's findings presented by the faculty member on the Committee.
   A. Although the Council can ask questions of the Investigating Committee, this should not be undertaken in lieu of the hearing of the testimony of individual accusers, witnesses, or the accused.
   B. The faculty member will exit the room after the report is given. As outlined in V below, the Council can call back the faculty member of the Investigating Committee for further questioning at the Council’s discretion.

III. Accuser(s) statements (defendant will be present at all times during this)
   A. Hear from each individual accuser in order of appearance in Investigating Committee report (other accusers will wait outside). Each accuser will be ushered in separately so no two accusers will hear each other’s testimony.
   B. After each statement, defendant will be offered an opportunity to question the accuser(s).

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A. Each accuser will have the opportunity to make any final statements. Accuser(s) should not directly question the accused.

B. Witnesses for the accuser(s) will be ushered in individually. The Council will ask questions. The accused may ask questions. The witness(es) will be excused.

IV. Defendant's testimony

A. The defendant will give his/her testimony (all accusers will be present).
B. The accuser(s) will have the opportunity to question the defendant.
C. The defendant will have the opportunity to respond to the accuser’s questions and ask any questions of the accuser(s).
D. Witnesses for the accused will be ushered in individually. The Council will ask questions. The accuser(s) may ask questions. The witness(es) will be excused.
E. The defendant will have the opportunity to make any final statements.

V. Council deliberation (all parties will be absent from the room during this time)

Any party can be called in to answer any further questions that the Council has during the process. The Council may recall any party for further questioning. It will be at the Council's discretion to have any or all persons, in addition to the accused, present during this time. Once the questioning is concluded, all accusers and witnesses will be excused and the defendant will be asked to wait in an area removed from the Council. Once the deliberations are over, all members of the Council will leave the premises. The defendant will be asked to return to the hearing room to hear from the Chair and the Associate Dean for Academic Affairs.

Footnotes to Council Proceedings

1. Any Council member may ask any party a question at any time during the proceedings.
2. Although any Council member may request a break at any time during the proceedings, all breaks will be taken at appropriate times between, not during, any individual's testimony, and at the discretion of the Chair.
SECTION 5: SCHOOL OF PHARMACY GENERAL POLICIES

I. FINANCIAL AID AND SCHOLARSHIPS

A. General Provisions
All scholarship amounts are contingent on the availability of funds, exhibition of professional behavior, and the achievement of appropriate level of academic performance. In the event that scholarship funds are limited, each scholarship awarded will be reduced by the same percentage. The following amounts are goals and will only be awarded in years of maximum funding.

Scholarships are available to Early-Entry students beginning in their second year. Scholarships are available for Regular-Entry students after completion of the P1 year.

Please note that if you are receiving financial aid from multiple sources, it is your responsibility to contact the financial aid department to determine any negative (if any) impact that receiving any of the above referenced loans and/or scholarships would have on your financial aid package. See The Office of Financial Aid website for additional information.

B. General Overview
Students in the School of Pharmacy are eligible for various forms of financial aid that are available to all University of Mississippi Students. The UM Financial Aid website provides information regarding these various resources.

In addition, the School of Pharmacy provides scholarships and loans to eligible pharmacy students as outlined below. Eligibility for academic scholarships is determined at the end of each academic year.

Scholarships
1. Academic Performance. Academic Performance Scholarships are distributed on the basis of academic performance while enrolled in the School of Pharmacy. Scholarships will be awarded in the initial amount of $1,000/year and are available to Early-Entry students beginning in their second year and to Regular-Entry students after completion of the P1 year.

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If a student fails to maintain the required GPA for the award in a particular year, but achieves the GPA in a subsequent year, the student will receive a maximum scholarship of $1,000/year for each subsequent year that the required GPA is achieved.

2. Early Entry. Ten $1,000 scholarships are used to assist in the recruitment of outstanding students into the Bachelor of Science in Pharmaceutical Sciences Early Entry program. It is assumed that all students are interested in receiving this award, therefore no separate application is required. Factors in determining the recipients of these scholarships include the enhancement of diversity within the student body and the comparative ranking of the EE1 composite admissions score. These awards will continue for the first three years as long as the student retains their Early Entry status (3.0 GPA), and for the remaining four years as long as academic scholarship eligibility (3.0 GPA) is met. Please note that to continue receiving the Early-Entry recruiting scholarships, students must maintain their Early-Entry status according to required academic criteria. Once these scholarships are lost due to less than adequate academic performance, they cannot be reinstated.

3. Leadership. The School will award $1,000 annually to Student Body officers (President, President Elect, Vice President, Secretary, Treasurer, Elections Chair and Conduct Council Chair) for the year in which they serve as officer. Class presidents will receive a $500 scholarship for the year in which they serve.

4. Out-of-State Tuition Waivers. Up to ten waivers covering the non-Mississippi resident portion of tuition are available to P1 applicants. The scholarship is applied to the P1 year and is renewable. Applicants possessing a PCAT composite percentile score of 80 or above will be automatically considered for these awards. These waivers are renewable for a second year, provided the student achieves a 2.75 GPA on required first professional year courses. These waivers may not be paired with any other non-resident tuition scholarships awarded by the University of Mississippi.

5. Dependents. The School also awards $1,000 scholarships for the children of faculty, staff, and preceptors of the School of Pharmacy. Continuation of these scholarships requires obtaining a GPA of 2.5 on the previous year’s required courses. If this award is canceled due to less than adequate performance, the award may be reinstated once necessary academic
C. **Satisfactory Academic Progress Policy in Accordance with The University of Mississippi Office of Financial Aid**

For students classified as Pre-Pharmacy, Early Entry (EE1-EE3), and Professional Year 1 satisfactory academic progress is defined by the same standards applicable to other UM undergraduate students as these students are in the B.S. in Pharmaceutical Sciences degree program. See [Satisfactory Academic Progress Policy for Undergraduate Students](pharmacy.olemiss.edu).

Students enrolled in the Doctor of Pharmacy program (P2-P4) must meet the following standards in order to be eligible for Title IV student aid. The student must maintain a minimum cumulative GPA of 2.0 on courses designated as required for P2, P3, and P4 students, receive no letter grade below C, for example, C-, D, F, in any individual course, and not exceed 180 attempted hours in the P2 through P4 years. See [The Office of Financial Aid website](pharmacy.olemiss.edu) for additional information.

These standards are reviewed at the end of each spring term. A student failing to meet any of these requirements is placed on financial aid suspension beginning with the May summer term. A student that is placed on financial aid suspension is ineligible to receive any federal student aid as well as many other types of aid such as state or institutional. Students placed on financial aid suspension will be notified of said suspension by email at the student university email address within five business days of grade postings.

A student who fails to maintain satisfactory academic progress may submit a Satisfactory Academic Progress Appeal online to the Office of Financial Aid and should cite any special or mitigating circumstances he or she believes should be considered. The Satisfactory Academic Progress Appeal will be reviewed by committee. If the Satisfactory Academic Progress Appeal is successful, then the student is placed on financial aid probation and allowed to receive federal student aid for one semester. A successful Satisfactory Academic Progress Appeal will include academic requirements that must be met to receive aid beyond the probation semester. Students on financial aid probation will have their terms reviewed immediately upon grade posting at the end of each term and will be

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notified of the outcome of their probation by email at the student university email address within five business days of final grade postings. A student that is denied aid for failure to meet these satisfactory academic progress requirements may reestablish eligibility once he or she meets the requirements.

If a student leaves or is asked to leave the University of Mississippi for any reason and the student is on financial aid suspension, the student still will be on financial suspension when he or she returns. Neither being allowed to return to the University by the Office of the Registrar nor admittance to the University by the academic restart program will change the student's financial aid status. Only the Office of Financial Aid determines a student's eligibility for financial aid as directed by the Department of Education.

A student who has been denied probation by the committee can request an in-person hearing to petition for reinstatement. Although there is no set limit on the number of semesters in which a written appeal may be submitted, only one in-person hearing per student will be allowed while at The University of Mississippi.

The Office of Financial Aid publicizes deadlines for submitting appeals each term.

C. Endowed Scholarships. Awarding of the following scholarships is contingent upon the availability of funds.

ALTA RAY GAULT MEMORIAL SCHOLARSHIP was established in 1968 to honor Dr. Gault who was a faculty member in the Department of Pharmacology. The award is to assist professional degree students.

AMIE EWING MEMORIAL SCHOLARSHIP is awarded to a member(s) of the P2 class who exhibits those characteristics exemplified by Amie Ewing during her enrollment in the School of Pharmacy, namely her determination and participation in University extracurricular activities. The recipient is determined by the Student Faculty Relations Committee. A separate application process is required and the amount is partially funded by proceeds from the sale of the specialty pharmacy automobile license tag.

AMY B. JAEGGER PHARMACY SCHOLARSHIP was established as an academic scholarship in 2006 to honor Dr. Jaeger's contributions as a member of the
School of Pharmacy faculty. The recipient is a P4 student who demonstrates interest in direct patient care.

AMY McELROY RUTHERFORD MEMORIAL SCHOLARSHIP was established as an academic scholarship in 1994 by Joe B. Rutherford. Recipients shall be full-time students who have been admitted to the professional pharmacy program and have financial need. The scholarship is limited to one student from each pharmacy class. First preference is given to students from DeSoto County, Mississippi and Shelby County, Tennessee.

ANTHONY VAZZANA ENDOWMENT, an academic scholarship established in 2017. Recipients will be full-time students in the School of Pharmacy.

BARBARA AND DEWEY GARNER SCHOOL OF PHARMACY SCHOLARSHIP ENDOWMENT, established in 2009 as an academic scholarship to assist full-time students in the professional pharmacy program with first preference going to members of Kappa Psi Pharmaceutical Fraternity.

BARBARA AND RICHARD WELLS SCHOLARSHIP, established in 2001, is awarded to members of the P3 and P4 class based on active participation in student professional activities.

BEN TAYLOR SMITH MEMORIAL PHARMACY SCHOLARSHIP, established in 2015 as an academic scholarship for professional pharmacy students who are Mississippi residents.

BRUCE R. PARKS MEMORIAL PHARMACY SCHOLARSHIP was established as an academic scholarship in 2003 to honor Dr. Parks’ many contributions to the School and its students during his years of service as a devoted member of the faculty. Recipients will be students in the final two years of the professional program, who, in addition to their academic achievement, demonstrate leadership and a commitment to community service.

C. MILTON O’KEEFE SCHOLARSHIP IN PHARMACY, an academic scholarship established in 1985 by friends and relatives of the late Jackson, Mississippi, pharmacist. Recipients must be full-time students in the professional pharmacy program, have financial need, and plan to enter the field of retail pharmacy. Preference will be given to students from Hinds, Rankin, and Madison counties in Mississippi.

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CARDINAL HEALTH PHARMACY SCHOLARSHIP, an academic scholarship established in 2011, is awarded to a P3 student demonstrating continued interest in independent community pharmacy practice. In support of independent pharmacy, the recipient of this competitive scholarship exemplifies a commitment to the pursuit of independent pharmacy practice as demonstrated by active participation in events sponsored by the local chapter of NCPA. The award is $5000 for the P4 year and includes attendance at the fall Cardinal conference. The recipient will be a full-time student enrolled in one of the final two years of the Doctor of Pharmacy degree program who has indicated a desire to practice his or her profession in an independent community pharmacy setting. Consideration will be given to students who have demonstrated prior work experience in an independent community pharmacy setting. The scholarship will be awarded annually and past recipients will be eligible for consideration annually.

CARLA D. EVANS MEMORIAL SCHOLARSHIP was established as an academic scholarship in 2014. Recipients will be in the final two years of the professional program, have a 3.0 GPA, and demonstrate financial need. First preference will be given to students who are interested in research and/or who are working to support themselves through pharmacy school.

CHILTON MEMORIAL SCHOLARSHIPS. Through the bequest of the late Mr. T.D. Chilton, who for many years operated a pharmacy in Vicksburg, Mississippi, the School of Pharmacy is able to offer several scholarships to students in the school. The criteria for selection are scholarship, leadership, and need.

CLYDE STANTON MAXCY MEMORIAL SCHOLARSHIP, established by his family in his memory. Mr. Maxcy was a 1981 graduate of the School of Pharmacy. The scholarship is awarded to professional pharmacy students.

DAWN ELLISON ALLEN MEMORIAL SCHOLARSHIP, an academic scholarship awarded to a member of the P3 and P4 class based on scholarship, leadership, and active participation in student-related activities. Preference will be given to transfer students from Holmes Community College.

DAWN AND CHARLES SMITH, SR. MEMORIAL SCHOLARSHIP IN PHARMACY, an academic scholarship established in 2011 to assist full-time professional pharmacy students (P1-P4) who have a minimum GPA of 3.5. First preference is given to Mississippi or Louisiana residents.
DIXIE STEELE DAVIS SCHOLARSHIP, established in 2006 in honor of Mrs. Davis who served the Office of the Dean for over 30 years prior to her retirement. The academic scholarship is to assist professional degree students with financial need.

ECKERD CORPORATION PHARMACY SCHOLARSHIP, an academic scholarship established in 2003 to benefit pharmacy students who exhibit academic excellence, desire to work in community pharmacy, and have financial need.

ELMER LIONEL HAMMOND PHARMACY SCHOLARSHIP was established as an academic scholarship in 2017 to assist full-time Pharmacy students.

FRANCES G. McDONALD SCHOLARSHIP, established in 1980 for full-time students who are pursuing a pharmacy degree.

GERALDINE ATCHLEY SCHOLARSHIP, an academic scholarship established in 2006 to assist female students enrolled full-time in the professional degree program.

GRACE S. AND N.V. "CY" DOTY SCHOLARSHIP IN PHARMACY, established in 1979 by Mr. Arthur W. Doty in honor of his parents to benefit students in the School of Pharmacy. Recipients must be native Mississippians with demonstrated financial need and achievement in the areas of leadership, academics, and professional competence in the field of pharmacy.

HARRIET NAOMI EASLEY COX MEMORIAL SCHOLARSHIP IN PHARMACY, established by Mr. A. Conley Cox of West Point, Mississippi, in memory of his wife. Recipients must be Mississippi residents, preferably residing in Clay County.

HARTMAN-JOHNSON MEMORIAL SCHOLARSHIP, established in honor of Dr. Charles W. Hartman, the late dean of the School of Pharmacy, and Dr. W.W. Johnson, the late pharmacy professor. It is awarded annually to a pharmacy student enrolled in the professional program.

HENRY CECIL CALDWELL SCHOLARSHIP, an academic scholarship established in 2007 to assist Mississippi residents in the School of Pharmacy with financial need.

HENRY MINOR FASER SCHOLARSHIP, established in 1986 as an academic

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scholarship. Recipients shall be full-time students of at least junior standing who have been admitted to the professional pharmacy program.

JACK R. DUNN MEMORIAL SCHOLARSHIP was established by his family in memory of the Lexington, MS pharmacist. This academic scholarship is awarded to full-time professional pharmacy students. First priority will be given to students from Holmes County, Mississippi.

JAMES O. HOGUE SCHOLARSHIP, an academic scholarship established by friends and colleagues of the late Mr. Hogue to honor his memory while providing scholarship assistance to a senior pharmacy student dedicated to retail pharmacy and who indicates a strong ability in pharmacy management.

JIM AND SARAH AINSWORTH LEADERSHIP SCHOLARSHIP, an academic scholarship established in 2011 to provide assistance to full-time P3 or P4 students in the School of Pharmacy who have demonstrated leadership throughout their career as a University of Mississippi student.

JOE AND WINNIE McCASKILL PHARMACY SCHOLARSHIP is an academic scholarship awarded to full-time undergraduate students in the School of Pharmacy with demonstrated financial need.

JOHN DEWEY OWINGS PHARMACY SCHOLARSHIP, an academic scholarship established in 2016 to assist full-time students in the professional pharmacy program that have financial need. First preference will be given to students from Noxubee and Chickasaw counties in Mississippi.

JOHNSON-ABDO PHARMACY FAMILIES SCHOLARSHIP ENDOWMENT, an academic scholarship awarded to full-time students who have been admitted to the professional pharmacy program.

JOHNSON-CONDON PHARMACY FAMILY SCHOLARSHIP, an academic scholarship established in 2005 to assist full-time students in the professional degree program.

JOSEPH AND JEANETTE BYRD PHARMACY SCHOLARSHIP ENDOWMENT, an academic scholarship established for full-time pharmacy students in the professional program (P1-P4) who have a minimum grade point average of 2.5.

LINTON FAMILY PHARMACY SCHOLARSHIP ENDOWMENT, an academic scholarship awarded to full-time students admitted to the professional pharmacy
program who have a minimum 3.0 GPA and financial need. First preference is
given to students from Humphreys, Lee, or Panola counties.

MADELINE SCIACCA SCHOLARSHIP ENDOWMENT, established in 2011 to
assist full-time students who have been admitted to the professional pharmacy
program.

MAHMOUD ELSOHLY FAMILY SCHOLARSHIP, an academic scholarship
established in 2004 to assist students in the professional degree program with
preference given to students raised in Lafayette County.

MARGARET HAAGA MURPHREE PHARMACY SCHOLARSHIP an academic
scholarship established in 2012 to assist professional pharmacy students from the
state of Mississippi with demonstrated need.

MARSHALL E. HOLLIS PHARMACY SCHOLARSHIP ENDOWMENT, an
academic scholarship established in 2016 to assist freshmen entering the School
of Pharmacy with financial need.

MARVIN C. WILSON SCHOLARSHIP ENDOWMENT, established for full-time
professional pharmacy students and used to fund need-based emergency
scholarships to assist students who are confronted with unforeseen personal
adversity during the academic year and whose annual maximum federal student
loan amount has previously been awarded.

MCCASKILL FAMILY PHARMACY SCHOLARSHIP, an academic scholarship
established in 2005 to assist students in the professional degree program with
preference for students raised in Lafayette County.

MCKINLEY R. CLARK SCHOLARSHIP ENDOWMENT, an academic scholarship
established in 2011 to provide scholarship assistance to full-time students who
have been admitted to the professional pharmacy program and have
financial need. First preference will be given to residents of Jackson, Harrison,
and Hancock counties in Mississippi.

PHARMACY ALUMNI CHAPTER SCHOLARSHIP ENDOWMENT, an academic
scholarship awarded to full-time students who have been admitted to the
professional pharmacy program.

PHARMACY OPPORTUNITY SCHOLARSHIP, established in 2014 as an
academic scholarship for full-time students with financial need in the School of

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Pharmacy.

PLOUGH PHARMACY SCHOLARSHIPS are named in honor of Mr. Abe Plough, founder of Plough, Inc. and the Plough Foundation, which established the fund. These scholarships are available to professional pharmacy students.

QUENTIN ROSS SANDERSON SCHOLARSHIP, established in 2011 to assist full-time students admitted to the professional pharmacy program with a minimum GPA of 3.0. Recipients must be Mississippi residents with first preference given to students from Warren County and second preference given to students from Jones County.

RALPH FRIDGE CAMERON, SR. AND ERNEST LOTT CAMERON MEMORIAL SCHOLARSHIP, an academic scholarship established in 2005 to assist full-time students who have been admitted to the professional pharmacy program. Recipients shall be selected based on financial need, leadership, and extra-curricular activities.

RITE AID PHARMACY SCHOLARSHIP ENDOWMENT, an academic scholarship established in 2012 to assist full-time students with demonstrated financial need who have been admitted to the professional pharmacy program and who are presently Rite Aid pharmacy interns. Recipients will possess the desire to pursue a career in a retail or community setting and will have excellent communication and leadership skills.

ROBERT W. AND JOAN D. CLEARY RHO CHI PHARMACY SCHOLARSHIP is an academic scholarship established in 1998 by Joan Cleary in memory of Dr. Robert Cleary, former chair of Pharmaceutics. The recipient shall be a student enrolled in the School of Pharmacy who is pursuing a degree in Pharmacy with an emphasis in Pharmaceutics. To be eligible, the student must be a member of Rho Chi.

RONALD BORNE PHARMACY SCHOLARSHIP, an academic scholarship established in 2017. Recipients will be full-time students in the School of Pharmacy.

SAMUEL EDWARD WILKS PHARMACY SCHOLARSHIP ENDOWMENT, an academic scholarship awarded to full-time students in the professional pharmacy program with financial need. Recipients must be Mississippi residents. First preference is given to students from Marion or Walthall counties.

[link to pharmacy website]
SIDNEY K. ARMSTRONG SCHOLARSHIP IN PHARMACY, established in 1983, is awarded annually by the School of Pharmacy.

TERENCE E. DOWNER SCHOLARSHIP QUASI-ENDOWMENT, an academic scholarship established in 2006, is awarded to full-time students selected by a faculty committee of the Center for Pharmaceutical Marketing and Management and the Department of Pharmacy Administration at The University of Mississippi. Recipient will be determined based on grade point average, essay submission, and interview.

WALTER J. PIERRON, JR. LEADERSHIP IN PHARMACY SCHOLARSHIP is an academic scholarship established in 2014. Recipients will be full-time P2 or P3 students who excel academically as demonstrated by their being ranked at least in the top 50 percent of the class. Recipients should also demonstrate qualities of leadership and community service.

WENDY McKINNEY PHARMACY SCHOLARSHIP, an academic scholarship established in 2017, is awarded to full-time students in the School of Pharmacy who have financial need. First preference is given to Mississippi residents.

WILLIAM H. BERRY SCHOLARSHIP, an academic scholarship established in 1994 through the estate of Mr. Berry. Recipients must be Mississippi residents already admitted to the professional pharmacy program.

E. Non-Endowed Scholarships
The School of Pharmacy receives continuing financial support to provide non-endowed scholarships from the following:

CVS Pharmacy Foundation Scholarship - The CVS Foundation Scholarship will be prioritization to applicants who are bilingual and who are volunteering their time with underserved populations.
James Robert Haines Memorial Scholarship - Tri-State Educational Foundation
NACDS Foundation
Pharmacists Mutual Insurance Company
Vicksburg Hospital Medical Foundation
Walgreens Pharmacy
Wal-Mart Pharmacy

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F. **Student Research Fellowship Program**

The objective of the fellowship is to provide opportunities to University of Mississippi School of Pharmacy Early Entry and professional students (rising EE2-P3) who are seeking research experience and may be considering a career in research or academia.

Eligibility: Early Entry and professional students (rising EE2-P3) Award: $3000

Funding will come from the Dean’s Office and from each academic department or other participating School of Pharmacy (SOP) unit, pending availability of funds.

Duration: 10 weeks during the University’s summer break (June through August)

Overview: The UM School of Pharmacy student research fellowship program is sponsored by the Office of the Dean, four academic departments, the National Center for Natural Products Research (NCNPR), the Center for Pharmaceutical Marketing and Management, and the Environmental Toxicology Program. The goal of the program is to provide research exposure and mentoring of early entry and pharmacy students by UM School of Pharmacy Faculty. A wide variety of research opportunities exist in the areas of Medicinal Chemistry, Natural Products, Environmental Toxicology, Pharmaceutics, Pharmacognosy, Pharmacology, Pharmacy Administration, and Pharmacy Practice. Students may select a Department or faculty mentor through which they will explore their interest in basic, applied, translational or clinical research.

Objectives:

- Provide UM pharmacy students with an opportunity to explore and develop their potential interest in pharmacy research through an independent mentored research project
- Develop professional connections between pharmacy students and SOP faculty through research mentorship
- Provide training in the form of seminars and/or workshops from the faculty in each Department of the SOP
- Give students the opportunity to present their research to a peer audience
- Promote student interaction through social activities

Details and Potential Activities:

- Students will participate in an orientation seminar outlining the

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requirements of the program and providing any lab safety training required.

- Research activity in the student’s assigned Department/Unit (Medicinal Chemistry, Natural Products, Environmental Toxicology, Pharmaceutics, Pharmacognosy, Pharmacology, Pharmacy Administration, Pharmacy Practice, Pharmaceutical Marketing and Management, and Pharmaceutical Technology)
- Weekly seminars and/or topic discussions about recent research in each Department/Unit
- Various group social activities for students including, but not limited to, ice cream social, bowling, movie night, Rebel Challenge Course, kickball, disc golf, and more
- Student presentations of research at the conclusion of the program as well as opportunity for a poster presentation during the following school year

Submission Guidelines:
- Application form (available in the Office of the Associate Dean for Academic Affairs).
- Letter of interest from the applicant including a justification for the proposed research experience and what the student hopes to gain from program participation (Limit 250 words)
- CV or Resume
- Copies of academic transcripts
- Letter of recommendation and/or other letter of support from the proposed research mentor
- Students may receive the SOP Student Research Fellowship only one time, but they are encouraged to continue their research experience through sponsored research grants or contracts.
- All application materials are due in the office of the department or unit by 5:00 PM on November 25

Proposal Processing:
Participating SOP units will receive student applications and request needed information (if any) from the Office of the Associate Dean for Academic Affairs. The participating units will then make a final selection based on the quality of applicants, strength of application materials, and the availability of funds. Students are encouraged to discuss their application with the faculty or Chair of the unit to which they are applying.
II. POLICY REGARDING STUDENT COMPLAINTS

Current students at the University of Mississippi School of Pharmacy may seek resolution to academic or misconduct complaints through the school’s published administrative channels, entering at the appropriate level and proceeding in the documented order. Students may seek resolution of non-academic or non-misconduct complaints through the appropriate office designated to address the particular concern.

Issues involving such matters as sexual harassment, discrimination, disability, employment or mistreatment fall under the institutional policies that are handled by specific offices, such as the University of Mississippi Office of Human Resources, Title IX coordinator or the Equal Employment Opportunity Office. In the event that a student believes a non-academic or non-misconduct complaint has not been resolved satisfactorily, they may file a written grievance with the Assistant Dean of Student Services on the Oxford campus.

Current students at UMSOP may file a written grievance with the Assistant Dean of Student Services through the Office of Student Services - Oxford. Students may also submit concerns, leave complaints, make comments, offer suggestions, or request assistance through the Office of Student Services - Oxford. UMSOP and its dedicated professionals are engaged in fostering an environment that promotes academic success and student development. Students are encouraged to provide candid feedback.

Students may choose to contact the Office of Student Services - Oxford using this form or in writing to the address:
University of Mississippi School of Pharmacy
Office of Student Services
203 Faser Hall
P.O. Box 1848
University, MS 38677-1848
Phone (662) 915-6957
Fax (662) 915-5704

Form submissions will be sent to an email account that is checked each business day. If a return email address is provided, the Office of Student Services - Oxford will respond within two business days. If the name and email address fields are blank, the pharmacy.olemiss.edu

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In the context of their educational experience, students may have complaints about a variety of issues. The School of Pharmacy has an obligation to respond to complaints generated by students. This policy outlines how student complaints should be handled both by students and the School. The underlying philosophy of this policy is that all complaints concerning The University of Mississippi School of Pharmacy courses, faculty, or policies should be handled and resolved in a professional manner.

A. Accreditation Related

According to the Standards and Guidelines of our national accrediting agency, the Accreditation Council for Pharmacy Education (ACPE), the School must follow certain procedures for handling student complaints that relate to any area covered by the accreditation Standards and Guidelines. The Standards and Guidelines became effective July 1, 2016. Complaints related to these Standards and Guidelines must be submitted in writing to the Office of the Dean. Such complaints should not be confused with other types of complaints about courses, professional conduct code violations, and so forth.

With respect to these written complaints, the Office of the Dean shall maintain a file that contains a copy of the written complaint, a written record of each step of the procedure, and the final outcome (unless prohibited by state or federal law). All files shall be made available for inspection to the Accreditation Council for Pharmacy Education (ACPE) during on-site accreditation visits or at the written request of ACPE.

The complaint process relating to the ACPE Standards and Guidelines and the Complaint Form are available online.

B. Non-Accreditation Related

The UMSOP website offers students the opportunity to submit complaints to the Office of Student Affairs. UMSOP Policy regarding student complaints is included in Section 5 of the Student Handbook. As outlined in the following graph, student

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complaints may be initiated by individual students or through the class and/or student body officers. Depending on the situation, student complaints are initially made to one of the following individuals:

1. Class and/or student body officers
2. The Professional Conduct Council (see the description of the Professional Conduct Code in the Student Handbook for a description of the policies and procedures)
3. Course Instructor (i.e., Teaching Lead and/or Academic Coordinator)
4. Faculty advisor of a student organization
5. Associate Dean for Academic Affairs
6. Assistant Deans for Student Services (Oxford and Jackson)

Depending on the situation, the matter may be referred to a specific School of Pharmacy Committee or an appropriate department chairperson for recommendation/action. Students are also members of several School of Pharmacy Committees and may bring an issue directly to the attention of one of these committees. All complaints referred to or brought before a committee by a student should be in writing.
Key:

A. Academic Discipline Issues (e.g., Professional Conduct Code violation)
B. Individual complaint about a course or performance in a course.
   • If the complaint involves concerns regarding the content of an answer(s) on an exam, the process stops with the Department Chair.
   • If the complaint is that a student was treated differently than his/her peers regarding the grading of an exam, paper, etc. then the University of Mississippi Grade Appeal Policy is the appropriate mechanism for appeal. See Section 1, II, A.
C. Course matter that affects entire class.
D. Non-academic discipline related issues (e.g., student harassment of another student).
E. Admission/progression related issues [Scholastic Standards Committee - no students sit on this committee].
F. Computer requirement and instructional technology issues [Information Resources and Computing Committee - Class Secretary/Treasurers (P1-P4) are non-voting members of this committee].
G. Curriculum-related issues [Curriculum Committee - Class Vice Presidents (P1-P4) are non-voting members of the committee].
H. Student assessment and curricular evaluation issues [Assessment Committee - student members are the President and President-Elect of the Student Body].
I. General complaints about School policy, procedures, or activities
   [Student/Faculty Relations Committee - Class Presidents (EE1-EE3, P1-P4) are voting members of this committee - or appropriate department chair].
J. Differential enforcement of School policy - [Student/Faculty Relations Committee or appropriate department chair].
K. Student organization-related matters.
L. Depending on the situation, complaints concerning ACPE Standards may be handled in the Office of the Dean without referral to a committee/department chair and may result in consultation with University administrators.

III. DIVERSITY POLICY

The University of Mississippi School of Pharmacy is committed to encouraging diversity in its student body and to graduating professionals dedicated to the delivery of compassionate pharmaceutical care to all segments of the diverse population in their community. The School's goals are developed to ensure that this commitment is manifested in all aspects of student life so that students are
provided access to educational opportunities and social programs that are free from bias. The School of Pharmacy expects that all students, faculty, and staff will be treated fairly without regard to race, age, color, gender, religion, national origin, and sexual orientation, marital, handicapped, or veteran status.

IV. POLICY ON STUDENTS WITH ALCOHOL OR CHEMICAL DEPENDENCY CHALLENGES

University of Mississippi School of Pharmacy
Drug Screening Policy

The policy described below has three major objectives: 1) to identify and assist those University of Mississippi School of Pharmacy (UMSOP) students with chemical dependency and/or substance abuse problems; 2) to discourage UMSOP students from inappropriate use of both illegal and/or prescription medication; and 3) to provide greater access for UMSOP students to Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) rotation sites. With respect to the latter objective, a growing number of existing as well as prospective sites are requiring that in order to serve as a UM experiential site and to accept UMSOP students, that the UMSOP must have enacted a random drug testing policy for its professional students.

In addition to the potential of this policy to reduce the likelihood that UMSOP students would experiment with mind altering substances, if testing identifies students who have used these substances inappropriately, procedures are included which will result in an assessment of the degree of dependency and resultant treatment and/or counseling initiated and rehabilitation accomplished without loss of one’s academic pharmacy career. In the fall of 2012 the UMSOP Student-Faculty Relations Committee unanimously endorsed the formation of such a policy.

The policy below is the result of discussions with the Mississippi Board of Pharmacy (MBOP), the Mississippi Association of Recovering Pharmacists (MARP), representatives of the School of Pharmacy at Samford University and the College of Pharmacy at The University of Louisiana at Monroe, and a prospective vendor currently utilized by other schools/colleges of pharmacy to provide testing services (Certiphi Screening Incorporated).
The anchor of the policy is the Intern/Extern registration with the MBOP, which all students enrolled in the professional program at the UMSOP must attain on admission and retain throughout enrollment until graduation. Without such registration students cannot complete either IPPEs or APPEs and thus cannot progress through the professional program. In addition, the procedures resulting from a positive drug test of a professional student are identical to those which would occur with a licensed pharmacist. The policy was implemented in August 2013 and applies to all P1-P4 students.

Students will only be required to sign the Drug Testing Consent form one time and will be informed that such consent will continue throughout their enrollment in the UMSOP. Financing of the drug screening program will be provided by course fees ($50.00) attached to each of the seven required IPPE and two required APPE courses.

POLICY
All students (P1-P4) enrolled in the undergraduate and professional degree programs at the University of Mississippi School of Pharmacy (UMSOP) will be subject to randomized drug (urine) screening during their time of enrollment in the program. The results of the testing will not be used for law enforcement purposes. Each student will be randomly selected by the test vendor an average of once per year to undergo drug screening. When selected, the test vendor will email the students with instructions for completing the drug test. Students must then access the vendor system to provide information and be directed to a drug screening collection facility in Oxford, Southaven, Jackson, Tupelo, Meridian, Gulfport, or Hattiesburg. If the student is not in one of these areas, the student is to contact the vendor for the address of a more proximate alternate collection facility.

In addition to random testing, “for cause” testing can also occur if a student at UMSOP facilities or at a practice experience site appears to be acting inappropriately (display physical, behavioral, or performance indicators of being under the influence of drugs or alcohol and could potentially harm or misinform patients), when there is a medication administration/handling discrepancy, or when a medication is missing. Under the influence is defined as the condition wherein any of the body's sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to substances or the detectable presence of substances within the body. “For cause” testing can be initiated by

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any UMSOP faculty member, administrator, or preceptor. In the former case the faculty member is to notify the Associate Dean for Academic Affairs who will then inform the vendor who will immediately notify the student of the need to report for evaluation. Preceptors are to initially contact the Director of Professional Experiential Programs who in turn will notify the Associate Dean for Academic Affairs. “For cause” testing could also result from reliable information provided to a faculty member, preceptor or administrator implying that a student has been inappropriately using drugs covered by this policy.

Refusal to sign a Drug Testing Consent Form, leaving the test facility prior to the substance test without permission of the supervisor, admittance of illegal drug use, or refusal to cooperate in any way with the testing process shall be grounds for immediate termination of enrollment in the UMSOP. Upon completion of the drug test, results will be available electronically to the student. In the event of a positive drug test, the vendor’s Medical Review Officer (MRO) will contact the student to ascertain if there is an appropriate reason for the presence of the drug(s) in the urine sample and require the student to promptly provide appropriate documentation of the reason. In the event that no such documentation is provided, the vendor shall report the name of student(s) demonstrating a positive response to the UMSOP. In the case of a positive drug test, the report will include notes on communications between the student and the vendor’s MRO, e.g. student unable to document prescription for medication detected in sample. In addition, the vendor will identify students to the UMSOP who failed to report for sample collection within 48 hours of initial email directing them to report to the collection site.

A result will be considered positive if the presence of one or more agents is detected in the sample and the student is unable to provide proof to the MRO of a valid explanation for the substance’s presence in his/her urine, if a student fails to report for sample collection within 48 hours of notification, or if there is chemical evidence of sample adulteration. The drug screen utilized will closely approximate that used by the Mississippi Association of Recovering Pharmacists (MARP) in the monitoring of its practitioner clients and will include amphetamines, barbiturates, benzodiazepines, cocaine, cannabinoids, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and tramadol.

Upon the determination of a positive sample as defined above, the UMSOP will immediately inform the MBOP of the result. The MBOP will in turn inform the pharmacy.olemiss.edu
student that his/her Intern/Extern license is suspended and that the student is to contact MARP to arrange for evaluation of chemical dependency. Suspension of the license will result in the student being dismissed from a rotation site if the student is currently completing an IPPE or APPE rotation. If the student is not on rotations, he/she will be dismissed from non-experiential classes to provide time for the evaluation to be completed. Depending on the outcome of the evaluation, the license could be reinstated. This would occur if there is no indication of dependency. However, the student may have to enter into a contract with the MBOP to utilize MARP services in order for the reinstatement to occur. This contract would last throughout enrollment in the UMSOP. If the contract is not adhered to by the student, then the license would be suspended or revoked by the MBOP, in which case the student would be dismissed from the UMSOP.

However, if the MARP evaluation determines that the student is demonstrating chemical dependency, then license suspension will continue until MARP certifies that the student has successfully completed an initial intensive phase of treatment and the student enters into a continuing treatment contract with MARP/MBOP. The contract will remain in effect as long as the student is enrolled in the UMSOP.

Failure to abide by the contract would result in loss of license and hence dismissal from the UMSOP. In the case where the UMSOP is made aware of a positive drug test result that occurs outside of this program (e.g., pre-employment or employment screening or a screening that occurs prior to or during an IPPE or APPE), the same procedures for a positive result outlined above will be followed (i.e., the UMSOP will immediately inform the MBOP of the result and the subsequent steps will be followed).

In the event that the UMSOP is informed via criminal background check or otherwise, that a student has been convicted after enrollment in the professional degree program of illegal possession of drugs included in the screening list, the UMSOP will so inform the MBOP and the procedures regarding MARP evaluation outlined above will be implemented. In such circumstances the student will not be charged due to the possession of drugs with a violation of the UMSOP Code of Ethical and Professional Conduct. However, it is a responsibility of the student convicted of such an offense to promptly notify the Associate Dean for Academic Affairs. Failure to self-report the conviction will result in a charge of Code violation.

In situations in which the Intern/Extern license has been suspended, a student
cannot progress to the next academic year curriculum because they have not completed the required experiential courses for the year in which the suspension occurred. Once the license is reinstated and the student completes the prerequisite experiential courses, the student can progress in the curriculum. Students can remain enrolled in required didactic courses during the semester in which the suspension occurs; however, prolonged treatment of a dependency may necessitate curricular withdrawal. Students who have their license suspended on a single occasion and choose to withdraw from the program to obtain treatment will be re-enrolled, if desired by the student, when the suspension is lifted by the MBOP. A second suspension of the license for drug related matters or initial conviction of the sale of illegal drugs will result in dismissal from the program.

Students who are on the UMMC campus (for example, IPPE, P3, P4 students) are expected to abide by the Medical Center’s Policy below:

1. Students are prohibited from being under the influence of alcohol or illegal drugs while on campus; in other training sites such as affiliated hospitals and clinics; and in extramural settings for elective courses.

2. The possession, transfer, purchase or sale of illegal drugs is a violation of the law and is strictly prohibited; such action will be reported to law enforcement officials and to licensing agencies when appropriate.

3. The use, sale or possession of an illegal drug by a medical student is cause for his or her dismissal from medical school.

4. Any student who commits an unlawful act on or off the Medical Center campus or whose conduct discredits the Medical Center in any way will be subject to disciplinary action, up to and including termination.

5. No alcoholic beverage may be brought or consumed on the Medical Center premises.

6. Prescription drugs may be brought and used by students on the Medical Center premises only in the manner, combination and quantity prescribed, as long as their ability to perform as a medical student is not affected.

7. Any student whose on- or off-duty abuse of alcohol, illegal drugs or improper use of prescription drugs interferes in any way with his or her performance as a student will be required to undergo evaluation and/or testing in Student Health Services.

8. The institution reserves the right to require a drug test from a student when there is a reasonable suspicion that the institution’s drug policy has been violated. Individuals failing to submit to a drug test will be subject to
V. STUDENT SOCIAL MEDIA POLICY

The University of Mississippi School of Pharmacy recognizes that social networking websites are popular means of communication. Students who use these websites must be aware that posting certain information is illegal. Violations of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders may also be subject to adverse academic actions up to and including dismissal. Please be advised that the following actions are forbidden (i.e., are considered violations of the School’s Code of Professional and Ethical Conduct as described in Section 3, Article IV):

- You may not present the personal health information of other individuals. Removal of an individual’s name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual.

- You may not report private (protected) academic information of another student or trainee.

- You may not represent yourself as an official representative or spokesperson for the institution.

- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent any prohibitions listed in the Code of Professional and Ethical Conduct.

In addition to these actions, the School’s Code of Professional and Ethical Conduct lists the following violations relevant to the use of social media (see Section 3, Article IV, Section 2):

- Knowingly distributing false evidence, statements, or charges against another student or faculty/staff member.

- Using electronic channels of communication to disseminate inappropriate or uncivil comments regarding peers, faculty and staff.

- Verbal, written, or electronic insults to, or verbal attacks on, School of Pharmacy administration, faculty, staff, or students.
• Threats or acts of physical violence to School of Pharmacy administration, faculty, staff, or students.
• Harassment, in any form, of School of Pharmacy administration, faculty, staff, or students.
• Violating the confidentiality of a committee by an elected student representative serving on that committee.

In addition to the absolute prohibitions listed above and covered by the School's Code of Professional and Ethical Conduct, the actions listed below are strongly discouraged:
• Display of vulgar language.
• Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
• Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning unprofessional behavior.
• Posting of potentially inflammatory or unflattering material on another individual's website.

Violations of these suggested guidelines that are not covered in the Code of Professional and Ethical Conduct are considered unprofessional behavior and should be reported to the Assistant Dean(s) for Student Services who shall discuss such behaviors with the offending student, educating him/her on how he/she can remedy that behavior.

Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful. Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. Future employers (e.g., residency or fellowship program directors, hospitals, managed care organizations, or pharmacies) often review these network sites when considering potential candidates for employment. Although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful, and professional in your actions.
It is important to note that the University of Mississippi Medical Center (UMMC) also has a closely-related social media policy for all students on that campus. The UMMC Social Media Policy can be found on the UMMC Intranet. This includes pharmacy students in the P3 and P4 years and all students who are engaged in introductory or advanced pharmacy practice experiences at UMMC or its affiliates. Violations of the UMMC Policy are generally referred to the UMMC’s Office of Integrity and Compliance; however, the School of Pharmacy may request that violations by pharmacy students occurring under the UMMC Policy be referred to the School of Pharmacy's Professional Conduct Council.

This policy shall not be construed to impair any constitutionally protected activity, including speech, protest or assembly.

VI. INTERNAL COMMUNICATIONS RESOURCES

A. School of Pharmacy Communication Practices

The School of Pharmacy will communicate with students via the Ole Miss email account and the class announcement pages. It is your responsibility to check your email account and class announcement page on a daily basis. The School will not send information to outside email accounts e.g., yahoo, Gmail, Hotmail. If you are not receiving messages, please contact the Office of the Assistant Dean(s) for Student Services. Additionally, P3 & P4 students are required to check their UMMC email address daily. Students may automatically forward UM emails to their UMMC email account, but not vice versa.

B. Announcement Page

All students are required to register and use the School of Pharmacy Message Board. This message board is part of Google Groups and is private and only for the use of students, faculty, and staff of the School of Pharmacy. No outside groups are allowed, which helps prevent spamming of groups with needless information. You must register to join your group.

To access the message board, go to the Rx Ole Miss website and click the link for the School of Pharmacy Message Board. This will take you to all Class Groups, Pre-Pharmacy through P4. There is a link on the PharmD website to access the message boards and an email link for the managers. To join, click the link “How to access the message boards” and then one of the links on the next web page. The first one is for students that received an invitation and will send you to a page with instructions on signing in the first

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time. The second will give you instructions on how to request membership to your group. This will send a request to the managers of the group. We will verify your information and send you a notice that you have been registered. Go back and use the link for students that received an invitation. Registration for your group requires an email address other than your go.olemiss.edu account.

Be sure to bookmark your class group in order to make it easier to get to it, as you will need to check it for new messages at least once a day. Be sure and click the link for setting up “Live Bookmarks,” as it has information that may help you get the most from your group membership.

C. Posts for Electronic Marquee in Lobby

Student Body, Class, and Organizational information regarding activities and events may be posted to the screen in the lobby. Please send information regarding posting of announcements, invitations, awards, projects, etc. to the Communications Specialist.

VII. SCHOOL OF PHARMACY ONLINE RESOURCES

The School of Pharmacy has several online resources on the Rx Ole Miss website for the use of students and faculty. There are links for some resources for on and off campus use and access. In some cases, if you are using wireless, you will have to use the off-campus links. Login information is subject to change, and so it will always be found in a “sticky” at the top of your group’s message board. Do not share this information with anyone other than students of the School of Pharmacy, as doing so may violate our license with the owners of these resources.

The current resources are:
Clinical Pharmacology, Facts and Comparisons, Lexi-Comp, and Micromedex Online are databases of drug information, dosing, and drug interaction and contain the latest information and warnings. They differ in information and presentation to help researchers find the information they need and are used nationally by professionals.

McGraw-Hill Access Pharmacy is a database with links to numerous textbooks, as well as a wealth of other medical information. The books and information are available online, are searchable, and include cases and quizzes to help students get the most from their education.

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APhA Pharmacy Library is a database with links to numerous pharmacy texts with a focus on pharmacy practice.

SECTION 6: SCHOOL OF PHARMACY ACADEMIC POLICIES

I. CLASS ATTENDANCE AND CLASS CANCELLATION POLICY

When a currently enrolled student (EE1-EE3 or pre-pharmacy) has been affected by a situation that causes one or more absences from class, the student should contact a staff member from the Office of the Assistant Dean for Student Services-Oxford. A student who is prevented from reporting the absence because of hospitalization, emergency service, urgent travel needs, or incapacitation may rely on another party (parent, close relative, care giver, etc.) to report the absence to the Office of the Assistant Dean for Student Services-Oxford. In the case of P1 and P2 students, the student should contact the Office of the Associate Dean for Academic Affairs; P3 and P4 students should contact the Assistant Dean of Student Services-Jackson. Students anticipating being absent from class or scheduled examination due to attendance at professional meetings are to contact the instructor(s) at the time that a conflict is presented to make appropriate accommodations.

Class Attendance: The philosophy of the institution is that students who attend class learn more than those who do not attend regularly and that grades are a reflection of learning. Furthermore, the policy below affirms that faculty and students share important responsibilities for the quality of the overall in class learning experience.

P1 and P2 student absences will be handled at two levels:

Anticipated
Anticipated absences may be excused in advance for special circumstances. Should a student have an anticipated absence the student must contact the Associate Dean for Academic Affairs two weeks in advance. The Associate Dean for Academic Affairs or his or her designee will notify the student whether or not the anticipated absence is excused.

Unanticipated
Unanticipated absences will only be excused if there are extenuating circumstances. Should a student have an unanticipated absence the student must contact the Associate Dean for Academic Affairs as soon as possible. Additional documentation may be requested. The Associate Dean for Academic Affairs will notify the student in writing whether or not the unanticipated absence is excused.

Absences and makeup work are left to the discretion of the instructor, even if a notification is sent from the Office of the Associate or Assistant Deans that an absence is excused. Any documentation for an absence in the P3 year should be submitted online as directed or through the Office of the Dean for Student Services-Jackson. Students should understand that Absence from Class Notifications are not necessarily retroactive and should be submitted to the Office of the Associate/Assistant Deans in a timely manner.

Responsibility of students: It is the responsibility of the student to comply with the class attendance guidelines/policies and complete assignments, including those that involve out-of-class or online participation. Students are responsible for informing instructors in advance about anticipated absences. Students should recognize that individual sections of a course may be taught differently and that the attendance policy for individual sections of a course may not be the same.

Aside from the learning opportunities missed due to absences from class, there are cases when a class absence or multiple absences may result in a student being dropped from a course or dismissed from the University. Specifically,

1. Students must attend the first meeting of every course for which they are registered, unless they obtain prior departmental approval. Without such approval, a student who is absent from the first class meeting may be dropped from that class by the dean of the school or college with the responsibility for the course.

2. A student who incurs excessive absences in a given course may receive a grade of F for the course, and, in addition, may be dismissed from the class upon recommendation of the instructor and approval by the student’s academic dean. When it appears to an instructor that a student has discontinued a class without officially dropping the course, the instructor will report this fact to the student’s academic dean. The university reserves the right to dismiss from the university any student who has been excessively absent from multiple courses.

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Faculty and staff who supervise student organizations and teams, including NCAA sports teams, are expected to schedule competitions and performances in such a way as to minimize the number of classes that students will miss. Names of participating students and the dates of class conflicts should be provided to the students’ instructors prior to participation. Students and instructors should attempt to resolve potential conflicts regarding class attendance before the semester course withdrawal deadline.

The Administration of the School of Pharmacy is sensitized to the appropriate scheduling and meeting of all classes given the heightened scrutiny of the University calendar by the IHL Board and, in particular, to ensuring that classes meet for the appropriate number of periods and total class time during the semester. As a result of the IHL Board's interests, the University is showing a greater commitment to maintaining the appropriate number of class meeting times. Because our students are in proximity to those in non-professional schools and have been participants in non-professional education, the seriousness with which we hold the importance of our academic program should be continually projected to our student body. We must act appropriately to inculcate and maintain that understanding among our students as well as our faculty. All faculty are expected to discharge their teaching responsibilities in a professional manner and students are likewise expected to demonstrate professional behavior. The ROUTINE rescheduling of classes on behalf of students and/or faculty is not reflective of professional education. Faculty are also expected to use class time to enhance learning beyond that possible from the sole exposure to course material available on electronic and non-electronic media.

Although class attendance policy is at the discretion of the course instructor, the School Administration strongly encourages students to be present at all times for scheduled class activities. Routine class absenteeism on the part of some students in selected courses has resulted in morale problems. On occasion, a student may be unable to attend an examination for appropriate personal reasons. It is the responsibility of the student to notify the instructor of this situation as far in advance as possible given the circumstances. The specific policy dealing with the consequences of missing an exam for excused or un-excused reasons is determined by the course directors, who are encouraged to include such information in the course syllabus. It is normal that multiple requests by the same student to make up exams will be viewed with suspicion.
as a potential Professional Conduct Code violation. Instructors are to notify the Associate Dean for Academic Affairs in a timely manner of all excused or unexcused exam absences. A list of students who miss exams will be monitored closely.

A great deal of effort is expended in developing an appropriate class schedule for the professional program. Flexibility in the scheduling of our courses and rescheduling of classes is limited. Because classroom numbers are limited, this compounds the problems associated with rescheduling classes during the 8:00 a.m. to 5:00 p.m. period. Rescheduling of classes outside of this period presents many problems for students and is discouraged.

The School realizes that opportunities often present themselves that would contribute to the professional development of a faculty member. Likewise, there may be opportunities for groups of students to attend a professional meeting. When the instructor wishes to be absent from class, it is the policy of the School that, if at all possible, the faculty member is to arrange to have another faculty member substitute for him/her at the regularly scheduled class time. If this is not feasible, then a second but much less desirable alternative would be to reschedule the class at another time. It may be possible to plan prospectively for the class(es) that would be missed and to lengthen the scheduled class time by the appropriate number of minutes for the appropriate number of periods, etc. It is recognized that in many cases this alternative would not be feasible given that we do not have absolute control over classroom assignments and in particular when that classroom is used immediately before or after the class in question. If rescheduling is necessary, it is expected that the faculty member in conjunction with the class president would reschedule the number of missed classes.

On occasion, personal circumstances may require a faculty member to miss class without an opportunity to have scheduled an appropriate faculty substitute. Rescheduling of these missed classes is to be done in concert with the class president. Cancellation of class without rescheduling of class time is not an acceptable option. Likewise, if students miss class to attend professional meetings, it is their responsibility to obtain notes, assignments, etc., from those students in attendance. Furthermore, they are to notify faculty in advance (a minimum of two weeks) of their travel plans and make arrangements with the faculty member involved with respect to how exams or
assignments will be made up. If the professional travel involves P4 students, it is the responsibility of the student to notify the preceptor and Professional Experience Program Director in advance of the travel plans in order to develop a plan detailing how the missed time will be made up. If an acceptable plan cannot be agreed upon by all parties, the travel will be un-excused.

Furthermore, it is the policy of the School that classes normally scheduled to meet in temporal proximity to the beginning or conclusion of a scheduled University holidays (e.g., Thanksgiving, Easter, Spring Break, etc.), are not to be canceled to permit an earlier onset to, or an extended duration of, vacation. A primary reason for this position is that if several classes were canceled, the rescheduling of these classes may produce unnecessary anxiety and hardship among students who commute, have outside employment or have other significant non-recreational demands on their time.

There are usually one or more significant student-related professional activities on campus (e.g., Career Fair, Awards Day, Hartman Lecture, Waller Lecture), during each semester and these may necessitate the rescheduling of some classes. By their very nature they will normally be scheduled well in advance and during assembly time. In this regard, faculty members will be made aware of these dates at the beginning of the semester in which those activities will occur. This will require the rescheduling of certain class periods. When such rescheduling is necessary and if the class cannot be appropriately lengthened in duration to accommodate for these cancellations, then the faculty member is to coordinate the rescheduling of the class with the class president.

II. VISITORS TO STUDENT CLASSES OR EXAMINATIONS

Students are not to bring children, pets, or others to class or examinations due to the potential of these "visitors" disrupting the class or examination.

III. FOOD AND/OR BEVERAGE CONSUMPTION IN SCHOOL OF PHARMACY FACILITIES

In general, students are not to consume food or beverages in classrooms and teaching laboratories on the Oxford or Jackson campus. Unless approved by the Dean's office, no food is to be consumed at any time in the following areas: Faser Hall teaching and research laboratories, TCRC auditoria, and third floor meeting rooms above the auditoria in the Thad

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Cochran Research Center (TCRC), as well as Wells Auditorium on the Jackson campus. Beverages in closed containers are acceptable. Use of tobacco products, as well as e-cigarette or vaping product usage, is not allowed in any School of Pharmacy facility.

IV. **EMERGENCY EVACUATION OF THAD COCHRAN RESEARCH CENTER AUDITORIA, PHARMACY STUDENT CENTER, AND UMMC**

Due to the design of Faser Hall and the Thad Cochran Research Center, the two buildings are on separate alarm systems. Students occupying either the auditoria on the first (1000 and 1044) and second (2066) floors, or small rooms on the third floor above the auditorium in the TCRC are to respond to alarms in the TCRC by exiting the building through the lobby doors and continuing across University Avenue to The Grove. Students in the Student Lounge or in classrooms in Faser Hall at the time of an alarm in Faser Hall are to evacuate Faser Hall and continue across University Avenue to The Grove.

**UMMC Fire Policy**
V. SEVERE WEATHER RECOMMENDATIONS

The University of Mississippi values your safety. The Crisis Action Team and Incident Response Team spend considerable time planning and implementing strategies to provide you with timely information for your safety in times of imminent danger. Each person has a responsibility for his/her own safety, which includes knowing what to do in an emergency. Recommendations for the Oxford campus can be found at the UM Severe Weather webpage.

Classes in session when the Tornado Warning is issued can resume immediately after the warning has expired at the discretion of the instructor. Classes that have not yet begun will resume 30 minutes after the Tornado Warning has expired, provided at least half of the class period remains.

During an emergency situation, you should refer regularly to the Rebel Alerts, UM LiveSafe App, and UM Emergency Website for the latest information and updates about our campus.

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The local Emergency Management Administrators test tornado sirens regularly on Wednesdays around noon. These sirens are not tested on days when there is a possibility of inclement weather.

When a tornado warning (or other severe weather warning or emergency warranting the need for shelter) is issued for the Oxford area, faculty, staff, students, and visitors in the School of Pharmacy are expected to quickly seek shelter in the safest location possible: the interior rooms on the lower floors. Those who occupy interior spaces are expected to be willing to allow people entrance to those spaces in the event of a warning that warrants the need for people to seek shelter.

In the event of a tornado warning (or other severe weather warning or emergency warranting the need for shelter) during a pharmacy class or exam being held in TCRC 1000, 1044 or 2066, the Associate Dean for Academic Affairs (or his/her designee) will interrupt the class. Students and faculty will be expected to go directly and quickly to the hallway (not stairwell) on the first floor of Faser Hall. They are to wait there until they receive official word from the Associate Dean (or his/her designee) to return to class.

No one is to exit the building during a tornado warning unless instructed to do so by emergency personnel.

Faculty, staff, and students located in TCRC should move to the interior offices, labs, and conference rooms on all floors and the basement. If these are not accessible, faculty, staff, and students should quickly seek shelter in the interior rooms of Faser Hall on the lowest floor possible.

Please note that the use of the elevators should be avoided during a severe weather warning.

UMMC has a separate policy found on the UMMC website. It is the responsibility of each unit to determine the appropriate place for safety. See the following:
VI. PROCEDURE FOR LAPTOP COMPUTER REPAIR

Although the School requires you to have a laptop computer, it is not the responsibility of the School to maintain the student’s computer. If the student has a software problem or problems connecting to the University’s internet, you should contact the University Help Desk. If the student is experiencing a hardware problem, you should contact the manufacturer’s service department.
VII. ACADEMIC ACHIEVEMENT PROGRAM AND TEACHING ASSISTANTS

Student learning is a joint effort. Both offices of Academic Affairs and Student Services in the University of Mississippi School of Pharmacy partner with campus and community organizations to deliver supports, services, and resources to ensure successful completion of our professional program. Early involvement, comprehensive advising, consistent academic feedback, tutoring, financial support, and student ownership provide essential opportunities for student growth, development, and performance.

Students who are identified to be at-risk through the Office of Academic Affairs in Oxford and the Office of the Director of Faculty and Academic Affairs in Jackson early each semester will be requested to participate in the School's Academic Achievement Program. At a minimum these at-risk students will be asked to meet with a member of the administrative team once to develop an individualized plan. Additional appointments with the Offices of Student Services or other referrals may be included in the plan, as well as continuous follow-up or additional meetings if necessary.

As part of the Academic Achievement Program graduate student teaching assistants are provided for all required pre-professional and professional courses in the EE3, P1 and P2 years offered by the pharmaceutical science departments. The teaching assistants are to be present at all lectures and skills laboratory exercises. Teaching Assistants receive School of Pharmacy teaching assistantships to compensate them for their assistance to course directors. Teaching Assistant responsibilities should not exceed 20 hours per week.

Course directors may provide "help sessions" to assist students in achieving learning objectives. Teaching Assistants are to conduct these sessions if so delegated by the course director. It is the responsibility of the student to make appropriate arrangements with the TA to receive course assistance.

Academic Achievement Program Process
Review
- Subjective Indicators
- Objective Criteria
- Student and/or Faculty Conference

Identify
- Data Sources: Anecdotes, Evidence, and Scores
- Needs, Gaps, Concerns, and Opportunities

Connect
- Services
- Supports
- Resources
- Additional Meetings
- Student Permission

Plan
- SMART Goals
- Behaviors
- Resources

Track
- Weekly
- Monthly
- As Needed

Evaluate
- Adjust Action Items
- Incentivize Improvement
- Celebrate Success

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VIII. **COURSE SYLLABI**

Each instructor of record for all required pre-professional and professional pharmacy courses in the B.S. in Pharmaceutical Sciences program, as well as P2 and P3 years in the Doctor of Pharmacy program, is to provide students with a course syllabus at the beginning of the semester. Information on the syllabus is to contain, at a minimum, the course title, prerequisites, course objectives, textbook or other requirements, topical outline, and grading policy. The latter is to include an indication of the numerical average needed to obtain the various letter grades for the course and the mechanism for calculating that average. Faculty are encouraged to include a list of general and professional educational abilities fostered by that course. This action would emphasize to the student the contributions of each course to the abilities-based curriculum. Attendance policy, policy regarding responding to student questions during an exam, and other policies pertinent to that particular course, i.e., mechanisms for access to graded examinations, and expectations of classroom behavior, should be included. Furthermore, faculty are encouraged to include a listing of course related materials from previous years which are not to be in the possession of a student enrolled in the course (thereby averting Professional Conduct Code violation). It is the responsibility of the office of the Associate Dean for Academic Affairs to keep a copy of all required P1, P2 and P3 course syllabi on file.

IX. **POSTING OF GRADES AND EXAM KEYS, AND REPORTING OF FINAL COURSE GRADES**

It is the policy of the School of Pharmacy that following each examination, students are to be notified of their performance and also the class average for that exam and when feasible the cumulative course average for the class. Furthermore, the written or electronic posting of grades cannot be done by name, social security number, or any partial sequence of the social security number or by any other method in which the posting is by alphabetical order. It is the prerogative of an instructor to choose to post course grades and/or test results. If an instructor chooses not to post this information, it is the responsibility of the instructor to provide, using alternative means (e.g. e-mail, web site, etc.), and the previously defined information. Students have the right to access, in some form, graded examinations and exam keys. The instructor determines the method of access.

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It is suggested that faculty not report semester grades to the Registrar’s Office until all final course examinations for students in that class have been completed. Moreover, faculty should not post any information that would result in a student determining his/her final course grade until all final examinations for that class of students, e.g. P1 or P2, have been completed.

X. RELATIONSHIP BETWEEN COURSE CREDIT HOURS AND TIME IN CLASS
A specific relationship should be maintained between contact and credit hours. In a lecture only course, class should be limited to 50 minutes per credit hour per week. Laboratories and recitations normally should last for 100-150 minutes per credit hour per week.

XI. PROVISION OF CLASSROOM SUPPLIES AND REPORTING OF EQUIPMENT FAILURES IN CLASSROOM
The Office of the Associate Dean for Academic Affairs is responsible for maintaining supplies for the first floor auditoria (1000, 1044) and classrooms (2066, 3054 and Faser 205) of the Thad Cochran Research Center. It is the responsibility of faculty to inform that office when supplies need to be replenished and equipment is malfunctioning. DO NOT ATTEMPT SELF REPAIR. Equipment is not to be removed from the classrooms.

XII. AUDITORIA USE POLICY
The auditoria located within the Thad Cochran Research Center (1000, 1044 and 2066) are primarily for the use of faculty, staff, and students of the School of Pharmacy and the United States Department of Agriculture. Use by any other groups or individuals must be approved by the Office of the Dean. The rooms must be reserved in advance with the Office of Academic Affairs. These "outside" groups assume full responsibility for equipment or furniture damage and must compensate the School of Pharmacy for repair or replacement.

After hours use requires that a key be procured from the Office of the Associate Dean for Academic Affairs. The student/faculty member who signs out the key is responsible for ensuring that the equipment and lights are off and the room is locked when finished. The key must be returned to the Office of the Associate Dean for Academic Affairs as soon as possible the following day. Presence of

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a TA or professor is preferred for larger groups.

XIII. **PROCEDURE FOR SCHEDULING SCHOOL OF PHARMACY FINAL EXAMINATIONS IN REQUIRED P1-P3 COURSES**

The Office of the Dean has final responsibility for establishing the final examination schedule. The schedule will be announced no later than six weeks prior to the start of the University Examination Period. This examination sequence must concur whenever possible within the University's designated final examination period and take into account room availability, multiple classes of students within the same course, and the need of students to take University scheduled examinations in non-Pharmacy courses. Courses giving examinations during the final examination period are not to give tests (quizzes) in the week preceding finals unless approved by the Associate Dean for Academic Affairs. It is the goal of the Office of the Dean for students to not have more than one final exam in required professional courses per day.

XIV. **STUDENT PARTICIPATION IN UNIVERSITY/SCHOOL OF PHARMACY COMMENCEMENT EXERCISES, WHITE COAT CEREMONY, AND AWARDS DAY PROGRAM**

The University conducts Commencement exercises at the end of the spring semester. The School of Pharmacy has been authorized by the Chancellor to conduct a separate graduation function.

It is expected that graduates of the School of Pharmacy should also participate in the University and School Commencement activities. Written notification of intended absence from either is to be provided to the Office of the Associate Dean for Academic Affairs. Students should appreciate the importance of such participation to their family members and loved ones. Many students who do not attend commencement describe their disappointment of having not participated when asked later in life about that decision.

Similarly, students are expected to participate in the annual White Coat Ceremony, the Patch Ceremony, and to attend the School of Pharmacy Awards Day program. Written notification of intended absence from either is to be provided to the Office of the Associate Dean for Academic Affairs.

XV. **DESIGNATION OF COMMENCEMENT CLASS MARSHALS**

It is University policy for the School of Pharmacy to designate a Class Marshal
for both the B.S. in Pharmaceutical Sciences and Doctor of Pharmacy classes. The process for selecting the University designated class marshals is as follows. The student with the highest GPA on required fall P1 courses will be designated as the B.S.P.S. Class Marshal. The student with the highest GPA on required P2-P4 courses at the end of fall rotation will be the Doctor of Pharmacy Class Marshal. In the case of a tie for B.S. P.S. Class Marshal, the GPA on required pre-pharmacy course work will be used as the tie breaker, followed by the number of required hours completed at The University of Mississippi and lastly by involvement in School organizations. The tie breaking process for determination of the Doctor of Pharmacy Class Marshal will be the same, except the initial tie breaker will be the B.S.P.S. GPA on required courses followed, if necessary, by the pre-pharmacy GPA, etc.

In contrast to the policy regarding University designated Class Marshals, the School will acknowledge at the School commencement multiple Class Marshals for both graduating classes if more than one student has received the same highest GPA on the appropriate professional courses referenced above.

XVI. GRADUATION WITH HONORS
For excellent scholarship, the University of Mississippi awards bachelor and professional doctoral degree recipients CUM LAUDE, MAGNA CUM LAUDE, and SUMMA CUM LAUDE recognition.

General Requirements: To graduate with honors, a student must have the recommendation of the faculty and must never have undergone disciplinary suspension, dismissal, or expulsion. Graduation honors are based on student's cumulative GPA on all college work attempted and on required professional courses. However, courses numbered below 100, grades which have been removed under the forgiveness policy, and grades earned before Academic Restart are not included in calculating the GPA honors. At least 63 semester hours of work must be completed at the University of Mississippi. The required GPA must be attained on all work attempted in residence at the University of Mississippi separately considered, as well as on all college work attempted both at the university and at other institutions, including independent study (correspondence or Internet-based) courses taken, regardless of whether such work has been accepted for transfer credit at the university.
*Cum Laude:* To be eligible for a degree CUM LAUDE, a student must have a grade point average of 3.50 or above but below 3.75 on all college work attempted and on required professional courses.

*Magna Cum Laude:* To be eligible for a degree MAGNA CUM LAUDE, a student must have a grade point average of 3.75 or above but below 3.90 on all college work attempted and on required professional courses.

*Summa Cum Laude:* To be eligible for a degree SUMMA CUM LAUDE, a student must have a grade point average of 3.90 or above on all college work attempted and on required professional courses.

**XVII. RESPONSIBILITIES OF FACULTY ADVISORS FOR STUDENT ORGANIZATIONS**

A number of the faculty serve as advisors to our professional student organizations. In this capacity, they provide valuable service to the School as well as to the students in those organizations. This interaction with the students is of significant mutual benefit to the growth and development of all parties concerned. Each faculty advisor has his/her own style of accomplishing advising functions. The decision about the appropriate advising style for any given year should be made after discussion between the advisor and the organizational leadership. However, it is important that advisors be present at the business meetings and social functions that are sponsored by their respective organizations. Advisors are encouraged to make the appropriate effort to either be in attendance at these activities or to designate another faculty member to represent them at these occasions.

The Dean's Office is following this same procedure in that a member of the administration will be in attendance at all activities sponsored by the Student Body. Compliance with this policy is expected.

Advisors are encouraged to be involved regionally and nationally in organizational activities. Furthermore, based on the input of nationally successful advisors, it is recommended that advisors assist with fund raisers, actively encourage participation by other faculty in the organization's activities, and assist in enhancing the active participation by students in the local chapter by establishing increased numbers of committees and requiring accountability of such.
In the event that a faculty advisor resigns, retires, or vacates their advisor role, the officers of the organization shall in agreement with the national organization bylaws propose a prospective replacement (after discussing this matter first with that individual) to the Assistant Dean for Student Services on the Oxford or UMMC campus as appropriate. The Assistant Dean will then take this request under advisement and then notify the proposed advisor and the organizational officers of his/her decision.

XVIII. FACULTY ATTENDANCE AT STUDENT SOCIAL ACTIVITIES

As a result of assessing student attitudes regarding faculty attendance at formal organizational or Student Body social activities, the Office of the Dean is encouraging faculty participation to assist in the "professionalization" of the students and to enhance the appropriate socialization of all students. The Student/Faculty Relations Committee has discussed faculty attendance and participation at student activities. The following statement developed by the Pharmacy Student Body President and Chair of the Student Faculty Relations Committee is a result of this discussion, reflecting the input of the students and faculty on the Committee.

"Students have expressed sincere desire for faculty members to be present at functions and greatly appreciate the efforts of the faculty in attending and participating in these events. Students recognize that each individual has family and/or other personal responsibilities that may preclude them from attending activities. Through e-mails, hard copies and personal invitations, students have pledged to try to extend more formal invitations to planned events. In addition, the students will try to be more descriptive in their invitations including the kind of activities that will take place and the time when activities will begin. Furthermore, the students recognize that there have been past instances of inappropriate student behavior directed toward faculty which may contribute to the lack of faculty participation. The student leadership has pledged to do all that it can to ensure that there will not be any repetitions of such behavior.

Students would like to see faculty outside of the classroom setting and hope that this effort shows genuine desire to welcome them at all student-sponsored events."

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XIX. **DRESS CODE**
Refer to Article XV, Section 2 of the Student Body Constitution (Section 2 of this handbook) for a description of the dress code in affect for student assemblies.

Refer to the Professional Experiential Program Manual for a description of the dress code in affect for Introductory and Advanced Pharmacy Practice Experiences.

XX. **STATEMENT ON SCHEDULING OF EXAMINATIONS**
There will be minimal P1 or P2 classes scheduled from 8:00 AM on TWThF. The time period 7:30-8:50 most days will be reserved for exams and all exams will be administered during that period. In addition, some exams will be scheduled at 5pm throughout the semester as more exam times are needed for the amount of courses that are offered in a semester. A given exam may occur on a day when that course does not normally meet. If the exam is on a day that the course meets, the course may still, at the discretion of the course director, meet. This recaptures some of the lost lecture time. Also, by not administering tests during class time, the time is built in to make up for a limited number of rescheduled periods. This procedure precludes having multiple tests the same day. Prior to the beginning of each semester each faculty member will submit to the Associate Dean for Academic Affairs a list of tests with the desired week of administration. This process will also be utilized for administering multi-section lab/recitation exams. The Associate Dean will develop the semester exam schedule based on faculty input and will notify faculty in sufficient time to include test dates in course syllabi.

The following guidelines exist to allow sufficient time for students and instructors to prepare for final examinations. These guidelines apply to the week preceding final examinations for undergraduate courses held during fall and spring semesters.

During the period of Wednesday through Friday (Monday through Friday for School of Pharmacy professional courses) of the last week of class, instructors are not to give exams, tests, or quizzes. If an instructor feels that an exam or quiz is necessary, the instructor can petition the department chair and Academic Dean for approval to hold an exam during that week. If approved,
the exam/quiz cannot contribute more than 10% of the final grade for a class. Instructors should return graded work and/or inform students of their grades on exams, tests, or quizzes prior to the beginning of finals week.

Exceptions to the above statement are automatically made for lab-based courses, technical writing courses, seminar courses that assign a term paper, and senior design courses that assign a multi-faceted project in lieu of a final exam. Major projects of the above types, which contribute more than 10% of the final grade and which are due during this Last Week period, should be assigned in the syllabus at the beginning of the semester and any substantial change in the assignment should be made known to students before the drop deadline.

XXI. PROGRAMMATIC ASSESSMENT
Student participating in School of Pharmacy programmatic assessment activities occurs at various points across the curriculum and during the spring of the P1, P2, P3, and P4 years. All P1 and P4 students are required to participate in University assessment activities in order for verification of their diploma application to proceed. It is expected that students will take these activities seriously and will perform to the best of their ability. Otherwise, the results of these assessments would be invalid and unreliable and may lead to inappropriate programmatic changes. The purposes of these assessments are to provide students feedback on their knowledge, skills, and attitudes as well as for the School to ascertain the effectiveness of its curriculum and programs when compared to other schools or colleges of pharmacy.

XXII. STATEMENT REGARDING FACULTY MEMBERS ANSWERING QUESTIONS DURING QUIZZES AND EXAMINATIONS
Student members of the Student/Faculty Relations Committee suggested the implementation of a school-wide policy that prohibits the asking of questions by students during quizzes and exams.

One concern associated with students asking questions during quizzes and exams is that not all students in the classroom have the opportunity to hear the question or the answer to the question. The students on the committee who raised the issue were concerned with individuals waiting until the end of class to ask a question knowing that few other students would be able to benefit from the answer. Such behavior may be motivated in part by competition among
students. Another concern raised by students is that some individuals ask questions not with the intention of clarification, but in an attempt to get the correct answer (or at least a hint of the correct answer) from the instructor. Both of these instances have the potential to create an unfair advantage.

While appreciating the concerns raised by the students, the faculty representatives on the committee were not in favor of a school-wide policy because some questions brought forth during examinations are appropriate and necessary. Furthermore, such classroom policies are the prerogative of each individual course instructor.

The concerns raised by both the student and faculty representatives on the committee led to the adoption of the following recommendation.

Faculty members should be made aware of the potential for unfair advantage created by answering questions during exams and quizzes. Instructors should be informed of this issue, and the concerns of students, at the annual meeting of course instructors held immediately prior to the fall and Spring Semesters. Furthermore, instructors should state on their course syllabi, or on each individual quiz or exam, their policy for fielding questions during exams. Such a policy could address whether questions are taken during quizzes and exams, what kinds of questions can be asked, when questions can be asked, how questions can be asked, and how responses to these questions will be shared with the rest of the class.

XXIII. USE OF PRIOR COURSE MATERIAL AS STUDY AIDS

There has been considerable discussion of the issue of students possessing prior course materials and producing hard copy and electronic files of those materials to use as study aids. Many faculty believe that having such materials results in less learning of course content and/or poor class performance. Confusion abounds concerning which materials are acceptable to possess because some faculty expressly forbid the dissemination of old tests, quizzes, term papers, and other course-related documents, while others make such materials freely available for study and reference purposes. Students should consult with individual faculty regarding the appropriateness of materials in each course. Due to the tenants of the PBL model of learning, P3 students are strictly forbidden from possessing P3 course associated materials provided by prior P3 students.

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In an effort to clarify this matter and to avoid further confusion, the following policy from the Dean's Office on the production and possession of hard copy and electronic files applies to all School of Pharmacy courses on the Oxford Campus.

1. Students are free to compile study files of prior course material, either hard copy or electronic, but they must verify with the instructor of each course that any such materials are not prohibited from being in their possession.

2. Faculty are strongly encouraged to develop a list each semester of specific items that are NOT permissible to possess and distribute to other students, which may include any of the following:
   - prior exams
   - keyed exams
   - other students’ completed exams
   - prior quizzes
   - keyed quizzes
   - other students’ completed quizzes
   - previously submitted graded or ungraded course materials (reports, class projects, etc.)

   Faculty are encouraged to use the course syllabus to identify such materials.

3. It is the course instructor's responsibility to inform students what materials are forbidden. If a course instructor does not provide students with such a list, students may assume any material they encounter for that course is permissible to possess.

XXIV. TUTORING
The Office for Academic Affairs administers a tutoring program each semester for some classes on the Oxford campus for both the pre-professional and foundational P1 classes. The group tutoring sessions are hosted weekly. Student need, student attendance, and tutor feedback are used to determine which courses are a part of the program.

XXV. UNIVERSITY/SCHOOL ACADEMIC FORGIVENESS POLICY
The School of Pharmacy has endorsed the University of Mississippi Academic
Forgiveness Policy for required pre-professional courses completed at The University of Mississippi. Please note that the policy is not applicable to professional courses (P1 through P4) offered by the school of pharmacy.

XXVI. PLUS (+) or MINUS (-) GRADING SYSTEM

Beginning with the fall 2011 semester, the University of Mississippi has the option of using a plus (+) or minus (-) grading scale for undergraduate and graduate courses. The primary purpose of adding the plus (+) or minus (-) grade options is to give instructors the ability to more accurately assess and report a student's performance.

The School of Pharmacy faculty has the prerogative of assigning plus (+) or minus (-) grades in calculating the GPA associated with the awarding of school scholarship and awards or associated with scholastic policies affecting admission, progression, or retention of Early Entry status. However, a grade of C- is considered a failing grade.

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<td>A-</td>
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XXVII. ACADEMIC SUPPORT - UMMC CAMPUS

The Office of Academic Support provides oversight to the following University of Mississippi Medical Center support services:

- Academic Consulting Services
- University Tutoring Services
- Writing Support Services
- Academic Accommodations

**Academic Consulting Services.** The Office of Academic Support provides Academic Consulting Services to students, residents and fellows currently enrolled at the University of Mississippi Medical Center. Academic consultants meet individually with learners and provide assistance with developing the skills

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and behaviors that are essential to academic success and professional development. Services are available at no charge to the learner and may address a wide range of issues. These include transition to professional school, time management, study skills, stress management, testing strategies, interpersonal and communication skills, clarifying career goals, and coping strategies. Individuals may initiate contact with the office or be referred by faculty. To make an appointment, individuals should go to the Office of Academic Support webpage and complete the Request Academic Consultation online form.

**University Tutoring Services.** The Office of Academic Support manages University Tutoring Services, the peer tutoring program available at no cost to all students currently enrolled at the University of Mississippi Medical Center. This program is designed to promote academic excellence through supportive instruction by peers with similar educational experiences and backgrounds. Tutoring occurs on UMMC's campus and scheduling is negotiated by the student and assigned tutor. You must be registered in the course for which you request tutoring to be eligible for the services. Tutors are not available for all courses at the institution. Once you have submitted the Request Tutoring form, you will be notified if tutoring is available for the requested course and provided further information about the program. To request tutoring or receive more information about available courses, individuals should go to the Office of Academic Support webpage and complete the Request Tutoring online form.

**Writing Support Services.** The Office of Academic Support provides Writing Support Services to students, residents, and fellows who are currently at the University of Mississippi Medical Center. A writing coach is available to meet individually and at no charge to the learner and may address many aspects of academic and professional writing. To request writing support or receive more information about the services, individuals should go to the Office of Academic Support webpage and complete the Request for Writing Support form.

**Academic Accommodations.** The Office of Academic Support manages academic accommodations at the University of Mississippi Medical Center. Note: Students in the School of Pharmacy should apply for academic accommodations through the University of Mississippi, Oxford Campus. The University of Mississippi Medical Center is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations which support UMMC standards and academic
integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

UMMC provides reasonable academic accommodations to students on campus who request accommodations and who meet eligibility criteria. For more information, individuals should review the Office of Academic Support webpage or contact the office directly. To request academic accommodations, individuals should complete the Request for Academic Accommodations form available on the Office of Academic Support webpage.

Office of Academic Support
University of Mississippi Medical Center
Verner Holmes Learning Resource Center, U155-A
Phone: 601-815-4233 • Fax: 601-815-5828
http://www.umc.edu/academic_support/
SECTION 7: SCHOOL OF PHARMACY DEGREE PROGRAMS

The UMSOP pass rate (first attempt) on the North America Pharmacy License Examination (NAPLEX) for the last ten years is consistently in the top quartile for the nation. NAPLEX pass rates for all schools of pharmacy can be found online.

The professional degree program received full re-accreditation status in 2012 for an eight-year (maximum allowed) period.

I. BACHELOR OF SCIENCE IN PHARMACEUTICAL SCIENCES PROGRAM

Undergraduate students entering the professional program of the School of Pharmacy will be admitted into the B.S. in Pharmaceutical Sciences program. This is a four-year degree consisting of three years of pre-professional (prepharmacy) education followed by one year of professional courses, culminating in the awarding of the baccalaureate degree. This degree does not provide eligibility to sit for the licensure examination for pharmacy practice. This program is offered in its entirety on the Oxford campus. Admission into this degree program can occur in the fall of the freshman year, i.e. "Early Entry," but more typically after completion of the three-year pre-pharmacy curriculum at The University of Mississippi or other accredited institution, i.e. "Regular Entry."

A. TECHNICAL STANDARDS FOR ADMISSION AS A PROFESSIONAL STUDENT

Candidates for the Bachelor of Science in Pharmaceutical Sciences and Doctor of Pharmacy degrees must be able to perform the essential functions in each of the following categories: observation, communication, motor, intellectual, and behavioral/social. However, it is recognized that degrees of ability vary among individuals.

If a potential applicant feels unable to meet these technical standards he/she is encouraged prior to application to discuss your disability with the Office of Student Disability Services at The University of Mississippi to determine whether or not reasonable accommodations can be made.

The University of Mississippi School of Pharmacy is committed to enabling its students by any reasonable means or accommodations to complete the course
of study leading to the B.S. in Pharmaceutical Sciences and Doctor of Pharmacy degrees.

1. Observation

All candidates must be able to:

a. Observe lectures, demonstrations, experiments, and practice-based activities.

b. Observe physiological and pharmacological demonstrations, evaluation of microbiological cultures, and microscopic studies of organisms and tissues in normal and pathological states.

c. Observe a patient accurately at a distance and close at hand.

d. Read information on a computer screen.

e. Remain fully alert and attentive at all times in clinical settings.

Additionally, candidates for the Doctor of Pharmacy degree must be able to:

f. Evaluate visible patient signs and symptoms for the purposes of monitoring drug therapy.

2. Communication

All candidates must be able to:

a. Communicate effectively, sensitively, and rapidly with patients, caregivers, and members of the health care team.

b. Speak, listen, read, and write in the English language.

c. Effectively communicate with instructors and peers.

Additionally, candidates for the Doctor of Pharmacy degree must be able to:

d. Communicate with health care practitioners specifically in reviewing and recommending verbal and written drug therapy orders.

e. Elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications.

3. Psychomotor Skills

All candidates must be able to:

a. Have sufficient motor function to execute all aspects of processing multiple types of drug orders and compounding of medications.
b. Engage in safe and aseptic handling of sterile preparations.

c. Safely and effectively operate appropriate equipment (e.g., microscope, typewriter, glucose monitors, and peak flow meters).

Additionally, candidates for the Doctor of Pharmacy degree must be able to:

d. Engage in basic physical assessment activities including palpation, auscultation, percussion, and other diagnostic maneuvers.

4. Intellect

All candidates must be able to:

a. Comprehend three-dimensional relationships and understand the spatial relationships of structures.

b. Solve problems involving measurement, calculation, reasoning, analysis, synthesis, and evaluation rapidly in a multi-task setting.

c. Synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings, and monitoring studies.

Additionally, candidates for the Doctor of Pharmacy degree must be able to:

d. Use information to develop a drug therapy and monitoring plan in a reasonable amount of time.

5. Behavioral and Social Attributes

All candidates must be able to:

a. Possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities.

b. Adapt to change, display flexibility, and learn to function in the face of uncertainties and stressful situations.

c. Possess compassion, integrity, interpersonal skills, motivation, empathy, and concern for others.

d. Demonstrate ethical behavior.

e. Function effectively in situations of physical and emotional stress.

f. Accept appropriate suggestions and criticism and, if necessary, respond by modification.
Additionally, candidates for the Doctor of Pharmacy degree must be able to:

g. Exercise good judgment and prompt completion of all responsibilities involved in the pharmaceutical care of patients.
h. Have the capacity to develop mature, sensitive, and effective relationships with patients.

B. EARLY ENTRY (EARLY ASSURANCE)

Students granted Early Entry status must enroll as freshmen on the Oxford campus. If these students abide by the progression and retention criteria detailed below, they will receive the B.S. in Pharmaceutical Sciences at the end of their fourth year and will be admitted into the Doctor of Pharmacy program or School of Pharmacy Ph.D. program of their choice.

The Early Entry Program provides the opportunity to engage in both professional and personal relationships with School of Pharmacy faculty and upper-classmen immediately upon entering the University, rather than after completing the normal pre-pharmacy program.

Early Entry students avoid the competitive selection process for admission to the B.S. in Pharmaceutical Sciences program following completion of the pre-pharmacy curriculum.

Early Entry students are eligible for performance-based School of Pharmacy scholarships unavailable to pre-pharmacy students and may participate in professional student organizations earlier in their collegiate careers.

1. Criteria for Early Entry

Early Entry admission into the B.S. in Pharmaceutical Sciences program is offered annually to outstanding high school seniors. Applicants who wish to be considered for Early Entry status must meet the following minimum criterion:

A minimum composite ACT Mathematics Test score of 25 or successful completion of prerequisites for Bisc 160, and Math 261 must be achieved before classes begin in the fall of the freshman year; alternatively a SATR Mathematics score of 600 will meet the minimum criterion for consideration.

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Selection and Ranking of candidates for Early Entry admission will be based on holistic review of GPA, composite ACT OR SAT (mathematics + critical reading) score, an interview, and an evaluation of the applicant’s 9th - 12th grade activities, including scholastic and non-scholastic leadership, service activities, and employment.

Admission preference is given to Mississippi residents. However, application by non-Mississippi residents is encouraged with no residency preference being given to the top half of the admitted pool. The top 10 applicants based on this composite admission score will be awarded an additional $1000 annual scholarship which will be renewable as long as the student retains Early Entry status (ideally, seven years).

Eligible applicants not chosen for membership in the Early Entry class and who attend the University of Mississippi may be provided the opportunity to join the sophomore program at the conclusion of the spring semester of the freshman year. Offers would be restricted to students who have successfully completed the core courses taken by Early Entry freshmen. Priority would be given to those students having the highest GPA on these and other required Early Entry courses completed, with a minimum requirement of 3.0.
2. Application Process

For consideration for Early Entry admission to the B.S. in Pharmaceutical Sciences program, students must submit the University’s Special Programs and Scholarship Application by the designated deadline. Early Entry applicants must apply online for admission to the University of Mississippi (www.olemiss.edu) as a BS in Pharmaceutical Sciences major and complete a supplemental online application for Early Entry. Applicants will select a preferred date to attend a mandatory Early Entry Applicant Day. Confirmation of this date will be made upon receipt by the School of Pharmacy of a non-refundable $65 application fee.

3. Progression and Retention Criteria for Students in the Early Entry Program

To maintain Early Entry status, a student must

a. Maintain continuous University enrollment during the fall and spring semesters through the spring of the junior year.

b. Take all required University courses in the general sequence defined in the curriculum and complete requirements for the Bachelor of Science in Pharmaceutical Sciences degree by the end of their fourth year of college.

c. Achieve a GPA of 3.0 on required courses attempted the first year and a cumulative GPA on all required courses attempted at the end of the second and third years. Early-entry students with less than a 3.0 GPA will be dismissed from the Early-entry program and will be changed to regular entry status. In addition, students who were recipients of one of the ten Early Entry recruiting scholarships must achieve a GPA of 3.5 or better. Students who earn between a 3.25 and 3.49 on required courses during the freshman year will lose the recruiting scholarship.

For students also enrolled in the Honors College, grades received in Honors 101 and 102 will be treated as required courses in lieu of WRIT 101 and 102. In calculating the GPA for these students, required courses designated as honor courses will provide five quality points for an A (rather than 4 as is typically calculated for non-honors courses); four for a B; and so on. The UM plus/minus grading system will not be used in calculating the GPA requirements stated above.

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d. Receive no C-, D, or F grades in required courses.
e. Complete the PharmCAS application and CASPer Test prior to March 1 of the junior year. Student wishing to apply for scholarships must complete the PCAT prior to March 1 of the junior year.
f. Students failing to meet or comply with the above will be dismissed from the Early Entry Program and can transfer to regular entry student status. Students cannot regain Early Entry status once it is lost. Students so dismissed are likely to be competitive applicants for Regular Entry admission given the UM Forgiveness Policy and the SOP application of the Ole Miss Factor.
g. Students have the right to file a written petition with the Dean of the School of Pharmacy seeking waiver of any of the School of Pharmacy’s academic policies. The petition should be submitted to the Associate Dean of Academic Affairs who will proceed in the following manner:
   • The Associate Dean will present the petition to the Scholastic Standards Committee.
   • The Scholastic Standards committee will make a recommendation to the Dean
   • The Dean will review the recommendation by the Scholastic Standards Committee and render a decision.

   Petitions should be structured in a formal writing style and provide sufficient information to support the reason for the waiver of the respective academic policy. The student should suggest reasonable outcomes and the School will make every effort to handle the petitions in a timely manner.
Early Entry Academic Achievement Program (EEAA Program)
Option for Early Entry (EE) students who fall just below the 3.0 minimum EE GPA requirement to stay in the EE program.

1. If a student has a cumulative EE GPA less than 3.0 but at least 2.75 at the end of EE1 spring (falling slightly below the required 3.0 cumulative EE GPA requirement), then the student must leave the EE program but will have the option of joining the EEAA Program.

2. EEAA students need to take the same required courses as are required for the EE program sophomore year (EE2).

3. EEAA students must participate in all UM-authorized tutoring programs which are included in courses in which they enroll.

4. If an EEAA student achieves a cumulative GPA of 3.0 or higher at the end of the sophomore year, then he/she will be offered readmission to the EE program for the EE3 year.

5. Curriculum

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<tr>
<td>FIRST SEMESTER</td>
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<td>BISC 160, 161</td>
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<td>MATH 115</td>
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<td>EDHE 105 (EE1-Only Section)</td>
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With the exceptions of the prerequisite relationships of organic chemistry, the sequence of enrolling in the second- and third-year courses will be determined by course availability.

### SECOND YEAR EARLY ENTRY

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### THIRD YEAR EARLY ENTRY

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<td>PHCL 343/CHEM 471 or 473</td>
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<td>BISC 310</td>
<td>4</td>
</tr>
<tr>
<td>PHCG 321 or BISC 520</td>
<td>3</td>
<td>PHCL 344 or BISC 330</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>PHAD 395 or PHIL 328</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

*can take BISC 206 and 207 in lieu of BISC 310 and PCHL 344
*The 18 hours of nonprofessional electives must include 6 hours of social or behavioral sciences and 12 hours of humanities and fine arts as defined by the University of Mississippi, with a minimum of 3 hours in each of these two general areas. Performance course credits are acceptable. Correspondence courses are accepted as elective credit (humanities, fine arts, social science, behavioral science, etc.). Although quality grades for nonprofessional elective courses and any other electives are recorded, they are NOT included in the computation of the grade-point average (GPA) utilized in admissions, progression, or school scholarship decisions.
C. REGULAR ENTRY

Regular Entry admission is for applicants completing the pre-pharmacy curriculum at the University of Mississippi or other four-year accredited college or university. Regular Entry application must occur via PharmCAS, the Pharmacy College Application Service, www.pharmcas.org. The program is open to both residents and non-residents of Mississippi. Non-residents are eligible for partial or complete waiver of non-resident tuition. All materials must be received by PharmCAS by November 1 for consideration for admission for the following August. Regular Entry applicants do not initially apply directly to the University of Mississippi or to the School of Pharmacy, but must do so if invited for an interview. Interview invitations will be extended following local review of information submitted to PharmCAS. Individuals accepting this invitation must submit an $85 non-refundable supplemental application fee in order to confirm an interview and to be provided the opportunity for completion of the online University of Mississippi application. Applicants are to select BS Pharmaceutical Sciences as the major when applying to the University.

PHARMACY SUPPLEMENTAL INSTRUCTIONS

After you have completed the online application to the University of Mississippi and chosen BSPhARM as your major, on the left side of the page should be a list of bulleted links.

1. Choose ‘Special Programs & Scholarship Application’;
2. Choose the second bulleted option on the following page (in the body of the page), ‘I want to sign in using my application number and date of birth’;
3. Next, you will enter the UM admission application number and your date of birth, then click ‘Access Online Applications.’
4. Choose ‘Pharmacy’ by clicking the box on the next page. (There will be other supplemental applications available and you may choose all that apply to you.) and then click the check mark in the green box.
   a. The first drop down box will ask you to ‘Please select the type of application’.
   b. Choose ‘Regular Entry Application (pre-professional curriculum)’.
   c. Next, choose one of the interview dates to attend Applicant Interview Day.

   Applicant Interview Days are conducted throughout the year with the primary focus being late September through February until the upcoming class is filled.
   d. Click ‘Submit’. You will receive an email receipt confirming submission of
The School of Pharmacy will confirm your Applicant Interview Day after receipt of the $85 application fee.

1. Admission Criteria
   The minimum requirements for admission to the B.S. in Pharmaceutical Sciences program are as follows:

   a. Successful completion with a grade of at least C (C- is not a passing grade) on all required pre-professional courses. Preference will be given to students who complete all required courses and electives no later than the end of the spring semester following the fall semester in which formal application is submitted. Qualified applicants who complete courses by the end of the summer semester prior to the entering fall may be considered on a case-by-case basis.

   b. A cumulative GPA (calculated on all grades earned) of at least 2.75 on all required pre-pharmacy courses (excluding electives in humanities, fine arts, and social sciences). Applicants completing science requirements more than five years prior to the application date may be requested to retake these courses unless they have been employed using discipline knowledge or have been pursuing an advanced degree in that discipline. Likewise grades in required courses obtained more than five years before the application deadline will not be included in the GPA calculation if they have been repeated within the five-year period. Otherwise ALL grades received in required pre-pharmacy courses will be computed in calculating the GPA. The only exception is students who utilize The University of Mississippi Forgiveness Policy. For applicants enrolled in The University of Mississippi Honors College, grades obtained in HONORS 101 and 102 satisfy the English Composition requirement and will be used in the calculation of this GPA. If the English Composition requirement is already met (by taking the course or with AP credit), then HONORS 101 and 102 can count as humanities electives credit. University of Mississippi students receiving credit in formally designated Honors sections of required pre-pharmacy courses as well as for HONORS 101 and 102 will receive 5, 4, and 3 points respectively for an A, B, or C rather than the typical 4, 3, and 2 points used in routine GPA calculations.

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Plus/minus grading policies in effect at UM or other institutions at which the applicant attended will not be utilized in calculating the applicant’s GPA for admission. The minimum GPA requirement of 2.75 must be achieved following completion of all required pre-professional courses.

c. Submission of an official score on the Pharmacy College Admission Test (PCAT) taken during the calendar year of application. If multiple scores are submitted, the highest composite scaled score achieved will be used. A minimum composite scaled score of 395 and a writing score of at least 3.0 are required to receive consideration for admission. These scores do not have to be achieved on the same test date.

d. To be assured of consideration for admission, a completed School of Pharmacy application, application fee, and unofficial transcripts of course work completed in the fall semester of application must be received no later than on or before the applicant interview day. Scores from PCATs taken prior to the application deadline, but made available after the November 1 application deadline will be utilized. Interviews and resume evaluations will occur during "Applicant Days". Provisional admission decisions will be made after “Applicant Days” are completed. Students will be admitted on the basis of a holistic, full-file review by the committee.

e. Following the calculation of complete admission scores, students selected for “provisional” admission must present proof of having obtained an extern/intern license with the Mississippi Board of Pharmacy by P1 Orientation in August. Successful completion of a criminal background check is required for obtaining such a license. Following completion of that requirement, the admission status will be changed from provisional to final, assuming that all remaining required courses are successfully completed by the end of the spring semester.

Completion of the minimum requirements will not ensure admission into the B.S. in Pharmaceutical Sciences program. Decisions regarding admissions to the B.S. in Pharmaceutical Sciences program will be based on policies established by the faculty. Preference will be given to U.S. citizens who are either residents of Mississippi or who are non-Mississippi students who completed all of their required pre-pharmacy work at The University of Mississippi.

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Applications from outstanding students who are U.S. citizens, but nonresidents of Mississippi, who completed their pre-pharmacy course work at schools other than The University of Mississippi will be given consideration for admission. In fact, a limited number of non-resident tuition scholarships (up to 10 scholarships) is available to competitive applicants (both Early Entry and pre-pharmacy applicants) possessing at least a composite percentile score of 80 on an acceptable PCAT examination. The non-resident tuition waivers will be effective for the full P1 and P2 terms (including terms covering IPPE). A lower admission preference shall be given to non-citizens of the United States who completed all pre-professional courses at accredited institutions in the United States. Required pre-professional courses completed at non-United States schools will not be considered as satisfying program pre-requisites.

2. Progression and Retention Criteria for the B.S. in Pharmaceutical Sciences

In order to progress in the B.S. in Pharmaceutical Sciences and Doctor of Pharmacy Program, students must meet the following conditions:

All required professional courses must be taken at The University of Mississippi in the sequence defined by the curriculum. Any exception must have prior approval by the Scholastic Standards Committee.

Minimum GPA (cumulative on all grades earned) of 2.0 on required professional courses.

Students receiving a grade of less than “C” in a course are provided the opportunity to remediate that course. Remediation may not be available for Interprofessional Education, Introductory Pharmacy Practice Experiences, or Advanced Pharmacy Practice Experiences.

A student who receives two or more grades below C in required courses in any academic year will be dismissed from the program, even if a grade of “C” or higher has been achieved in remediation. Students so dismissed from the

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program will be provided the opportunity to repeat the entire year in order to progress in the curriculum. A student so dismissed can only be readmitted one time. The re-entering student would be admitted on a space-available basis in addition to the maximum number of new students accepted for admission.

No required course can be taken more than two times.

Students have the right to file a written petition with the Dean of the School of Pharmacy seeking waiver of any of the School of Pharmacy’s academic policies. The petition should be submitted in a timely manner to the Associate Dean of Academic Affairs who will proceed in the following manner:

- The Associate Dean will present the petition to the Scholastic Standards Committee.
- The Scholastic Standards committee will make a recommendation to the Dean.
- The Dean will review the recommendation by the Scholastic Standards Committee and render a final decision.

Petitions should be structured in a formal writing style and provide sufficient information to support the reason for the waiver of the respective academic policy. The student should suggest reasonable outcomes and the School will make every effort to handle the petitions in a timely manner.

3. Curriculum

Courses listed in parentheses are the courses required for University of Mississippi pre-pharmacy students. Numbers in brackets refer to appropriate courses offered at Mississippi community or junior colleges.

<table>
<thead>
<tr>
<th>First Year Pre-Pharmacy</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>College Writing (WRIT 100 or 101)</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Chemistry I + lab* (CHEM 105, 115)</td>
<td>4</td>
</tr>
</tbody>
</table>

pharmacy.olemiss.edu
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology I + lab* (BIOL 160, 161)</td>
<td>4</td>
</tr>
<tr>
<td>Statistics* (MATH 115)</td>
<td>3</td>
</tr>
<tr>
<td>Freshman-Year Experience (EDHE 105)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing II or Seminar (WRIT 102 or LIBA 102)</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Chemistry II + lab (CHEM 106, 116)</td>
<td>4</td>
</tr>
<tr>
<td>Biology II + lab (BIOL 162, 163)</td>
<td>4</td>
</tr>
<tr>
<td>Calculus* (MATH 261)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

*Refer to the University catalog for pre-requisites.

With the exceptions of the UM prerequisite relationships of organic chemistry, the sequence of enrolling in the second- and third-year courses will be determined by course availability or prerequisite relationships on home campus.* The 18 hours of nonprofessional electives must include 6 hours of social or behavioral sciences and 12 hours of humanities and fine arts as defined by the University of Mississippi, with a minimum of 3 hours in each of these two general areas. Performance course credits are acceptable. Correspondence courses are accepted as elective credit (humanities, fine arts, social science, behavioral science, etc.). A two-semester laboratory sequence of either biology majors or of pre-med students at the institution of residence is required.
### Second Year Pre-Pharmacy

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organic Chemistry I + lab (CHEM 221, 225)</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics (ECON 202)</td>
<td>3</td>
</tr>
<tr>
<td>Physics I + lab (PHYS 213, 223)</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organic Chemistry II + lab (CHEM 222, 226)</td>
<td>4</td>
</tr>
<tr>
<td>Genetics (BISC 336)</td>
<td>4</td>
</tr>
<tr>
<td>Speech (SPCH 105)</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>
## Third Year Pre-Pharmacy

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biochemistry (PHCL 343 or CHEM 471 and 473)</td>
<td>3</td>
</tr>
<tr>
<td>Pathogenesis of Infectious Diseases (PHCG 321 OR BISC 520)</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>4</td>
</tr>
<tr>
<td>4</td>
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<tr>
<td>3</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**

14

*can take BISC 206 and 207 in lieu of BISC 310 and PHCL 344*
# Professional Curriculum

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becoming a Pharmacist (PHCY 400)</td>
<td>1</td>
</tr>
<tr>
<td>Foundations in BioMolecular Sciences I (PHCY 401)</td>
<td>3</td>
</tr>
<tr>
<td>Physiology/Pathology I (PHCY 411)</td>
<td>3</td>
</tr>
<tr>
<td>Pharmaceutics and Calculations I (PHCY 421)</td>
<td>3</td>
</tr>
<tr>
<td>Social and Administrative Pharmacy I (PHCY 431)</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacists’ Patient Care Process I (PHCY 441)</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacogenomics (PHCY 451)</td>
<td>2</td>
</tr>
<tr>
<td>Integrated Community IPPE I (PHCY 470)</td>
<td>1</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Foundations in BioMolecular Sciences II (PHCY 402)</td>
<td>3</td>
</tr>
<tr>
<td>Physiology/Pathology II (PHCY 412)</td>
<td>3</td>
</tr>
<tr>
<td>Pharmaceutics and Calculations II (PHCY 422)</td>
<td>3</td>
</tr>
<tr>
<td>Social and Administrative Pharmacy II (PHCY 432)</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacists’ Patient Care Process II (PHCY 442)</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacooimmunology (PHCY 452)</td>
<td>2</td>
</tr>
<tr>
<td>Personal and Professional Development I* (PHCY 460)</td>
<td>1</td>
</tr>
<tr>
<td>Interprofessional Collaboration I* (PHCY 461)</td>
<td>1</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>18</strong></td>
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</table>

**May Intersession**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Institutional Immersion IPPE I (PHCY 471)</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>
II. DOCTOR OF PHARMACY PROGRAM

The Doctor of Pharmacy degree is the entry-level professional degree, requiring a minimum of four years of professional coursework. The first year consists of the final year of the B.S. in Pharmaceutical Sciences degree program and is completed on the Oxford campus. The second year is completed on the Oxford campus, and the final two years are administered on the Jackson campus and at a variety of practice sites located throughout Mississippi and the mid-South region. The Doctor of Pharmacy degree also may be awarded to practitioners possessing a B.S. in Pharmacy degree after completing additional didactic and experiential education.

This degree prepares students to enter the profession of pharmacy as a generalist practitioner in either community, institutional, or non-traditional practice environments. Graduates of this program are eligible to sit for licensure examination (NAPLEX), which must be successfully completed to practice the profession of pharmacy. The majority of the last two years of the Pharm.D. program occurs at sites other than on the Oxford campus, e.g., The University of Mississippi Medical Center in Jackson, Tupelo, Biloxi, Hattiesburg, etc. Experiential rotations, Introductory Pharmacy Practice Experiences (IPPEs), occur during both the P2 (2) and P3 (3) years. In the P2 year, the rotations occur in winter intersession and in the Maymester or first summer session. These are 40 contact hour and 80 contact hour experiences respectively which occur at precepted practice site. Payment for these activities by the practice site is not permissible. Students must make their own living arrangements during these experiences. Attempts are made to locate P2 students at sites proximate to their home or the Oxford campus as they may desire. P3 rotations occur during the fall and spring semester and involve half-day/week experiences. The entire P4 year consists of ten month-long Advanced Pharmacy Practice Experiences (APPEs), rotations at precepted sites without financial remuneration and with housing responsibilities assumed by the student. Students are provided significant opportunity to express site preferences and attempts are made to place students at preferred sites. These rotations begin in May following the conclusion of the P3 year.

Graduates of a B.S. in Pharmacy program accredited by the Accreditation

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Council for Pharmaceutical Education (ACPE), who are licensed to practice pharmacy in Mississippi, and graduates of The University of Mississippi B.S. in Pharmaceutical Sciences program are eligible for admission into the Doctor of Pharmacy program. Requests to transfer to this program from students in good academic standing at other ACPE accredited schools of pharmacy will be considered on an individual basis, as well as on a space-available basis. Such transfers must occur prior to the beginning of the P3 year, given the unique nature of course design of this program as compared to other schools of pharmacy. Transfer, if approved, may likely result in the student needing to take, at a minimum, an additional semester of course work, given the uniqueness of course sequencing in the various schools of pharmacy.

Transfer requests from students who would not have met the minimum requirements for admission to the professional degree program at The University of Mississippi School of Pharmacy will not be considered. Requests for waiver of course requirements may be granted upon presenting evidence of course equivalency. The Associate Dean for Academic Affairs will make course waiver determinations in consultation with affected departments/faculty.

A. PharmD Admissions Process
Final admission will not occur until after graduation from the B.S. in Pharmaceutical Sciences program with a grade of at least a C in all required P1 courses and a cumulative GPA of at least 2.65 on P1 required courses. The applicant’s major classification will be updated at that time. Students not interested in pursuing the PharmD degree should contact the Office of the Associate Dean for Academic Affairs.

B. Admission Criteria
The minimum requirements for admission to the entry-level Doctor of Pharmacy program are as follows:
1. Successful completion of the B.S. in Pharmaceutical Sciences curriculum.
2. A GPA (calculated on all grades earned) of at least 2.65 on all required courses in the P1 regular-entry curriculum.
3. Grades of at least C in each of the required courses in the P1 year. A grade of C- does not meet the criterion.
4. Criminal background check information is considered valid for two years.

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Students are required to undergo fingerprinting and criminal history check at two separate times upon pursuit of the Doctor of Pharmacy degree. The first check will be conducted as part of the process of registration with the Mississippi State Board of Pharmacy as a student intern/extern. Such registration is required for acceptance into the B.S. in Pharmaceutical Sciences program. Specific procedures for this process are outlined in the Background Check Policy which may be found on the Board’s website. The student and the Board receive the results of the background checks along with explanation letters. An additional fingerprinting and background check will be conducted upon entry to the University of Mississippi Medical Center campus immediately prior to the P3 year. Background checks will be scheduled through the University of Mississippi Medical Center Department of Human Resources. The Human Resources Department and the student will receive the results of the background check and explanation letter. The Human Resources Department will only provide students with an ID badge once clearance has been obtained. Therefore, the ID badge serves as documentation that the student has been cleared to be a member of the UMMC community. Students must wear their ID badge to access all UMMC teaching and patient care areas. Therefore, failure to have said badge would prohibit School of Pharmacy students from completing the P3/P4 curriculum. As a result, failure to obtain the badge due to issues discovered during the background investigation will result in dismissal from the professional degree program.

Furthermore, students may be requested at any time to undergo another background check or random drug testing by a rotation practice site other than on the UMMC campus, perhaps at the expense of the student. This situation results because not all health care facilities have the same exact policies regarding the background of staff, health care professionals, or students permitted to be on site. In most instances the site would be satisfied with the results obtained by the background check administered prior to obtaining the UMMC ID badge. Therefore, students are urged to retain copies of letters indicating the results of prior investigations or drug screens in order to provide such documentation to preceptors or rotation site directors. If the student is not allowed to complete a rotation due to an issue from the background check, other arrangements will be attempted to

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allow the student to complete requirements at a different site. However, if no sites will accept the student based on the results of the background check, the student will be dismissed from the program because he or she will not be able to complete the degree requirements.

C. Progression Requirements

In order to progress in the B.S. in Pharmaceutical Sciences and Doctor of Pharmacy Program, students must meet the following conditions:

All required professional courses must be taken at The University of Mississippi in the sequence defined by the curriculum. Any exception must have prior approval by the Scholastic Standards Committee.

Minimum GPA (cumulative on all grades earned) of 2.0 on required professional courses.

Students receiving a grade of less than “C” in a course are provided the opportunity to remediate that course. Remediation may not be available for Interprofessional Education, Introductory Pharmacy Practice Experiences, or Advanced Pharmacy Practice Experiences.

A student who receives two or more grades below C in required courses in any academic year will be dismissed from the program, even if a grade of “C” or higher has been achieved in remediation. Students so dismissed from the program will be provided the opportunity to repeat the entire year in order to progress in the curriculum. A student so dismissed can only be readmitted one time. The re-entering student would be admitted on a space-available basis in addition to the maximum number of new students accepted for admission.

No required course can be taken more than two times.

Students have the right to file a written petition with the Dean of the School of Pharmacy seeking waiver of any of the School of Pharmacy’s academic policies. The petition should be submitted in a timely manner to the Associate

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Dean of Academic Affairs who will proceed in the following manner:

- The Associate Dean will present the petition to the Scholastic Standards Committee.
- The Scholastic Standards committee will make a recommendation to the Dean.
- The Dean will review the recommendation by the Scholastic Standards Committee and render a final decision.

Petitions should be structured in a formal writing style and provide sufficient information to support the reason for the waiver of the respective academic policy. The student should suggest reasonable outcomes and the School will make every effort to handle the petitions in a timely manner.

D. Curriculum for Entry-level Doctor of Pharmacy Program

The following is the curriculum for professional years two, three and four:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infectious Disease Immersion (PHCY 501)</td>
<td>1</td>
</tr>
<tr>
<td>Integrated Systems-Cardiovascular (PHCY 502)</td>
<td>4</td>
</tr>
<tr>
<td>Integrated Systems- Respiratory (PHCY 503)</td>
<td>4</td>
</tr>
<tr>
<td>Integrated Systems- Renal (PHCY 504)</td>
<td>3</td>
</tr>
<tr>
<td>Integrated Systems- Musculoskeletal/Neuro (PHCY 505)</td>
<td>3</td>
</tr>
<tr>
<td>Electives (professional)</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>

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### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Systems-CNS/Psych (PHCY 506)</td>
<td>3</td>
</tr>
<tr>
<td>Integrated Systems- Endocrine (PHCY 507)</td>
<td>3</td>
</tr>
<tr>
<td>Integrated Systems- GI/Nutrition (PHCY 508)</td>
<td>3</td>
</tr>
<tr>
<td>Integrated Systems-Dermatology/EENT (PHCY 509)</td>
<td>3</td>
</tr>
<tr>
<td>Integrated Institutional IPPE I* (PHCY 550)</td>
<td>1</td>
</tr>
<tr>
<td>Personal and Professional Development II* (PHCY 560)</td>
<td>1</td>
</tr>
<tr>
<td>Interprofessional Collaboration II* (PHCY 561)</td>
<td>1</td>
</tr>
<tr>
<td>Electives (professional)</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

### May Intersession/First Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Immersion IPPE II (PHCY 510)</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2</td>
</tr>
</tbody>
</table>

### Third Professional Year (P3)

The third year of coursework is held at the University of Mississippi Medical Center in Jackson.

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### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmaceutical Care I: Knowledge and Comprehension (PRCT 555)</td>
<td>2</td>
</tr>
<tr>
<td>Pharmaceutical Care I: Problem Solving (PRCT 556)</td>
<td>2</td>
</tr>
<tr>
<td>Pharmaceutical Care I: Group (PRCT 557)</td>
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<td>Pharmaceutical Care II: Knowledge and Comprehension (PRCT 558)</td>
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<td>Pharmaceutical Care II: Problem Solving (PRCT 559)</td>
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<tr>
<td>Community Pharmacy Practice III (PRCT 543)</td>
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<td>Practice Skills Laboratory V (PRCT 577)</td>
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### Second Semester

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<td>Pharmaceutical Care III: Problem Solving (PRCT 562)</td>
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<td>Pharmaceutical Care III: Group (PRCT 563)</td>
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<td>Pharmaceutical Care IV: Knowledge and Comprehension (PRCT 564)</td>
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<td>Preventive Medicine and Public Health (PRCT 552)</td>
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<td>Institutional Pharmacy Practice III (PRCT 544)</td>
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<td>Specialty Pharmacy Practice Elective (PRCT 545)</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>
Fourth Professional Year (P4)

Each student will participate in five required four-week rotations (Community Pharmacy Practice Experience, Institutional Pharmacy Practice Experience, Adult Medicine Practice Experience, Ambulatory Care Practice Experience, and a Selective Ambulatory Care or Adult Medicine Practice Experience) and five four-week elective rotations for a total of 40 weeks of experiential education during the period beginning in May following completion of the P3 year and ending in April prior to May commencement of the succeeding year. Students also must register for Personal and Professional Development Courses (PRCT 566 and PRCT 567) during the fall and spring semesters of the P4 year.

III. ADDITIONAL PROGRAM REQUIREMENTS

A. Financial Obligations
   All financial obligations to the University, UMMC, and the School of Pharmacy Student Body, including obligations to on-campus chapters of professional student organizations in which the student has accepted membership, must be satisfied in order to progress to the next academic year or to receive a diploma. P3 and P4 students have included in their tuition for each semester, a fee which is paid by UM to UMMC, which entitles pharmacy students to full student services and participation in student life activities at UMMC during the P3 and P4 years. This fee is charged independent of the location of APPE rotations.

B. Orientations
   There will be orientations held before the beginning of the P1, P2, and P3 years. These orientations are usually held the week before classes start and are mandatory for all students to attend.

C. Computer Requirement
   Students are required to purchase a laptop computer prior to enrollment in the fall of the P1 year. The minimum hardware and software specifications are prescribed on an annual basis by the Information Resources and Computing Committee and listed on the Rx Ole Miss website.

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D. Experiential Program Requirements

There are a number of requirements necessitated by participation in the experiential component of the professional curriculum. In most instances, these are required by the practice sites at which students complete their IPPE and APPE rotations. In addition to randomized drug screening as described previously in Section 4 of this Handbook, these include insurance and health related factors such as required immunizations and annual physical examinations. Students are responsible for uploading proof of the following requirements into the E-Value system that is maintained by the Professional Experience Program Office.

1. Liability/Malpractice Insurance
   Each professional student (at the student’s expense) will be required to offer proof (for example, photocopy of the certificate of insurance with dates of coverage included) of personal/professional liability coverage (a minimum of $1 million per individual claim, $3 million per incident) extending through the completion of the four-year professional program.

2. Hospitalization/Medical Insurance
   Hospitalization/Major Medical insurance is continuously required (at the student’s expense) of all students enrolled in the professional degree program, i.e. P1-P4 years. Proof of coverage must be provided prior to conclusion of the fall semester of the P1 year. Continuity of coverage is required throughout the four-year professional program. It is the student’s responsibility to update changes in coverage which occur during the P1-P4 years in E-Value.

3. Intern/Extern Registration with the Mississippi State Board of Pharmacy (MSBP)
   All P1 students must present proof of intern/extern registration with the MSBP prior to receiving final admission into the professional program. Such registration must be maintained throughout the four-year program. A photocopy of the entry-level student's MSBP extern card is acceptable documentation. Post-B.S. students should submit a photocopy of their most current MSBP registration card. Fingerprinting and criminal background investigation separate from the provided/required by the University of Mississippi Medical Center (UMMC) upon entry to the P3
year may be required by the Board to maintain this registration during the completion of the PharmD program.

4. Annual Physical Examination

Students enrolled in the professional degree program must provide proof that they have undergone a routine physical examination (at the student’s expense) prior to completion of the fall semester of the P1 year and prior to the beginning of the P3 year.

5. Immunizations

a. Hepatitis B Immunization - Students (at the students’ expense) will be required to demonstrate proof of completion of the three-shot series of hepatitis B vaccinations prior to admission to the School of Pharmacy. If a student has not been immunized previously against hepatitis B, he or she should complete the series of three injections, which are to be administered over a six-month period during the P1 year. More than 90 percent of students so immunized will demonstrate a positive antibody titer within one month after completion of the injection schedule. Students may want to ascertain their immune status prior to beginning this series of injections.

b. Negative Tuberculin Skin Test (PPD) - Proof of a negative 2-step tuberculin skin test is required before students are permitted to complete any experiential rotations in P1 year. After P1 year, proof of a negative tuberculin skin test (PPD) is required annually before students are permitted to complete any experiential rotations. Students having a positive PPD test cannot participate in experiential activities until they demonstrate lack of an active case of tuberculosis (by chest radiograph or immunoassay) or present evidence that they are undergoing active treatment.

c. Varicella Titer - Students, at their own expense, must demonstrate either proof of two Varicella (chicken pox) vaccinations separated by one month or proof of immunity through blood titer prior to the end of the fall P1 semester.

d. Influenza Vaccination - Students (at their own expense) will also be required, prior to completion of the fall semester of the P1-P4 year, to demonstrate proof of immunization against influenza. Such proof of all immunizations is to be submitted to the Professional Experience
Program Office. Proof of receipt of influenza vaccination must be submitted annually before students are permitted to complete any experiential rotations. Students who are located on the Jackson campus must submit documentation to the UMMC Student Employee Health Center.

e. Tetanus/Diphtheria/Pertussis (TDAP) Vaccine - Students must provide proof of up-to-date TDAP. The last dose must have been given within 10 years. If only tetanus/diphtheria vaccine (Td) was administered, a single booster dose of Tdap is required. Tdap can be administered regardless of the interval since the last dose of Td. International students must provide documentation of 3 previous doses of Tetanus/diphtheria. One of which must include the Tdap vaccine.

f. MMR (measles, mumps, and Rubella): Documentation of 2 doses of live vaccine for persons born in 1957 or later. The doses must have been administered at least 28 days apart and at or after 12 months of age. Laboratory evidence of immunity to measles, mumps, and rubella OR laboratory confirmation of disease OR birth before 1957 is acceptable.

6. Basic Life Support for the Health Care Provider Training

Basic Life Support for the Health Care Provider (BLSHCP) training is required of all students. A BLSHCP course trains students how to: perform adult, child, and infant cardiopulmonary resuscitation (CPR); manage foreign body airway obstruction in the adult, child, and infant; and defibrillate utilizing an Automated External Defibrillator. Documentation may be in the form of a photocopy of the course completion card. Per the American Heart Association guidelines, BLS providers must receive training every two years and re-certification is a requirement. This training will initially be provided before commencement of the P1 Skills Lab sequence and must be repeated prior to the beginning of the P3 year. Students are independently responsible for obtaining certification and re-certification.

7. Compliance/HIPAA Training

All students on the UMMC campus must complete UMMC Compliance Training at the beginning of the P3 year and on the timeline provided by UMMC. The University of Mississippi School of Pharmacy adheres to all
rules and regulations as set forth by the Health Insurance Portability and Accountability Act (HIPAA). Students are introduced to HIPAA during the P1 year and are required to complete an online training program during the P1 year and as required by UMMC throughout the P3 and P4 years. Students must submit proof of UMMC Compliance or other Specialized Training completion as requested to the Office of Clinical Affairs. Students may also be required to complete additional HIPAA or other specialized training at their rotation sites.

E. Drug Screening
All students (P1-P4) enrolled in the undergraduate and professional degree programs at the University of Mississippi School of Pharmacy (UMSOP) will be subject to randomized drug (urine) screening during their time of enrollment in the program. Refer to Section 4, IV for the drug screening policy.

F. Programmatic Assessment
Student participation in programmatic assessment activities occurs during P1 orientation sessions and during the spring of the P1, P2, P3, and P4 years. These activities may be University, School, and/or accreditation agency (ACPE) mandated. It is expected that students will take these activities seriously and perform to the best of their ability. Otherwise, the results of these assessments would be invalid and unreliable and may lead to inappropriate programmatic changes.

The concept of assessment in education is often associated with course examinations, project grades, and other tools used to assign “grades” on an end-of-term report. This evaluation of an individual’s progress is the most common meaning assigned to the term “assessment.” And when thought of only in that context, assessment may carry the connotation of “judgement.” While those “graded” activities do compose one way in which assessment is used in higher education, the value of assessment is being increasingly recognized as a constructive tool, to guide improvement—both personal and institutional. These activities can also identify knowledge domains that a particular student may need to emphasize for self-improvement prior to national board exams or otherwise.

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Assessment in Education

The concept of assessment in education is often associated with course examinations, project grades, and other tools used to assign “grades” on an end-of-term report. This evaluation of an individual’s progress is the most common meaning assigned to the term “assessment.” And when thought of only in that context, assessment may carry the connotation of “judgment.” While those “graded” activities do comprise one way in which assessment is used in higher education today, the value of assessment is being increasingly recognized as a constructive tool, to guide improvement—both personal and institutional.

Expectations

Each student has individual expectations pertaining to his or her education: “I would like to be prepared for managing a community pharmacy,” or “I expect to be able to compound dermatologic preparations,” or “I want to understand and apply knowledge about diabetes and other disease states prevalent in Mississippi,” etc. Embarking in a program of education implies that an individual has expectations about his/her own growth through the program.

In addition to individual expectations for your own education, the School of Pharmacy has general expectations of every student in the program. These expectations correspond to the core of instruction that has been prescribed by the faculty. Each student is expected to develop a set of general educational abilities and professional educational abilities, which are described elsewhere in this section of your handbook. Those abilities are multidimensional attributes composed of knowledge, skills, and attitudes.

\[
\text{Ability} = \text{Knowledge} + \text{Skills} + \text{Attitude}
\]

The knowledge in the equation above refers not to knowledge in a content area, but to knowledge about the ability being developed (i.e., if communication is the ability in question, it is not the knowledge of the content of a presentation, but the knowledge of the process of communication itself.) Likewise, the skills and attitude referred to apply to the ability itself.
Individual Assessment
How can you or your instructor tell if your performance measures up to expectations? One common way of assessing individual performance is to examine that performance through a variety of measures (quizzes, checklists, rubrics for reports, etc.). The result of this evaluation is an individual grade. Individual grades are one example of the markers that enable each person (and their instructor) to track the progress he or she has made in a certain curricular component.

Individual assessment also may include reflective self-assessment (for example, “I am noticing that it is difficult for me to recall the Structure-Activity relationships of many compounds...Perhaps I need to improve my study techniques to allow deeper learning and therefore better retention?”). Recording goals in your day planner or iPhone® requires an evaluation of what you have done and what you expect to do. Each of these activities requires a certain amount of self-evaluation and reflection, albeit perhaps not consciously labeled as such.

Sometimes peer evaluations are also a component of individual assessment, as the perspectives of our classmates provide insight into our performance that we cannot see ourselves. Ideally, each of these types of individual assessment can lead to individual improvement. Together, all of these methods help inform the development of each individual improvement. Together, all of these methods help inform the development of each individual student. Students get greater value from individual assessment when they utilize all these results to guide their growth.

Institutional Assessment
Just as individuals benefit from assessment of their performance, so do institutions. Institutional assessment—or more correctly of the institution’s program of study—is commonly referred to as “programmatic assessment.”

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Programmatic assessment = the evaluation of the institution’s entire curriculum or program to determine its effectiveness in attaining its stated educational outcomes.

This School’s program has as its stated educational outcomes the general and professional educational abilities listed in this handbook. Those expectations (arrived upon through consultation with faculty, students, and pharmacist practitioners) form the foundation that guides the curriculum. To determine the effectiveness of our curriculum in the facilitation of development of those abilities, we must evaluate the program periodically.

How will we know if we are on track, unless we have a path delineated and markers of progress along the path? This programmatic assessment occurs at a “macro” level. In this context, individual student results on measures of ability acquisition are aggregated and examined as a whole, not as individuals. The model of this programmatic assessment process can be seen below:
Note that this model is circular, with feedback from faculty, students, and practitioners influencing the development and improvement of the curricular assessment process. Assessing student development to see if the results match the expected levels of acquisition provides the measure of performance, which is then compared with expectations. Note also that the model has not absolute endpoint. This illustrates the dynamic nature of programmatic assessment. The assessment plan continues to grow and change, as indicated by assessment results and by feedback and input. This growth is shepherded by a School of Pharmacy Assessment Committee composed of faculty representatives from each department, two practitioner representatives (one community and one institutional) and student representatives (P1, P2, P3, P4).

With each cycle, more is learned about the program and opportunities for improvement become apparent. So beyond any potential value to you as an individual student, assessment of student development has direct value to the School of Pharmacy and indirectly to students who follow you in the program, as any resulting improvements may serve to make the program better for the next incoming class.

Not only is assessment valuable to the School, but it is also mandated by Southern Association of Colleges and Schools (SACS). This and other governing bodies have recognized the need to ensure the value to taxpayers of public education. Therefore, SACS is requiring that value in education be demonstrated through a variety of assessment plans. The University of Mississippi is participating in this assessment for value.

The Purposes of Timely Assessment
The benefits and reasons for programmatic assessment have been described above. A single assessment (such as the NAPLEX board exam at the end of the curriculum) has some value to the School, in that pass rates could indicate whether the program meets certain expectations. But the benefit of such a limited assessment—one shot, at the very end—to you as a student is limited. Of much more value to the individual would be periodic evaluations, allowing any needed changes in direction to occur before the end.

By having formative assessments of common abilities, positioned at strategic

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points throughout the curriculum, it is possible for any needed improvements to occur in a timelier fashion. To that end, programmatic assessments are administered at the beginning of the P1 year and as needed until the P4 year.

**Your Participation is Essential**
In addition to the benefit to the School from observing trends in these standardized assessments, students may receive personalized reports which facilitate their own growth and development. There is an added individual benefit of consultation about the individual results for those students who wish to understand them further.

Poor attitudes regarding completion of these programmatic assessment activities sometimes results in inappropriate behavior (such as decorating the Scan-Tron sheets to make the filled bubbles outline a picture instead of using them to reflect an honest response). This is disappointing and unfortunate; but more than that. Because this assessment is intended to improve the education of pharmacists and thereby to further growth in the profession of pharmacy, such behavior is unprofessional.

Please take these programmatic assessments seriously—if not for yourself, then for the students who will follow you, and ultimately for the profession itself.

G. Educational Mission and Curricular Philosophy

**Educational Mission**
The Educational Mission of the School is to develop and provide the most comprehensive and highest quality education for pharmacy and the pharmaceutical sciences.

**Curricular Philosophy**
The philosophy of the curriculum is to synergize the development of student pharmacists through integrated and innovative learning experiences that advance patient care and deepen life-long enrichment through reflection and engagement.

H. Abilities fostered by the curriculum at The University of Mississippi School of Pharmacy

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Legacy Curriculum
The curriculum culminating in the awarding of the Doctor of Pharmacy degree at The University of Mississippi School of Pharmacy is ability-based. Successful completion of the program will ensure the development of both general and professional educational abilities (listed below). Progression through the four-year curriculum provides for the formulation and continuous strengthening of these abilities. These were modified from the School's outcomes delineated in 1998, in order to reflect new emphases present in the 2004 CAPE Outcomes Statement for Pharmacy Education and the 2007 ACPE Guidelines.

a. UM General Abilities
   The following three general educational abilities are emphasized by the Southern Association of Colleges and Schools (SACS), and demonstration of programmatic contribution to these general abilities is desired by The University of Mississippi for all appropriate undergraduate majors.
   1. Critical Thinking, Analysis, and Decision-Making
      The student can find, understand, analyze, evaluate, and synthesize information and make informed, rational, and responsible decisions.
   2. Communication Skills
      The student can communicate with various audiences by written, verbal, and electronic media for a variety of purposes.
   3. Mathematical Competence
      The student is proficient in the expression of quantitative relationships and can perform the needed mathematical operations to infer their consequences.

b. Professional Abilities of the School of Pharmacy
   1. Assess patient drug therapy
      • Collect and organize patient data, medical records, interviews, and psychomotor evaluations
      • Evaluate and interpret patient data
      • Apply knowledge of medical terminology and abbreviations
      • Apply knowledge of specified drugs and drug classes

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• Apply knowledge of specific physiologic systems
• Apply knowledge of specific disease pathology and comorbid conditions

2. Provide contemporary evidence-based patient-specific drug therapy
• Apply understanding of indications for pharmacologic and non-pharmacologic therapy
• Apply clinical reasoning skills in drug product selection, chemical entity, and dosage formulation based on principles of pharmaceutics, medicinal, and natural product chemistry
• Develop appropriate dosing regimens, which reflect application of knowledge of pharmaceutical calculations, systems of measurement, initial dose, dose titration, and dosage adjustments
• Prepare accurate patient-specific pharmaceutic agents, dosage forms, and delivery systems
• Develop rational plans for monitoring therapeutic outcomes
• Develop rational plans for monitoring and managing adverse events
• Develop plans for anticipating, avoiding, and resolving drug interactions, drug-drug interaction, drug-food interaction, drug-disease interaction, drug-lab interaction, and drug-procedure interaction
• Develop plans for patient education on drug therapy and therapeutic lifestyle changes
• Document recommendations and services accurately and comprehensibly

3. Provide contemporary evidence-based population-focused care
• Analyze epidemiologic and pharmacoeconomic data, medication use criteria, medication use review, and risk reduction strategies

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• Apply knowledge of protocol utilization for the initiation and modification of drug therapy
• Develop population-based protocols for medication therapy management

4. Manage patient-centered practice with contemporary methods
• Appropriately manage resources to maximize economic, clinical, and humanistic outcomes for patients, and effectively manage financial, personnel, time, and technology resources
• Appropriately manage safe, accurate, and time-sensitive medication distribution
• Apply ethics and professional principles to assure efficient utilization of resource management and effective treatment choices
• Assure that medication use systems minimize medication errors and optimize patient outcomes
• Develop proposals for establishing, marketing, and being compensated for medication therapy management and patient care services rendered
• Practice in accordance with state and federal regulations and statutes

5. Collaborate with patients, caregivers, and health professionals to engender a team approach to patient care
• Employ communication styles and techniques appropriate to the audience
• Work effectively within a multidisciplinary/interdisciplinary environment
• Include patient and caregiver as integral parts of a treatment plan

6. Retrieve, analyze, and interpret the professional, lay, and scientific literature to provide drug information to patients, their families, other involved health care providers, and the public to optimize patient care.

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• Apply understanding to statistical methods
• Apply understanding of research design principles
• Evaluate research outcomes for validity
• Demonstrate expertise in informatics

7. Demonstrate understanding of health problems specific to diverse populations
• Display empathy in patient interactions
• Display sensitivity to differences in ethnicity, gender, values, or belief systems
• Apply understanding of contemporary, historical, social, and economic factors that influence health and health care, including health literacy and health care disparities.

8. Provide comprehensible, effective education to patients, health care professionals, and the public.
• Serve as a reliable and credible source of drug information
• Effectively educate patients using all appropriate communication modalities (verbal, written, other)
• Apply knowledge of roles of advocacy and support organizations (e.g., AA, Epilepsy Foundation) to practice
• Present effective educational programs and presentations to public and health care profession audiences

9. Analyze internal and external factors that influence pharmacy and other health care systems
• Demonstrate knowledge of the impact of health care systems on pharmacy practice
• Demonstrate understanding of the influences of legislation on pharmacy practice
• Demonstrate understanding of the roles of professional organizations

10. Promote the availability of effective health improvement,
wellness, disease prevention, and health policy, applying population-specific data, quality improvement strategies, informatics, and research processes.

- Engage in health-related community outreach activities
- Identify public health problems
- Suggest solutions for public health problems
- Review current health policies and recommend modifications
- Participate in the development of drug use and health policy
- Help design pharmacy benefits

11. Develop self-learning skills to foster lifelong learning

- Take responsibility for gathering new knowledge
- Demonstrate an ability to evaluate and utilize information resources
- Exhibit self-assessment behaviors

C. Active Learning Instructional methodology emphasizes active (independent) rather than passive (dependent) learning. A characterization of active learning is as follows:

LandshaRx Curriculum

The curriculum culminating in the awarding of the Doctor of Pharmacy degree at The University of Mississippi School of Pharmacy is competency-based. Successful completion of the program will ensure the development of competencies (listed below). These were developed using 2013 CAPE Outcomes and implemented beginning in 2018, in order to reflect new ACPE Standards and Guidelines

Competency 1: Demonstrate medication expertise by developing, integrating, and applying knowledge from foundational and clinical sciences

1A. Demonstrate depth and breadth of foundational knowledge in biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences

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1B. Articulate how knowledge in foundational sciences is integral to clinical reasoning, evaluation of future advances in medicine, supporting health and wellness initiatives, and delivery of contemporary pharmacy services

1C. Integrate knowledge from foundational sciences to explain how specific drugs or drug classes work and evaluate their potential value in individuals and populations

1D. Apply knowledge in foundational sciences to solve therapeutic problems and advance patient-centered care

1E. Analyze scientific literature related to drugs and disease to enhance clinical decision making

1F. Evaluate emerging theories, information, and technologies that may impact patient-centered and population based care

Competency 2: Communicate effectively with individuals from varying educational, socioeconomic, and cultural backgrounds including patients, other health care professionals, and the public

2A. Communicate assertively, persuasively, confidently, and clearly

2B. Ensure accuracy, efficiency and relevancy of communication for intended audience

2C. Demonstrate empathy when interacting with others

2D. Use active listening and appropriate feedback methods to evaluate audience understanding

2E. Employ effective interpersonal skills to establish rapport and build trusting relationships

2F. Utilize available technology and other media to assist with communication as appropriate

2G. Assess a patient’s health literacy and modify communication strategies to meet the patient’s needs

2H. Demonstrate cultural competence and an attitude that is respectful of different cultures

2I. Ensure pharmacist-delivered education content and strategies are appropriate for the intended audience

Competency 3: Provide patient care by ensuring safe dispensing of medications, performing accurate individualized calculations, appropriately making pharmacotherapy decisions, and properly documenting patient encounters

3A. Collect subjective and objective patient information from a variety of sources

3B. Interpret patient-specific data and other evidence

3C. Prioritize patient needs and care goals

3D. Formulate, monitor and adjust evidence based care plans

3E. Document pharmacy services and patient care related activities

3F. Ensure safe dispensing of medications

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3G. Advocate for patients to ensure efficiency, efficacy, and cost-effectiveness of required resources and care

**Competency 4: Develop reflective practices and take personal responsibility for professional development**

4A. Demonstrate metacognition to maintain motivation, attention, and interest during learning, work and profession-related activities
4B. Describe plans for personal and professional development that incorporate individual growth, help-seeking behavior, integrity and response to correction from errors
4C. Exhibit constructive coping skills to manage stress, address personal limitations, and display positive self-esteem and confidence
4D. Demonstrate knowledge of various levels of leadership and incorporate understanding of goal achievement based on the dynamic of a team
4E. Develop relationships that allow for effective communication that helps build team consensus and empowers team members
4F. Promote innovative approaches to challenges and barriers to advance the profession
4G. Recognize personal strengths and weaknesses in application of entrepreneurial skills related to practice issues
4H. Demonstrate altruism that incorporates integrity, trustworthiness, and respect in interactions with others
4I. Emphasize patient centered care that is compassionate and consistent with a commitment to established standards of excellence
4J. Adopt a lifestyle of professionalism that demonstrates commitment to the improvement of the profession of pharmacy

**Competency 5: Engender an engaging, respectful team approach to health care**

5A. Establish a climate of shared values and mutual respect necessary to meet patient care needs
5B. Define clear roles and responsibilities for team members to optimize outcomes for specific patient care encounters
5C. Communicate in a manner that values team-based decision making and shows respect for contributions from other areas of expertise
5D. Foster accountability and leverage expertise to form a highly functioning team and promote shared patient-centered problem solving

**Competency 6: Design preventive, interventional, and educational strategies to promote health and wellness, and to manage acute and chronic disease as a health care provider**

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6A. Design and implement viable health and wellness solutions through identification of primary problems
6B. Develop goals and action plans for individuals and communities to optimize and improve health and wellness
6C. Participate with interprofessional healthcare team members in the management of, and health promotion for, all patients
6D. Reflect on the solution implemented and its effects to improve future performance

**Competency 7: Effectively use pharmacy practice technology to enhance the safety and efficacy of medication use systems**

7A. Compare and contrast the components of typical medication use systems in different pharmacy practice settings
7B. Describe the role of the pharmacist in impacting the safety and efficacy of each component of a typical medication use system
7C. Identify and utilize human, financial, and physical technology resources to optimize the medication use system
7D. Manage healthcare needs of patients during transitions of care
7E. Apply standards, guidelines, best practices, continuous quality improvement, and establish processes related to safe and effective medication use

**Competency 8: Develop and participate in population-based strategies to address risk reduction, health disparities, and safe and effective medication use**

8A. Assess the healthcare status and needs of a targeted patient population
8B. Develop and provide an evidence-based approach that considers the cost, care, access, and satisfaction needs of a targeted patient population
8C. Participate in population health management through promotion of health and wellness, disease prevention, and emergency preparedness
Curricular Emphasis on Active Learning

What is “Active Learning?”

“Active learning takes place when students are doing something besides listening.”

<table>
<thead>
<tr>
<th>PASSIVE</th>
<th>ACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting in class inattentively</td>
<td>Sustained effort to take nonliteral, paraphrased lecture notes</td>
</tr>
<tr>
<td>Listening and occasionally taking literal notes</td>
<td>Asking questions</td>
</tr>
<tr>
<td>Waiting to be “filled” with facts</td>
<td>Participating in in-class exercises</td>
</tr>
<tr>
<td></td>
<td>Applying science concepts in a laboratory</td>
</tr>
</tbody>
</table>

“Active Learning” = Instructional methodology that emphasizes active (independent) rather than passive (dependent) learning.

Key Points about an Active Learning Environment:
- Students are active constructors and discoverers of knowledge, not just passive vessels waiting to be filled by faculty’s knowledge.
- Individual learners have different approaches to learning or different learning styles. Active learning techniques enable more learning styles to be reached, benefiting a larger number of students.

Responsibilities of Teachers in an Active Learning Environment:
- Facilitate learning rather than merely recite information.
- Encourage students to take responsibility for their own learning.
- Provide opportunities for students to apply that which they have learned through participatory discussion and exercises, and/or through cooperative learning experiences with others.

Responsibilities of Students in an Active Learning Environment:
- Become an independent learner; take responsibility for one’s own learning. (Rely on oneself to acquire the abilities through the

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opportunities and components provided through the curriculum by the faculty.)

• Maintain a high level of intellectual curiosity (Keep asking oneself “why is that so?” and pursue the answers.)

• Remain open to learning that occurs outside of memorization and note-taking. (Seek to identify the abilities fostered through exercises and assignments, and through cooperative learning with classmates.)

Most students enter health professional schools, including pharmacy schools, as dependent learners; that is, they enter with the perception that it is the teachers’ responsibility to teach students, a perception which de-emphasizes, if not ignores, the responsibility of students to learn on their own. Students come to health professional schools adept at memorizing facts, and the teaching methods at most professional schools readily focus on this ability. In actual practice, however, the practitioner must rely on his or her ability to interpret data in order to reach conclusions and solve problems. There are no “teachers” in day-to-day pharmacy practice (except other practitioners and patients). Consequently, in practice, the responsibility to learn must reside with the learner/practitioner. And so it must be while in school, the responsibility to learn must rest with the learner/student, not with the teacher.

Active learning is probably not an entirely “new” concept to most students who attend the School of Pharmacy. Virtually all students who come to a school for the health professions already have an understanding of practical exposure in a laboratory setting to scientific concepts presented in a classroom setting. Many science courses are structured that way. To see an equation for a chemical reaction written on a blackboard or in a textbook is quite a different thing from actually creating the reaction later that afternoon in the chemistry lab. Likewise, to discuss the coefficient of friction in a classroom is different than observing the rate with which different-textured objects slide across a wooden board. One is to see; the other is to do. One may yield learning on the surface, for short-term knowledge retention; the other may enable a deeper and more lasting learning of the content and foster skills at the same time. Both are important, and each complements
the other. But science laboratories are not the only settings that allow for such “active” learning opportunities.

Active learning exercises in the curriculum at The University of Mississippi School of Pharmacy do occur in laboratories associated with course work. However, they may also occur in the classroom itself, as field assignments, in case-based group discussions, or anywhere that students are asked to apply and experience the knowledge to which they have been exposed in textbooks or lectures. Students should be prepared to be highly involved in their own learning.

It follows, then, that a major responsibility of pharmacy educators is to shift the burden of learning from the teacher to the student. Education becomes progressively more student-centered. The transition from a dependent learner to an independent learner must occur as the student progresses through the pharmacy curriculum. Students must understand that to become educated is to know what questions to ask and where the answers may be found.

Other Active Learning Techniques you may encounter in Pharmacy School (not a comprehensive list):
- Cooperative learning in small student groups or teams
- Reflective self-assessment
- Problem-based learning
- Field assignments
- Service learning opportunities
- Pharmacy practice experience though introductory experiences (IPPE) and advanced experiences (APPE)
- Many others

from the mode where an instructor PUSHES information into the brains of students

... to the model where a student PULLS information into his or her brain from a variety of sources
In this model, teachers view themselves as coaches and facilitators rather than merely as providers and interpreters of information. Teaching thus is achieved through educational processes that involve students as active learners. This process begins gradually in the P1 or first professional year, with the emphasis on active learning increasing steadily to the P4 (or final professional) year.

d. Development of Higher-order Thinking Skills
Closely aligned with the incorporation of active learning strategies is the formatting of class evaluation instruments to include more emphasis on higher-order thinking skills. Bloom’s system of ordering thinking skills from lower to higher has become a classic.

The School of Pharmacy faculty are committed to increasing the percentage of questions on their examinations that involve higher-level thinking skills. The commitment is based on the assumption that it is the development of these skills that will enable the graduate to provide appropriate levels of patient care.

**Bloom’s Taxonomy**
Different questions require different levels of thinking. Lower-level questions are appropriate for assessing students’ preparation and comprehension or for reviewing and summarizing content. Higher-level questions encourage students to think critically and to solve problems. Various researchers have developed cognitive schemes for classifying questions.

Benjamin Bloom’s system of ordering thinking skills from lower to higher has become a classic in the literature on cognition and education. His hierarchy is known as Bloom’s Taxonomy, and may be summarized as shown below.
Each of the levels involves different learning skills and employs different types of learning objectives. Those objectives and example questions that assess achievement of those objectives are provided below for each level of thinking skills in the taxonomy.

• Knowledge skills, or “recall”
  Objective: Remembering previously learned material such as definitions, principles, formulas
  Example Questions:
  "Define shared governance." "What are Piaget's stages of development?"

• Comprehension skills
  Objective: Understanding the meaning of remembered material, usually demonstrated by restating or citing examples
  Example Questions:
  "Explain the process of mitosis." "Give some examples of alliteration."

• Application skills
  Objective: Using information in a new context to solve a problem, answer a question, and perform a task
  Example Questions:
  "How does the concept of price elasticity explain the cost of oat bran?" 
  "Given the smallness of the sample, how would you analyze these data?"

• Analysis skills
  Objectives: Breaking a concept into its parts and explaining their interrelationships; distinguishing relevant from extraneous material
  Example Questions:
  "What factors affect the price of gasoline?" "Point out the major arguments Shelby Steele uses to develop his thesis about affirmative action."

• Synthesis skills
  Objective: Putting parts together to form a new whole; solving a problem requiring creativity or originality

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Example Questions:
"How would you design an experiment to show the effect of receiving the Distinguished Teaching Award on a faculty member's subsequent career progress?"
"How would you reorganize Bloom's taxonomy in light of new research in cognitive science?"

• Evaluation skills
  Objective: Using a set of criteria to arrive at a reasoned judgment of the value of something
  Example Questions:
  "To what extent does the proposed package of tax increases resolve the budget deficit?" "If cocaine were legalized, what would be the implications for public health services?"

One can readily see the value of instilling higher-order thinking skills in students in the professional program, for as professionals those are the types of skills that will be required for decisions made daily in practice. In addition, research has shown that students retain more when they have learned to handle the topic at the higher levels of the taxonomy.
A fundamental knowledge base is necessary and supportive of more complex mental processing. So recall skills are not at all discounted in the curriculum, and some memorization of content must occur. However, much of the education in the School of Pharmacy curriculum will press students to develop skills in comprehension, application, analysis, synthesis, and evaluation to a greater degree. Students should be prepared to think critically and to integrate the knowledge that they receive from a variety of disciplines, in order that they may develop sound abilities based on deep-seated knowledge, skills, and attitudes.

IV. COURSES
All courses of the School of Pharmacy are approved by the faculty and through appropriate university channels. They are included in the University of Mississippi Academic Catalog, which is updated annually.

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SECTION 8: STUDENT DEVELOPMENT

I. STUDENT PROFESSIONAL DEVELOPMENT

A hallmark of the pharmacy profession is the trusting relationship between the pharmacist and his/her patients. That relationship is sustained by a commitment to the highest levels of professionalism. All students enrolled in the School of Pharmacy are expected to adopt and reflect the characteristics of a professional, which include integrity, empathy, fairness, responsibility, and a commitment to ethical behavior. In addition, students will demonstrate respect for peers, faculty, and staff of the school and exhibit a high level of maturity that reflects their status as a member of the greater pharmacy community. To further emphasize the commitment to professionalism, the school conducts a White Coat Ceremony and signing of the Pledge of Professionalism for entering Doctor of Pharmacy students as part of the PHCY 400 Becoming a Pharmacist course, signifying their transition to a health sciences field.

This section provides a collection of statements, policies, and procedures that relate to The University of Mississippi School of Pharmacy's views on the professional socialization of students and their professional conduct.

The concept of pharmacy student professional development is a continuous process and an area of continuous evaluation and evolution. It is recognized that terms such as "professional conduct," "unprofessional behavior," and "incivility" are somewhat ambiguous and open to substantial subjective interpretation. However, we believe there is a set of fundamental attitudes and behaviors that constitute the spirit of civility and professionalism that govern students' interactions with the faculty, staff, other students, and patients. The documents contained in this section are intended to be representative of these characteristics rather than a comprehensive list. We strive to inspire the adoption of the described qualities by our students, and hope the concepts will serve as guidelines as students’ progress through their academic careers.

We also believe it is reasonable to hold pharmacy students to a higher standard of professionalism because of the position to which they aspire. The level of
responsibility associated with the covenant relationship pharmacists establish with their patients and society demands it, because the potential costs of violating this standard are so high. It is for this reason students are asked to affirm their dedication to the ideals of professionalism twice during their academic career at The University of Mississippi, once at the beginning of their P1 year (during the White Coat Ceremony) and again at the end of their P3 year (during the Patch Ceremony). Those pledges of professionalism are included in this section.

This concern for student professionalism is not unique to The University of Mississippi School of Pharmacy. It has become a national topic of discussion as illustrated by the first document in this section: White Paper on Pharmacy Student Professionalism. This is a report of a five-year discussion among members of the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans. Its purpose is to raise awareness and to stimulate discussion on the issue of student professionalism within the entire pharmacy community.

Because students come to The University of Mississippi School of Pharmacy from diverse backgrounds, not all individuals possess the same level of maturity and appreciation for the professional norms promoted by the School. Consequently, it is necessary to have a procedure in place to address instances of behaviors that we believe are inconsistent with those norms. That procedure is clearly defined in this section as well. Students, faculty, and staff are strongly encouraged to familiarize themselves with this procedure.

A. Statement on Student Professional Conduct

The profession of pharmacy demands adherence to a set of ethical principles. A student begins his/her professional development upon entering the academic program at The University of Mississippi School of Pharmacy. Therefore, there is a need at that time to begin the process of building and reinforcing a professional identity founded on integrity, ethical behavior, and honor. This development, a vital part of the educational process, will help to ensure that students are true to the professional relationship they establish with society as they become members of the pharmacy community. Integrity

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will be an essential part of students' everyday lives and they have a duty to pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish this goal of professional academic development, students in The University of Mississippi School of Pharmacy agree to accept the responsibility for their education and to work toward becoming independent or active learners, rather than dependent or passive learners.

Students must develop a sense of loyalty and duty to the pharmacy community by adopting and reflecting that community's characteristics, which include maturity, honesty, integrity, and ethical responsibility, and by enthusiastically accepting the responsibility and accountability for success in their academic career.

Every student must maintain a high level of respect and civility for their fellow classmates, the faculty, and the staff of the School, and maintain an appreciation for the value of diversity within the pharmaceutical community. This sense of respect extends to adherence to the principles, policies, and procedures expressed in the Student Body Constitution, the Code of Ethical and Professional Conduct, and the School of Pharmacy Student Handbook.

B. Student Professionalism Resources

The White Paper on Pharmacy Student Professionalism can be found at the Journal of American Pharmaceutical Association's (JAPhA) website. A professionalism toolkit for students and faculty is also available.

C. Development of Professionalism in Student Pharmacists

Preamble

As part of its efforts in the past, the Student/Faculty Relations Committee engaged in considerable discussion concerning the development of professionalism in pharmacy students. The result of this discussion was not a set of recommendations for specific programs, policies, or procedures; rather the committee is submitting this report to use as a guide for the development of such programs. The committee felt that there is a lack of

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consensus concerning what pharmacy student professionalism is and who is responsible for it. Thus, before making suggestions concerning programs to enhance professionalism, the committee felt it was imperative to first address these issues, and to receive an endorsement from the faculty concerning the conclusions reached during our discussions. This report subsequently can be used as a guide by the committee, the Assistant Deans of Student Affairs, school administration, faculty, and students in the development of programs, policies, and procedures related to professionalism.

II. OVERVIEW OF PROFESSIONALISM

Much of our discussion centered on “unprofessional” behaviors; actions that have taken place in and out of the classroom setting that are deemed to be uncivil (i.e., disrespectful, rude, etc.). However, being a pharmacy professional (and arguably other health professionals as well) means much more than not acting ill-mannered or impolite. It means much more than not engaging in behaviors that might bring embarrassment to you or your professional colleagues. An analogy may be made to the definition of health; health is not merely the absence of disease (cellular, organ dysfunction), but it is a state of complete physical, mental, and social well-being (World Health Organization). Thus, professionalism is more than not acting unprofessional; it encompasses actively demonstrating beliefs, attitudes, values, and behaviors of a professional. But what are these?

There is a rich literature from sociology and from the various professions concerning the concept of professionalism. At this time, a complete review of this literature is not necessary. To summarize some of this literature, being a professional means:

A. Possessing the knowledge and skills of a profession.
   1. Being committed to improvement and life-long learning.
   2. Adopting a service orientation.
   3. Entering into covenant relationships with patients; relationships marked by a pharmacist who is willing to assume responsibility as a patient advocate committed to achieving optimal therapeutic outcomes, and at the same time willing to seek cooperation and participation from patients. This also means

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knowing one’s position as a member of a patient’s health care team and acting accordingly.
4. Identification and pride in the profession.
5. Making ethically sound decisions; being able to justify one’s action based on ethical theories, if necessary.
6. Being trustworthy, keeping one’s word, and being accountable for one’s actions.
7. Assuming leadership positions.
8. A belief in the role of professional colleagues in the maintenance of professional standards (i.e., self-regulation).
9. A belief in the role of professional organizations.

Thus, professionalism means the active demonstration of the beliefs, attitudes, values, and behaviors outlined in the above list. Professionalization (or professional socialization), the process of developing professionalism, is ongoing, starts early in professional education, and encompasses many components. It is more than: (a) the establishment and enforcement of an Honor Code or a Code of Classroom Conduct; (b) telling our students that they are special or that we as faculty have high expectations of them as students; (c) an occasional program where an innovative practitioner tells students about his/her practice or the occasional assembly dedicated to the story of an impaired pharmacist and the subsequent discussion of the need for programs to help such individuals; (d) one or two lectures/discussions about what a profession is and society’s expectations of professionals. Professionalization is all of these and more, and it is the responsibility of faculty, administrators, practitioners, and students. It should permeate everything we do in the professional pharmacy program. As it is the responsibility of many stakeholders, we must also be aware that the process of professionalizing students requires that we have to find approaches for students who receive mixed messages, e.g., “that stuff you learned in school is meaningless in the real world” (White Paper 2000).

B. Guiding Principles
The following points would seem to represent important considerations as the School of Pharmacy strives toward instilling professionalism within our students:

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1. The faculty as a whole must recognize and accept the fact that students come to pharmacy school, both in the early entry program and at the P1 level, with a certain level of immaturity and a lack of training in appropriate behavior. Therefore, it is the job of the faculty to educate those students in this regard.

2. The committee recognizes that some faculty members in the School of Pharmacy have not been trained as pharmacists and may not have the same scope of insights concerning the pharmacy professionalization process. Consequently, it is not reasonable to expect every faculty member to educate students on professionalism to the same extent. However, each faculty member has had inculcated in them certain professional attitudes and behaviors, whether as a scientist or in some other scope of their education/training. Therefore, all faculty are expected to reinforce the concept of professionalism as often and to the extent that they are capable. Certainly all faculty are equipped to recognize and mediate demonstrations of immature, uncivil, and inappropriate behaviors and attitudes.

3. The development of an internal sense of professionalism in students’ needs to be viewed as a continuous process that extends into, and maybe beyond, the P4 year. As such, all faculty members on both campuses have a responsibility to participate in that developmental process consistent with the students’ status in their academic career.

4. Although the professionalism education process begins on the Oxford campus, the faculty needs to understand that when the students go to Jackson for their P3 year they are an incomplete “product.” Additional education and refinement are still required during that year, particularly since the learning process and environment are drastically different from anything they have experienced prior to then.

5. The faculty needs to recognize the evolution of the sense of professionalism commensurate with the students’ progression through the curriculum. That is, the expectations of professionalism are different in the P1 and P2 years than in the P3 and P4 years.

6. Students in every class will have varying levels of professionalism driven by the nature of their personalities, level of maturity, upbringing, and prior life experiences. Consequently, in any given class there will always be individuals who require more education about what it means to be a professional pharmacist.
professional and how to conduct themselves in a professional manner. Conversely, it is important that we do not lose sight of the fact that the majority of students will already have a fairly clear notion of professionalism that only requires continual refinement. Therefore, imposing blanket sanctions on an entire class as if all members of that class were deficient in their sense of professionalism is inappropriate and can be insulting to those students. This is not to diminish the importance of exposing all students to continual messages and role modeling about professionalism.

7. It seems that the most productive way to deal with instances of unprofessional or immature behaviors and attitudes would be to address the specific behaviors with the individuals exhibiting those characteristics.

8. It must be recognized by the faculty that developing a sense of professionalism is much more than berating students with examples of how not to behave. It is more about the positive qualities possessed by professionals. In this regard, education for students in general, as well as that targeted toward specific inappropriate behaviors, needs to be weighted in favor of positive admonition rather than focusing on negative consequences of inappropriate behavior.

9. In situations where a student exhibits behavior that is inconsistent with the professional ideal, that behavior should be reported to the Assistant Deans for Student Services as soon as possible. One or both of these individuals will be responsible for discussing the behavior with that student and educating him/her on how they can remedy that behavior.

10. It is appropriate to express to the students that they are different in some ways than the rest of the University student population; however, it might be inappropriate to constantly suggest that they are “better” than students in other schools. Certainly, we should acknowledge that they are held to a more rigorous standard than most of their non-pharmacy colleagues, that they carry a substantially greater workload, and that we expect more from them. In addition, it is important to instill in them the notion that they are training for a profession that has significant, and in some cases life-preserving, responsibilities to other people, which requires these high standards and a professional attitude toward those responsibilities.
C. **Summary**  
As the discussion of this topic continues, it is imperative that we operationalize professionalism not only as what it is not (e.g., unprofessional behaviors, conduct), but focus on what professionalism entails. We should also be asking ourselves if we as a school are sufficiently inculcating the beliefs, attitudes, values, and behaviors in our students that are consistent with what it means to be a pharmacy professional in today’s environment. While classroom incivilities and destructive behaviors at school-sponsored events are inexcusable and intolerable and must be addressed, we should not be shortsighted in our endeavors. As a starting point, it might be worthwhile for all stakeholders to read the above referenced White Paper. It contains recommendations for students, educators, and practitioners.

D. **Pledge of Student Professionalism**  
To emphasize the importance of professionalism, the School of Pharmacy conducts a White Coat Ceremony during the fall orientation program for P1 students and a Patch Ceremony during the P3 year. The White Coat Ceremony has been instituted at The University of Mississippi School of Pharmacy as a way of formally initiating students into their professional academic training. It also is a visible and tangible expression of the serious nature of that endeavor as they work toward becoming members of the health care team. As part of the PHCY 400 Becoming a Pharmacist course, students recite and sign a Pledge of Professionalism on the following page.
PREAMBLE

The University of Mississippi School of Pharmacy strives to be internationally recognized for leadership and innovation in education, research, professional service, and delivery of pharmaceutical care. In the pursuit of this vision, our work as students, faculty, administrators, and staff is guided by a set of core values that define what we as a community consider to be vital to our School. These core values are: collaboration, creativity, excellence, knowledge, leadership, learning, social responsibility and professionalism. Each member of The University of Mississippi School of Pharmacy must recognize that these core values are beliefs that unite all of the members of the School in a common purpose regardless of differing roles or functions. As a new member of this community, you are expected to uphold these shared values in the performance of all your activities.

With this pledge, you also recognize that you are joining a profession. The pharmacy community is composed of students, faculty, practitioners, scientists, and allied pharmaceutical industry professionals, and it demands adherence to a set of principles and standards. These high ideals are necessary to ensure the quality of care extended to the patients you serve, either directly through patient care or indirectly through allied professional activities.

As a member of the pharmacy community, you must believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. Integrity will be an essential part of your everyday life, and you will be expected to pursue all academic and professional endeavors with honesty and commitment to service. The development of this professional identity is a vital process in your education and in your personal and professional growth. It will signify your commitment to the covenant between health professionals and a society that entrusts those professionals with their care.

The University of Mississippi School of Pharmacy Pledge of Professionalism

I believe that my professional development begins with enrollment in this academic community and continues for a lifetime. Therefore, I will strive to uphold this pledge from this day forward.

To accomplish my goal of professional development, as a member of the University of Mississippi School of Pharmacy community, I pledge to:

- ACCEPT responsibility for my education with the goal of becoming an independent and active learner.
- DEVELOP a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.
- INTEGRATE professional competency through life-long learning by striving for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.
- SUPPORT my colleagues by actively encouraging personal commitment to the standards as set forth by the profession.
- DEDICATE my life and practice towards excellence through the ongoing assessment of personal and professional values.
- MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenant that exists between patient and pharmaceutical caregiver.

I voluntarily make this pledge.

Signature ________________________________  Date ____________________________

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AACP - Pledge of Student Professionalism

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

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

DEVELOP a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.

FOSTER professional competency through life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.

SUPPORT my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession.

INCORPORATE into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.

MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

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

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

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III. PEER BEHAVIORAL ASSESSMENT

The objective of the program is to provide an anonymous peer review of the interpersonal skills of classmates and also of behavioral characteristics related to professional development, e.g. punctuality, appearance, etc. The feedback is envisioned as supporting development of desirable characteristics. Feedback is reported individually to members of the class by the student's Personal and Professional Development Advisor or Professional Development Team (PPD) Advisor. Students are urged to evaluate up to 14 randomly assigned peers, but only if they felt that they were well enough acquainted to provide a reliable evaluation. The process is repeated for these individuals in the spring of the P2 year and results compared to P1 values. Peer feedback is compared to self-evaluation of the same parameters. Student feedback on the program is highly positive. A copy of the instrument comprises the next pages.

PERSONAL DEVELOPMENT-EVALUATION OF PEER

Instructions:
We are interested in obtaining your candid and honest opinions about your peer (listed below) on a number of questions.

Student Name:

Please rate your peer on the following items using the rating system described below. A rating of 3 should serve as the starting point. If you feel that he/she is satisfactory, "average", or met minimum requirements for a particular item, rate him/her a "3" for that item. If your peer demonstrates above average or excellent performance for a particular item, rate him/her a "4" or "5", respectively. Conversely, if you think your peer performs below average or unsatisfactorily on a particular item, rate him/her a "2" or "1", respectively. Base your ratings on your overall impressions of the peer's behavior during this school year.

NOTE: If you do not know this student, state so on the "name" line above, and do not complete the evaluation.

Rating descriptor guides:

5 = Peer demonstrates excellent skills in this area; is extremely effective and/or very consistent (He/she could serve as a model.)

4 = Peer demonstrates very good skills in this area; is above average in effectiveness and/or consistency

3 = Peer demonstrates satisfactory skills in this area; is generally effective and/or consistent but needs some improvement (His/her behavior is appropriate for this level in school.)

2 = Peer needs improvement in this area; is somewhat ineffective and/or inconsistent

1 = Peer needs significant improvement in this area; is ineffective and or inconsistent (His/her performance is unsatisfactory.)

(Enter performance as unsatisfactory.)

1. Student is reliable and dependable, i.e., can be counted on to fulfill responsibilities and meet expectations ........................................................ ... ..  1  2  3          4

2. Student practices personal hygiene, i.e., maintains personal health and grooming habits acceptable to this setting .....................................................  1  2  3          4

3. Student produces quality work, i.e., tasks and assignments are complete, accurate, and meet their respective objectives...........................................  1  2  3          4

4. Student is empathetic, i.e.; demonstrates appreciation of others' positions; attempts to identify with others' perspectives; demonstrates consideration towards others ...........................................................  1  2  3          4

5. Student behaves in an ethical manner, i.e., acts in the best interest of others: acts in accord with the Honor Code and Student Handbook .....................  1  2  3          4

6. Student communicates articulately, i.e., clearly communicates thoughts; uses appropriate terminology and vocabulary for intended audience ............  1  2  3          4
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<td>7. Student is punctual, i.e., arrives at class and meetings early or on time; meets deadlines for completion of tasks and responsibilities.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>8. Student uses time efficiently, i.e., allocates and utilizes appropriate amounts of time to fulfill responsibilities; utilizes others' time wisely</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>9. Student is self-directed in undertaking tasks, i.e., after initial instruction of tasks/assignments/responsibilities, initiates activities to complete them; self-motivated; functions independently; seeks additional tasks after completing originals.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>10. Student handles stress; i.e., remains calm, levelheaded, and composed in critical, stressful, or difficult situations.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>11. Student is respectful, i.e., demonstrates regard for self, peers, TAs, faculty, staff, and university property.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>12. Student communicates using appropriate body language, i.e., utilizes gestures and mannerisms that enhance formal and informal communication.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>13. Student demonstrates accountability, i.e., holds him/herself liable for tasks/duties/responsibilities for which he/she is responsible; does not blame others for mistakes or mishaps, nor avoid responsibilities.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>14. Student prioritizes responsibilities effectively, i.e., organizes and approaches multiple tasks and assignments in a manner to produce desired outcomes.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>15. Student accepts and applies constructive criticism, i.e., responds openly and positively to feedback; modifies behavior if necessary.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>16. Student puts others' needs above his/her own, i.e., demonstrates an attitude of service by taking the necessary time and actions to help others; gives of himself/herself to benefit others.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>17. Student is non-judgmental, i.e., demonstrates an attitude of open-mindedness towards others and situations; does not &quot;stereotype&quot; others or prejudge situations.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>18. Student communicates assertively, i.e., actively and appropriately engages in dialogue or discussion; not afraid to provide his/her viewpoint.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>19. Student is an active learner, i.e., seeks knowledge; asks questions; searches for information; takes responsibility for his/her own learning.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>20. Student is cooperative, i.e., non-argumentative; willing and helpful.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>21. Student is diplomatic, i.e., is fair and tactful in all dealings with peers, TAs, faculty and staff.</td>
<td>1</td>
<td>2</td>
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<td>4</td>
</tr>
<tr>
<td>22. Student &quot;follows through&quot; with responsibilities, i.e., if task is left incomplete or problem is not resolved, seeks aid or explains situation to parties who can follow-up on task or problem.</td>
<td>1</td>
<td>2</td>
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<tr>
<td>23. Student wears appropriate attire, i.e., adheres to dress code (written or unwritten); attires as outlined in course syllabi.</td>
<td>1</td>
<td>2</td>
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<td>4</td>
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<tr>
<td>24. Student demonstrates confidence, i.e., acts and communicates in a self-assured manner, yet with modesty and humility.</td>
<td>1</td>
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</tr>
<tr>
<td>25. Student demonstrates a desire to exceed expectations, i.e., goes &quot;above and beyond the call of duty;&quot; attempts to exceed minimal standards and requirements for tasks/assignments/responsibilities.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>26. Student maintains confidentiality, i.e., in discussions or other activities involving peer academic information.</td>
<td>1</td>
<td>2</td>
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</tbody>
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IV. CAREER PLANNING AND DEVELOPMENT

A major function of the Assistant Deans for Student Services (Oxford and Jackson) is to assist students in obtaining information about the many career opportunities open to pharmacy students and graduating pharmacists. In addition, these individuals frequently send out via electronic mail listings of potential internship opportunities for students at which they can obtain practical pharmacy-related experience during the summer months. Students seeking summer internships are encouraged to contact this individual no later than October of the fall semester for application information for the following summer. Many of the organizations that sponsor internship programs have application deadlines in November and December.

The School of Pharmacy also works closely with the University of Mississippi Career Center in assisting graduating students in preparing for post-graduate residencies and for entering the job market. Each year, the School and representatives of the Career Center conduct a workshop for P4 students which consists of advice on topics such as resume writing, interviewing skills, and registering for Career Day activities. Each year, the School and representatives of the Career Center conduct a career fair and internship interview day for P1 and P2 students.

The Career Fair and Interview Day is a two-day event scheduled annually. The first day consists of convention type displays by a wide spectrum of employers, which all students are invited to visit. The second day is devoted to individual student interviews with prospective employers. Graduating students who wish to participate in the interview process are required to pre-register with the Career Center. Additional details on the Career Center website highlight the services and registration dates. MSHP and MPhA host a residency showcase annually. P3 students are required to attend and P4 students are encouraged to attend.

The University of Mississippi School of Pharmacy conducts the American Pharmacists Association Career Pathways Program. This program is coordinated by the Assistant Deans for Student Services (Oxford and Jackson). The purpose of the program is to provide pharmacy students with a process and the resources for making informed career decisions given the multitude of career paths now open to pharmacists. The program provides students with detailed information at pharmacy.olemiss.edu
and useful information of many areas of pharmacy practice, but also gives
them a clearer understanding of how to choose a career path in pharmacy that
is appropriate for each individual. The program is a component of the
Professional Development Advising Team (PDAT) curriculum or Personal
Professional Development curriculum (see next section), as well as the PHCY 400
Becoming a Pharmacist course and Assembly programming.

V. PROFESSIONAL DEVELOPMENT ADVISING TEAM (PDAT)

PROGRAM DESCRIPTION
The Professional Development Advising Team (PDAT) is designed to assist
students in continued faculty-student mentoring for the P3 and P4 years. This
program is for members of the Classes of 2020 and 2021.

IMPLEMENTATION
Implementation of the PDAT program began fall 2013 with the P1 class only, and
P1 class members were added each subsequent year until each class (P1-4) is
represented. PDAT activities and goals are imbedded in the LandshaRx
curriculum through the Personal and Development course for P1 and P2 students.
In fall 2019, the P3 and P4 students are enrolled in the Legacy curriculum, thus
still participating in PDAT activities.

PROGRAM GOALS
The goal of the program is to support professional development and professional
socialization of all students as they progress through the pharmacy school
curriculum utilizing:

- Guided professional development activities and student self-reflection
- Exposure to faculty involvement in research, professional organizations, and
  the pharmacy profession as a whole
- Exposure to career opportunities within the profession, peer assessment,
  stress management strategies, celebration of student successes,
  development of professional communication skills, and navigation of the
  professional curriculum

PDAT ADVISORS
PDAT Faculty Advisors provide leadership and direction to student advisees with
primary responsibilities in areas of career education and professional socialization
of students.
PDAT MEETINGS
Students are required to meet with their PDAT Faculty Advisor on an individual basis at least once a semester. PDAT meetings focus on each advisee’s personal development, academic success, and professional identity. Discussion topics and meeting agendas will be provided to faculty and peer advisors each semester. Meeting times will be arranged between the advisor and student and should last approximately 30 minutes each.

STUDENT ACCOUNTABILITY
After reviewing various options to ensure accountability, it was decided to link PDAT with existing courses. As Introductory Pharmacy Practice Experiences (IPPEs) are already required and cover all semesters of the P1-P3 years, individual and group PDAT meetings will be required as part of the professionalism component of the IPPE Portfolio in the following courses:

- PRCT 375 (P1 December)
- PRCT 376 (P1 May)
- PRCT 477 (P2 Wintersession)
- PRCT 478 (P2 May/June)
- PRCT 543 (P3 Fall/Spring)
- PRCT 544 (P3 Fall/Spring)

P4 students must successfully complete Fall PDAT requirements in order to begin the spring rotation. Spring PDAT requirements will be a part of the existing checklist of items required for P4 graduation.

Students must upload proof of attendance with the faculty advisor(s)’s signature(s) to E-Value as part of the IPPE portfolio. Additionally, any deliverables for the PDAT program will also be uploaded to E-Value. Failure to submit required signature pages or deliverables results in a failure to meet course requirements for the IPPE and will result in an “I” grade for the course. Students receiving an “I” grade will be required to remediate during a special session in August prior to the first day of class. Individual PDAT meetings may be rescheduled at the faculty advisor’s discretion or may be remediated in August.

PDAT BENEFITS
*For Students*
- Staff to monitor and guide student academic and professional progress
- Clear expectations for classes and experiential learning rotations
- Perspectives on pharmacy career pathways and professional networking

[pharmacy.olemiss.edu](http://pharmacy.olemiss.edu)
- Letters of recommendations written by faculty who know students throughout four years of pharmacy school
- Resources for questions relevant to the profession of pharmacy

For Faculty
- Opportunity to encourage and impact individual students
- Opportunity to keep current with the overall curriculum
- Ongoing connection to basic aspects of the pharmacy profession
- Education about student development and growing professional identity

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSE SERIES
For members of the Class of 2022 (and later), a similar advising program will be incorporated in the PPD course series. Please see syllabi for additional details.

VI. STUDENT LEADERSHIP DEVELOPMENT
The profession of pharmacy has made enormous advances over the last several decades in becoming integrated into the health care team. The expanding role of the pharmacist and the strides that have been made in establishing credibility in patient care and disease state management are the result of a vision within the professional organizations and strong leadership of individual practitioners who are passionate about their profession.

In order to sustain this momentum, the profession needs a continuous stream of leaders who will carry the banner of responsibility for exploring new territory and moving the profession forward. For this reason it is imperative for the School of Pharmacy to embrace actively a program of student leadership development.

The goal of the leadership development program at The University of Mississippi School of Pharmacy is to produce future generations of effective leaders by:
- actively encouraging the development of leadership in all students;
- develop peer mentoring to model effective leadership;
- assist students in developing their abilities and commitment to shape the profession and the practice of pharmacy.

Phi Lambda Sigma Leadership Retreat
Early each fall (usually a Friday of a home football game) Phi Lambda Sigma, the Pharmacy Leadership Society, conducts a workshop for the officers (class, student [pharmacy.olemiss.edu](http://pharmacy.olemiss.edu))
body, student organizations, and members) on the Oxford campus. Programming may include a discussion with current professional pharmacy leaders at the state level, a presentation by a national leader within the profession, small breakout groups providing the opportunity for planning sessions, review with previous year’s leaders, etc.
SECTION 9: SCHOOL OF PHARMACY COMMITTEES

There are several committees of the faculty, as well as Ad Hoc Committees, appointed by the Dean that are responsible for various aspects of the professional program. These committees are listed below with an indication of their general responsibility. Some of these committees have students as members. These students are selected by their position in student government or various student organizations.

Please note that it is the responsibility and expectation of the student member(s) to inform their peers of meetings and results of such meetings.

In this regard, student members are to post the minutes of the meetings for the committee on which they serve in appropriate physical spaces designated as student areas on Oxford and Jackson campuses, as well as on digital information hubs. In those instances where the Student Body wishes an item to be placed on the agenda of a committee on which they lack representation, the item should be brought to the attention of the Assistant Dean for Student Services on the Oxford campus, who in turn will ensure committee deliberation of that issue. Standing committees of the School of Pharmacy include:

I. STUDENT AND FACULTY RELATIONS COMMITTEE

The Student and Faculty Relations Committee serves as a liaison between the faculty and the student body of the School. Facilitating communication between the student body and the faculty governance system, this committee helps to ensure that student and faculty opinions and ideas are sought and considered in academic matters. The Committee, in conjunction with the Student Body, shall be responsible for the review and maintenance of the Professional Conduct Code. The Committee receives nominations for and selects the recipient of the Amie Ewing Award. Voting members on this committee include the P1 through P4 Class Presidents and a faculty representative of each academic department. Non-voting members of the committee include EE1 through EE3 Class Presidents, the Pre-pharmacy Liaison, Assistant Deans for Student Services on the Oxford and Jackson campuses, and the Associate Dean for Academic Affairs.

II. CURRICULUM COMMITTEE

The responsibility of the Curriculum Committee is to develop and maintain a curriculum for educating and training qualified students for careers in pharmacy practice. This committee ensures that students develop the skills and competencies commensurate
with the awarding of the B.S.P.S. and Pharm.D. Degrees. These competencies are identified by the American Association of Colleges of Pharmacy, the Accreditation Council for Pharmaceutical Education, and the National Association of Boards of Pharmacy. The Vice Presidents for P1 through P4 classes are non-voting members of the committee. Each of the four academic departments has a faculty representative on this committee. Other non-voting members include the Associate Dean for Academic Affairs, the Associate Dean for Outcomes Assessment and Learning Advancement, the Assistant Dean for Student Services on the Jackson campus, the Director of Faculty and Academic Affairs, and the Instructional Design & Training Specialist.

III. ASSESSMENT COMMITTEE
This committee is responsible for designing and implementing the processes and procedures used to evaluate all aspects of the professional and undergraduate programs, as well as other major areas of school activities. The student representatives are the President and the President-Elect of the Student Body (non-voting). Each of the four academic departments has a faculty representative on this committee. Other members include a preceptor from both institutional and community practice settings, the Associate Dean for Outcomes Assessment and Learning Advancement, the Associate Dean for Academic Affairs (non-voting), and the Research Associate for Assessment (non-voting).

IV. INFORMATION RESOURCES AND COMPUTING COMMITTEE
The Information Resources and Computing Committee is responsible for addressing and/or developing programmatic and policy recommendations regarding the use of technology in the professional, graduate, and continuing education programs of the school. Additionally, it addresses and/or develops programmatic and policy recommendations regarding computer networks within the School, computer teaching labs in the School, and the School of Pharmacy’s interactions with the University’s computer center and network. The Committee also works closely with The University of Mississippi Libraries System to provide recommendations and information as to the successful operation and mission of the Science Library. The Secretary/Treasurer of each of the EE1 through EE3 and P1 through P4 classes serves as a non-voting members. Other members include a faculty representative from each academic department and RIPS unit, technology staff from the School, Coordinator of Continuing Education, Science Library representatives, and three of

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the Associate Deans.

V. SCHOLASTIC STANDARDS COMMITTEE

The Scholastic Standards Committee is responsible for developing the standards and guidelines for admissions, progression, and readmission of all B.S.P.S. and Pharm D. students. They also review all petitions from individual students regarding those standards and policies. The Committee is composed of a faculty representative from each of the academic departments. The three non-voting members include the Associate Dean for Academic Affairs and the Assistant Deans for Student Services on the Oxford and Jackson campuses.

VI. HONORS, AWARDS, AND COMMENCEMENT COMMITTEE

The Honors, Awards, and Commencement Committee is responsible for the development of policies regarding the awarding of School of Pharmacy scholarships to the undergraduate and professional students. Furthermore, the Committee makes recommendations to the Dean regarding the commencement ceremony. This Committee also participates in the selection of the School’s nominees for Taylor Medals, nominees for Who’s Who, and recipients of School-wide student awards. The Assistant Dean for Student Services on the Oxford campus chairs the committee which includes a faculty representative from each academic department. Other non-voting members include the Assistant Dean for Student Services on the Jackson campus, the Associate Dean for Academic Affairs, and the Associate Dean for Clinical Affairs.
SECTION 10: STUDENT EVENTS

I. STUDENT ACCESS AND ACTIVITIES

The following list of activities is not meant to be all-inclusive. Various student organizations sponsor other activities throughout the year. This listing is meant to be a sampling of the many activities regularly scheduled and usually available to students.

A. Assemblies

Student assemblies are held on the Jackson campus. P3 students are required to attend. These assemblies occur at a designated time consistent throughout the semester; therefore, no pharmacy student should have class or schedule work at this time. The P3 assemblies at UMMC are scheduled by the Assistant Dean for Student Services on the Jackson campus. The Professional Conduct Council takes attendance. Unexcused absences are considered a Constitution violation and fines are assessed in accordance with the Constitution. (See Article VII.) The existing fine structure for P3 and P4 Assemblies and named lectures for all students is that the initial unexcused absence each academic year is a $20.00 fine. Additional unexcused absences are $40.00 each. Fines are accessed for failure to attend the Awards Day assembly in the amount of $100.00 for all students and P3 Patch Ceremony in the amount of $100.00. Fines for unexcused absences regarding all-day assemblies for P3 and P4 students are assessed at the rate of $40.00 per hour of the assembly duration, not to exceed $200.00. These assemblies include P4 Seminar Day, assemblies for P3 students, and Professional Development and/or Career Day assemblies for P4 students. P4 students who are excused from rotations are expected to attend Awards Day assembly.

A speaker series on personal and professional development is held on the Oxford campus. These assemblies occur at a designated time consistent throughout the semester outside of the regular class schedule. Student originations are tasked with selecting topics and speakers for the series, with assistance from organization advisors and the Dean of Student Services on the Oxford campus.

All students are required to wear professional dress as defined by the Constitution. The white coat is required to be worn throughout assemblies. Students inappropriately attired or late for a required assembly are to be fined as if it was an unexcused absence.

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Assembly excuse forms are available in the Office of the Assistant Deans for Student Services on the Oxford and Jackson campuses. The forms are to be returned to that office either prior to or within one week after missing an assembly.

Professional Conduct Council members make the decision on the appropriateness of the excuse at the end of each academic year. The staff of the Assistant Deans for Student Services maintain a record of the unexcused absences and provide notification to students at the end of spring semester the amount of their fines.

*All fines are payable to the Student Body and are due no later than July 1 in order for the student to progress to the next academic year. P4 fines are due by May 31 in order to receive a diploma. Payment should be hand delivered or mailed to the Assistant Dean for Student Services on the Oxford campus, UM School of Pharmacy, P.O. Box 1848, University, MS 38677.*

### B. Awards Ceremony

School of Pharmacy award presentations occur at Commencement and at the School of Pharmacy Awards Ceremony. Near the end of the spring semester, Phi Lambda Sigma and the Pharmacy Leadership Society sponsor the Pharmacy School Awards Ceremony. In addition to School-wide (recipients are chosen by the Honors, Awards, and Commencement Committee) and Departmental Awards (awarded to a P2 and/or P3 student and/or department), all student organizations and classes present their various student awards. P4 students not in attendance are to be at their rotation site otherwise. Failure to attend will result in a $100.00 fine payable to the Student Body.

Special recognition is given to a P1 student, P2 student, P3 student, and P4 student who are recipients of the Shawn Bankston, Amie Ewing, Charisma Pope, and Debbie Mellinger Awards, respectively. The awards are named after young women who died while enrolled in the School of Pharmacy.

The **SHAWN BANKSTON AWARD** was established by the 2000 (P1) class to honor their deceased class member. The selection of the recipient is coordinated by the P1 class president. The criteria for selection are the frequent demonstration during the P1 year of a significant willingness to assist classmates, and the demonstration of an ever-present positive attitude at the expense of personal sacrifice of time.
The **AMIE EWING AWARD** was established by the 2005 Pharm.D. graduating class. Each spring one or more P2 students are to be selected to receive this scholarship award. The selected student(s) must demonstrate those characteristics that were exemplified in Ewing, who also was a member of the Ole Miss Volleyball team in 1999-2002. The recipient(s) must exhibit determination, good citizenship, professionalism, and maturity within School of Pharmacy activities and the greater community. The recipients are determined following nominations/applications by the Student/Faculty Relations Committee.

The **CHARISMA POPE AWARD** was established in 2004 by the Magnolia State Pharmaceutical Society. The award recipient is selected by the Magnolia State Pharmaceutical Society and is presented to a rising P4 student who must be a member of this Society and the Student National Pharmaceutical Association (SNPhA). The criteria for selection are academic performance, financial need, professional goals, and the degree to which the applicant shares the unique blend of charismatic characteristics befitting an individual named Charisma, and which resulted in the love and high esteem in which she was held by her student peers.

The **DEBBIE MELLINGER AWARD** was established in 1993 by the members of Phi Lambda Sigma. Ms. Mellinger was a charter member of the local chapter and served as its initial president. The students of the P4 class determine the recipient and the selection process is coordinated by the class president. The award is presented to an individual who has exhibited courage and a positive attitude in carrying out normal student activities even though confronted by significant personal hardship.

The following School-wide awards are presented at the Awards Day program:

The **AINSWORTH AWARD FOR EXEMPLARY LEADERSHIP** is presented to a rising P3 and a rising P4 student who has demonstrated outstanding leadership qualities while enrolled in the School of Pharmacy.

The **BRUCE PARKS MEMORIAL MSHP STUDENT AWARD** is presented in memory of Dr. Bruce Parks, former professor in the department of pharmacy practice, to a student who exemplifies outstanding integrity, leadership, and a strong desire to enhance the mission of health-system pharmacy in Mississippi.

The **ELI LILLY AND COMPANY AWARD FOR LEADERSHIP** is awarded to a P1 student who has demonstrated outstanding leadership within the School of Pharmacy and its organizations.

The **WOLTERS KLWERE CLINICAL DRUG INFORMATION AWARD OF**
EXCELLENCE IN CLINICAL COMMUNICATIONS is presented to a P4 student in recognition of effective pharmacist-patient communication skills as a vital aspect of pharmacists’ service to their patients and community.

The MERCK SCHOLASTIC ACHIEVEMENT IN PHARMACY is presented to the three P1 students who achieved the highest grade point average during the first semester of the professional curriculum and pre-professional courses at The University of Mississippi.

The MYLAN INSTITUTE OF PHARMACY EXCELLENCE IN PHARMACY AWARD is presented to a graduating Doctor of Pharmacy student who has demonstrated high academic achievement and a strong commitment to the profession of pharmacy.

The PATIENT CARE AWARD is presented to a student who has demonstrated superior performance in patient care skills during the experiential component of the Doctor of Pharmacy program.

The RHO CHI SCHOLARSHIP AWARD is presented to the student for achieving the highest grade-point average during the final three years of the professional program of the School of Pharmacy leading to the Doctor of Pharmacy degree.

The SCHOOL OF PHARMACY HALL OF FAME AWARD, chosen by the graduating Doctor of Pharmacy class, recognizes significant contribution to the school, both scholastically and professionally. Two Hall of Fame members are selected and one presented during commencement.

The SERVICE AWARD is awarded to a P2 and P4 student who have demonstrated outstanding service within the School of Pharmacy and its organizations.

The UNITED STATES PUBLIC HEALTH SERVICE EXCELLENCE IN PUBLIC HEALTH PHARMACY PRACTICE AWARD is presented to a P4 student in recognition of contribution to public health pharmacy practice.

C. ID/Access Cards

The School of Pharmacy (Oxford) access card (also your UMMC ID card) gives members of the student body access to areas of the School of Pharmacy facilities after hours and on weekends. Access cards (Oxford campus) will be activated by the Office of the Associate Dean for Academic Affairs. If at any time that your access card is lost or stolen, notify the support staff immediately. The first UM ID card is issued at no charge. Replacement ID requests may be made in writing to the ID Center and require a fee.

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D. **Lockers**

Incoming P1 students will be assigned a locker for their personal use during their P1 and P2 years. Lockers are located in the rear of the Pharmacy Student Center in Faser Hall. Students are assigned a specific locker and lock, which are the student’s responsibility. Students are responsible for maintaining the cleanliness of their lockers during their use and to make sure all materials are removed from the locker and the locker is clean when they relinquish use of the locker at the end of the spring P2 semester. At that time, locks are to be returned to the Office of the Assistant Dean for Student Services on the Oxford campus.

E. **Patient Counseling Competition**

Each year, the Academy of Students of Pharmacy conducts a Patient-Counseling Competition to help students hone their abilities as communicators of information about medications to patients and to celebrate excellence in those abilities. The best counselor from the chapter is sent (transportation, registration, and accommodations free of charge) to the site of the American Pharmacists Association’s (APhA) National Meeting in order to represent our School in the National Patient Counseling Competition. The top 10 finalists in the local competition also receive a significant credit for book purchases from the APhA bookstore, which includes valuable references and textbooks.

F. **Volunteerism**

All students are expected to acquire a sense of volunteerism as part of their professional skills development. The profession of pharmacy is built on a foundation of selfless duty to our patients and community service. The Pharmacy Student Body is strongly encouraged to promote volunteerism among students. These activities would be in addition to other service programs conducted by the professional pharmacy fraternities and other organizations within the School of Pharmacy and should continue through completion of the P4 year.

G. **Clinical Skills Competition**

Each fall the student chapter of ASHP holds the ASHP Pharmacy Student Forum Clinical Skills Competition. Self-selected student pairs are provided a patient case. Teams then compete by demonstrating to a panel of faculty/evaluators their skills in assessing patient information and current therapy, identifying drug therapy problems and treatment goals, and developing a pharmaceutical care plan.
competition includes both written and oral components and is intended to foster the development of clinical practice skills, reinforce the pharmacists' responsibility for optimal drug therapy outcomes, and facilitate the use of a systematic approach to clinical problem solving.

Winners of school competitions advance to the national competition held during the ASHP Midyear Clinical Meeting. National top ten finalists receive a prize package determined by ASHP on an annual basis, and the national winning team receives a cash award as well as a trophy to display at their school.

H. Pharmacy Olympics
The Pharmacy Student Body sponsors Pharmacy Olympic Weekend each spring. Some of the events include basketball, kickball, flag football, and 3-legged race. Each class is a team, and classes are awarded points for winning and participating in the events.

I. Class Composites and Yearbook Pictures
Class composites are prepared of various classes of pharmacy students. These are prepared chronologically as follows:
During fall orientation, a photograph composite consisting of the incoming P1 class will be provided to each class member and each P1 and P2 faculty member. In addition, a separate composite of EE1 students will be provided to members of that class.

During the early spring, individual pictures will be taken of each P1 student in professional attire and a graduation composite prepared to display in the School of Pharmacy. A copy of the P1 graduate composite will be provided to each member of the P1 graduating class. Photographs for inclusion in a composite of the graduating Doctor of Pharmacy class will be prepared during the spring of the P3 year. One will be displayed in the School of Pharmacy on the Oxford campus. Copies of individual pictures will be submitted for inclusion in The Medic (UMMC annual) during both the P3 and P4 years. One copy of the composite will be provided as a result of P3 and P4 students paying the UMMC activity fee as part of their tuition. This fee also includes the cost of including a picture in The Medic and pays for a copy of The Medic. A copy of the P4 graduate composite will be provided to each member of the P4 graduating class.
II. STUDENT ORGANIZATIONS AND LEADERSHIP

Student organizations and activities are extremely important at the School of Pharmacy. The organizations assist in the professional socialization of students, provide students with a sense of identity, and present opportunities for all students to develop life-long leadership skills that will serve them and the profession. We invite and challenge students to take advantage of all the opportunities our school has to offer. The split campus structure of the professional program places enhanced challenges to the effective and efficient functioning of all student organizations.

It would be in the best interest of each organization to avoid creating what would amount to two separate chapters, one on the Oxford campus and one on the Jackson campus. There are many ways the relationship between Oxford and Jackson campus officers can be constructed, and it is the responsibility of each organization to devise its own structure. However, organizations are encouraged to develop a structure that will promote continuity of leadership. One example would be to have the outgoing organizational officers of the P2 class serve as “external”, “past president”, etc. officer on the Jackson campus, assuming these individuals would want to continue service to their organizations.

The structure and management procedures developed by organizations should be the same for both campuses. That is, whatever is prescribed for the Jackson campus should also apply to the Oxford campus. A pharmacy student that is on academic suspension is not allowed to hold any office in any organization. Likewise, class and/or organizational presidents as well as student body officers must resign their positions if their GPA on required courses for the year in which they were appointed or elected is less than 2.75, or if their fall semester GPA on required courses for the year in office falls below 2.75. The student has shown that they must place all effort and attention toward academics and do not need extracurricular activities to hinder them from their academic duties. In situations where a student officer is deemed unfit to serve by the UMSOP Conduct Council, and is not able to perform up to the required grade, an unneeded and unwanted pressure is put on the organizations and the other officers of that organization. Prior to student elections on the Oxford campus, each organization should publish the responsibilities of each officer position on the ballot so that candidates clearly
understand what would be expected of them if they win an office. This would be particularly true with respect to the coordination of activities across the campuses.

To enhance communications between Oxford and Jackson, it is suggested that regularly scheduled meetings occur among the student officers and faculty advisors via teleconference and less frequently face-to-face on both the Oxford and Jackson campuses. It is recommended that the Assistant Deans for Student Services should meet each semester with faculty advisors on both the Oxford and Jackson campuses to obtain their perspectives on the functioning of the organizations and to demonstrate administrative support for their efforts. Activities, social or professional, should be planned and conducted on both campuses and involve the students and advisors of both campuses. In other words, activities should be conducted in Jackson and Oxford with organization members traveling to either Jackson or Oxford to participate in those activities. How and when these activities are conducted would be left to the organizations to determine.

Each student organization should submit (and make public) a brief plan of activities to the Assistant Deans for Student Services (Oxford and Jackson) at the beginning of the academic year. The plan is intended to guide the organization throughout the year and to facilitate communication among members on both campuses. Due to the operational characteristics of student organizations, plans need not contain specific implementation details.

A. Student Body Government
The Pharmacy Student Body Government is outlined in the School of Pharmacy Constitution, which comprises Section 2 of this Handbook.

The Executive Council is comprised of the Student Body officers, presidents of each class, and presidents of each organization and is chaired by the Student Body President Elect. The Assistant Dean for Student Services (Oxford) serves as the faculty advisor. The Assistant Deans for Student Services are non-voting members. The Council meets at least monthly to coordinate class/student body service and social events with organizational activities. Activities sponsored by the Student Body are coordinated through the Executive Council.

Two awards are presented by the Student Executive Council at the Pharmacy Awards Assembly:
1. Friend of the Student Award

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The Friend of the Student awards are given to non-students (faculty/staff) who have gone above and beyond to help students. These awards should be awarded to one faculty/staff member from both the Oxford and UMMC campuses.

2. Helping Hand Award
   The Council awards this to any person(s) who is not on the Executive Council but contributes significant time and effort to the Student Body. This person should be involved in a variety of ways and always willing to help. The recipient(s) shall receive a plaque during the Awards Ceremony and his/her/their name(s) shall be placed on a perpetual plaque displayed in the pharmacy student center.

The EE1-P4 classes have additional awards that they select and which are presented, by the class president, at either graduation or Awards Ceremony. The class presidents conduct the procedure for selection of the recipients. These awards are:

1. Hall of Fame (P4 class)
   Membership in the Hall of Fame is bestowed upon two members of the Doctor of Pharmacy graduating class deserving of recognition for their significant contribution to the School of Pharmacy, both scholastically and professionally. Two Hall of Fame members from the Pharm.D. class will be elected annually by their class. The awards are presented at commencement. The recipients will receive a medal provided by the School of Pharmacy.

2. Most Outstanding Class Member (EE1-P3 classes)
   This person shall be elected by a majority of the members of the respective classes. Class Presidents are not eligible for this distinction. These awards are presented by the Class President annually at the School of Pharmacy Awards Day program. Class funds are to be used to provide the awards.

3. Teacher of the Year Awards (P1-P4 classes)
   These awards are voted on by the respective classes (P1-P4) of the B.S. in Pharmaceutical Sciences and Doctor of Pharmacy programs and are presented by the class presidents at Commencement (P1 and P4) and at the Awards Day Ceremony (P2, P3). Faculty eligible for the P1 Teacher of the Year Award are those with full-time professorial appointments in the School of Pharmacy who are involved with the instruction of students in the P1 courses. Faculty eligible for the P2 Teacher of the Year Award are those with full-time professorial appointments in the School of Pharmacy who are involved with the instruction of students in the P2 courses. Faculty eligible for the P3 Teacher of the Year Award are those with full-time professorial appointments in the School of Pharmacy who are involved with the instruction of students in the P3 courses.
students in the P2 courses. Faculty eligible for the P3 Teacher of the Year Award are those with full-time professorial appointments in the School of Pharmacy who are involved (course director, facilitator) with the instruction of students in the P3 courses. The recipient of each award receives a plaque and a monetary award provided by the School of Pharmacy. The criteria for the awards are as follows:

a. Effectiveness in teaching course content. Specifically: clarity of content delivery, the use of current practice standards and contemporary course information, stimulating the desire to learn, and making students feel comfortable to ask questions. The degree of course difficulty should neither be a deterrent or conversely a motivating factor in deciding the recipient.

b. The instructor's contribution to students' subsequent academic success.

c. Availability of the faculty member to the students for mentoring and course assistance.

d. Attitude toward teaching and toward students.

The members of the P4 Doctor of Pharmacy graduating class are encouraged to nominate preceptors, one each, for receiving the advanced (APPE) pharmacy practice experience Preceptor of the Year award. The members of the P3 Doctor of Pharmacy class are encouraged to nominate preceptors, one each, for receiving the introductory (IPPE) pharmacy practice experience Preceptor of the Year award. Recipients must be nominated by class members. The presidents of the P4 and P3 classes are voting members of the selection committee for the awards and will present these awards at Awards Day.

The Preceptor of the Year Awards are synonymous with the Teacher of the Year Awards presented by the P1-P3 classes. Eligibility criteria, as well as the nomination and selection processes for these awards, are as follows:

**Eligibility**

To be eligible for Introductory Preceptor of the Year, a preceptor must have been an IPPE preceptor for the school for three (3) consecutive years and have precepted a minimum of an average of two (2) students per year during this three (3) year period.

To be eligible for Advanced Preceptor of the Year, a preceptor must have been an APPE preceptor for the school for three (3) consecutive years and have precepted a minimum of an average of three (3) students per year during this three (3) year period.
Criteria for Awards
Awards for both IPPE and APPE Preceptors of the Year will be based on criteria. The preceptor must:

1. Demonstrate high standards of professionalism. This may be demonstrated through, for example,
   a. pharmacy leadership and involvement
   b. expression of genuine concern for patients
   c. development of innovative or progressive practice
   d. demonstration of a continuous desire to enhance practice skills
2. Exhibit professional ethics by conducting their practice within the constraints of the professional standards and federal and state laws that govern the profession of pharmacy.
3. Demonstrate a spirit of cooperation between the preceptor and the School of Pharmacy to develop a program that is most beneficial to the students. This may be exhibited by, for example,
   a. presence at preceptor programs
   b. open communication between the parties
4. Demonstrate commitment to the students as a professional mentor. This may be demonstrated through, for example,
   a. development of unique teaching techniques
   b. development of student-specific programs at the site
   c. complete involvement of students in pharmacist-specific activities
   d. maintenance of a site which is conducive to learning
5. Support the philosophy of patient-centered pharmacy services as evidenced through
   a. demonstration of a patient-focused practice
   b. development and implementation of medication therapy management or other pharmacy programs.

Nominations
All nominations must be submitted by the members of the P4 and P3 classes. Student nominations should be submitted to the Director of Professional Experience Programs no later than March 15 of each year for consideration. The Director will then complete the following:

- Verify nominee eligibility
- Compile a list of eligible nominees which will be submitted to the Selection Committee

In the event that a nomination is not submitted, the Director shall compile a list of eligible nominees for review by the Selection Committee. A nominee may not receive the award more than twice in any consecutive five (5) year period.

Selection of Preceptors of the Year
The Selection Committee is comprised of the following:

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The Committee will collectively review and evaluate the list of nominees to determine the recipient. A numeric value of one (1) through ten (10) will be assigned to each criterion (as outlined above). The nominee receiving the highest total point score will be designated the recipient of the Preceptor of the Year award. The Director will select the recipient in the event of a tie. The class president must approve the recipients.

Recipients of all five of these awards, (P1-P3 Teacher of the Year Award; IPPE and APPE Preceptor of the Year Award) will receive a $1500 cash award. This cash award must be paid through the University payment system (payroll system for University employees). Consistent with instructions from the University, these cash awards can no longer be placed in the overhead accounts of employees.

Those awardees (University employees only) who wish to attend the AACP Annual Meeting or Interim Meeting will receive an additional $1500 of non-transferrable travel support to attend one of those meetings in the summer or spring immediately following the receipt of the award. Travel funds may not be carried forward to a later year.

B. Academy of Student Pharmacists (ASP)

The Academy of Student Pharmacists (ASP) is the student branch of the American Pharmacists Association (APhA). APhA is the largest association of pharmacists in the United States, boasting more than 60,000 practicing pharmacists, pharmaceutical scientists, student pharmacists, pharmacy technicians, and others interested in advancing the profession. APhA promotes the professional practice interests of pharmacists and pharmacy students, establishes programs and activities for its members, and provides a means for members to participate in APhA’s policy making process.

The mission of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to
envision and advance the future of pharmacy. The local ASP chapter offers membership to all professional students. At the beginning of each school year, ASP holds its membership drive where all professional students may become members or renew membership. The eight chapter officers are elected spring term, from among the membership. Members are encouraged to attend the Mid-Year Regional ASP meeting held in the fall. This meeting allows students to interact with other ASP members from other pharmacy schools. Members are also encouraged to attend the national APhA meeting held every spring.

As a member of ASP, students have the opportunity to buy certain textbooks and study aids at a discounted price through the APhA bookstore. APhA also offers discounted liability insurance for students; liability coverage is free with membership in the P4 year. ASP also serves the community through various patient care projects throughout the year. ASP presents several awards at the School of Pharmacy Awards Day ceremony, including the Patient Counseling Competition Awards.

C. American Society of Health-Systems Pharmacists (ASHP) 
Student Society of Health-Systems Pharmacists (SSHP)
The SSHP Pharmacy Student Forum is the student branch of the American Society of Health-System Pharmacists. The local chapter, which is nationally recognized by ASHP as an official Student Society of Health-System Pharmacists (SSHP) offers membership to all professional students.

Dues are paid once a year and include access and/or subscriptions to various educational resources (i.e., the American Journal of Health-System Pharmacy), leadership development (i.e., ASHP Foundation’s Center for Health-System Pharmacy Leadership), and career planning (i.e., CareerPharm) resources.

Members may also access the ASHP Publication and Service Catalog, as well as ASHP Residency information, and they may participate in ASHP's Residency Matching Program or the ASHP Career Development Service. ASHP-published textbooks and study aids (including NAPLEX preparation material) are available to members at a significantly discounted price.

Student members are encouraged to attend the midyear clinical meeting in December and the annual meeting in June. Full membership in pharmacy.olemiss.edu
ASHP/MSHP/SSHP is required to attend the MSHP annual meeting and to be eligible for travel support to ASHP Midyear. The SSHP chapter sponsors the Clinical Skills Competition program. The local chapter’s winning team then represents the University of Mississippi School of Pharmacy at the national level.

D. National Community Pharmacists Association (NCPA)
This national organization represents independent pharmacists, and any student may join. The membership drive is usually in the fall and dues are approximately $50. This fee allows the student to receive national NCPA magazines and newsletters, be eligible for student loans and scholarships, and attend local NCPA functions throughout the year, purchase NCPA liability insurance, and network with independent pharmacy owners throughout the state. Student members may also participate in the business plan competition. The local NCPA chapter has four officers: President, Vice-president, Secretary, and Treasurer. NCPA presents the Outstanding Member of the Year at the Pharmacy Awards Assembly to a person who has dedicated much time and effort in helping with NCPA activities throughout the year. One NCPA member each year also receives the Cardinal Health Scholarship ($5000) at the Awards Assembly and attends the fall conference offered by Cardinal.

D. Academy of Managed Care Pharmacy (AMCP)
Rising medication costs, rising needs for medications, and a slow economy has made “access” to pharmaceuticals a challenge for many people. The Academy of Managed Care Pharmacy is a national organization of pharmacists and associated health care professionals that promotes efficient use of limited resources so that pharmaceutical products can accessed by every patient. AMCP provides a forum for policy debates and decisions that impact “access” to safe and effective medications. Students get opportunities to interact and intern in managed care companies, formulary committees, government policy makers, academicians, and the pharmaceutical industry.

F. Ole Miss Pharmacist
The Ole Miss Pharmacist is an annual publication that focuses on the P4 graduating class. This electronic document serves as a chronology of that particular class’ four-year history at the School of Pharmacy.
Two students from each incoming P1 class (Class Historians) will be selected to be responsible for incorporating appropriate content into the template during the next four years. The Assistant Deans for Student Services serve as advisors to these two-member class teams. The Assistant Dean for Student Services on the Oxford campus will request that those interested in being a participant submit a letter of interest to the Assistant Dean. The positions will be selected by Assistant Dean for Student Services on the Oxford campus and the School of Pharmacy Communications Specialist. If students do not step forward and apply for these positions, then the project (for their class) will not proceed forward. The cost of producing The Ole Miss Pharmacist master for each class will be covered by a portion of the student body dues. The compilation is traditionally delivered at a luncheon on the day preceding commencement (PharmD) of this class and individual copies distributed at that time.

G. Phi Lambda Sigma

Phi Lambda Sigma (PLS) is the pharmacy leadership society. The goal of Phi Lambda Sigma is to encourage, recognize, and promote leadership in pharmacy. The following criteria must be met in order for a student to be eligible for election to active student membership in the society:

- Demonstrated dedicated service and leadership in the advancement of pharmacy.
- Be of high moral and ethical character.
- Successfully completed all P1 and P2 fall courses
- Attained at least a 2.5 GPA of all classes taken in the professional program.

New members are initiated in the spring semester. The offices of Phi Lambda Sigma are President, Vice-president, Secretary/Treasurer, and Historian. The term of these offices is one year. Phi Lambda Sigma is the sponsor of the School of Pharmacy Awards Day and Student Leadership Retreat. The Debbie Mellenger Award sponsored by Phi Lambda Sigma is given to a deserving P4 student who is selected by the P4 class members.

H. Rho Chi

Rho Chi is the Academic Honor Society in Pharmacy. Mississippi’s chapter, Chi, was founded in 1937. Membership in Rho Chi is limited to those who rank in the highest 20 percent of their class and have maintained a 3.0 GPA in all college

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work and professional courses. Students are not eligible for membership until three semesters of the professional curriculum have been completed. Students with known disciplinary action for academic dishonesty, misconduct, or unprofessional behavior are not eligible for Rho Chi. Each spring, a banquet is held honoring the new initiates. In addition, spring initiates are recognized at the Pharmacy Awards Assembly. New officers are elected after the new members have been initiated. A primary activity of the chapter is for senior students to advice and mentor students from other classes.

I. Student National Pharmaceutical Association (SNPhA)
SNPhA was founded at Florida A&M University in 1972 as the student affiliate of the National Pharmaceutical Association. SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues and the poor minority representation in pharmacy and other health-related professions. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement in the health, educational, and social environment of the community.

Full SNPhA membership is available to any pre-pharmacy student or student pharmacist. Affiliate membership is available for other students (e.g. high school) who are interested in pursuing a career in pharmacy. SNPhA officers include President, President-elect, Vice-President, Secretary, Treasurer, and Representatives (one from each professional class and at least two from the pre-pharmacy membership). Officers for the subsequent year are elected at the conclusion of the previous spring semester. An additional election may be held early in the fall semester in order to fill any vacant positions. Membership includes updates on pharmacy practice issues, discounts on reference materials, and scholarship opportunities. The local chapter is responsible for many community service projects that provide opportunities for members to demonstrate a commitment to caring. Recognition of outstanding members is made during the annual awards day program.

J. Christian Pharmacists Fellowship International (CPFI)
Christian Pharmacists Fellowship International is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. It is the first international organization of evangelical Christian pharmacists and pharmacy students established with a focus on integration of spiritual and vocational

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dimensions of the pharmacist’s role. It promotes and challenges spiritual growth, encourages the advancement of knowledge and ethics in the practice of pharmacy, and encourages evangelism and integration of faith into practice.

The local chapter offers membership to all professional students. At the beginning of the school year, a membership drive will be held where students can become members or renew memberships.

**K. Student College of Clinical Pharmacy (SCCP)**

The mission of the Student College of Clinical Pharmacy (SCCP) is to orient students to the practice of clinical pharmacy by providing information about careers and opportunities within the field, encouraging skill development necessary to function within an interdisciplinary team, advocating the role of clinical pharmacists within healthcare, encouraging participation in the American College of Clinical Pharmacy (ACCP) at local/regional/national levels, and promoting dedication to excellence in patient care, research, and education. Membership is available to full-time third- and fourth-year professional students, with the annual membership drive generally taking place during the fall semester. Members are encouraged to take advantage of any and all opportunities available through SCCP and ACCP, including the annual Virtual Poster Symposium, Clinical Pharmacy Challenge, national Practice and Research Networks (PRNs), chapter professional development project, and national student newsletter. SCCP has five officers: President, President-Elect, Secretary, Treasurer, and ACCP Student Liaison.

**L. Prescription for Service**

Prescription for Service is a pharmacy organization dedicated to serving the Ole Miss and Oxford-Lafayette community. Members apply professional skills and knowledge to teach, serve, and improve the quality of life of the people in the community and to strengthen the bond between the community and the students of the University of Mississippi School of Pharmacy.

All professional, early entry, and pre-pharmacy students are eligible for membership. Faculty is also welcome to participate in organizational activities. Prescription for Service focuses on hands-on service projects. Leadership positions include President, Vice-President, Secretary/Treasurer, Historian, and Senior Events Coordinator. A liaison will also be appointed within each

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professional organization and fraternity to coordinate joint community service efforts. The Community Service Chair (Oxford) will coordinate with the organization and serve as its representative on Executive Council.

M. Pediatric Pharmacy Association (PediaRebs)
The Pediatric Pharmacy Association (PPAG) (PediaRebs) is an international, nonprofit, professional association representing the interests of pediatric pharmacists and their patients. Members are dedicated to improving medication therapy in children. The sole purpose is to promote safe and effective medication use in children through communication, education and research.

N. American College of Veterinary Pharmacists Rebel Vets (ACVP)
The American College of Veterinary Pharmacists Rebel Vets is the first professional student organization at the University of Mississippi School of Pharmacy that dedicates itself to veterinary pharmacy. Rebel Vets is the first recognized student chapter of The American College of Veterinary Pharmacists. The purpose of ACVP is to develop and strengthen the services provided by independent pharmacists to animals and veterinarians. Rebel Vets is dedicated to expanding the knowledge of those services provided by pharmacists to student pharmacists.

Rebel Vets membership is open to all professional, early entry, and pre-pharmacy students. Members are offered experiences that grant them first-hand knowledge into veterinary pharmacy through many different opportunities. Members are encouraged to attend national ACVP events as well as events held by Rebel Vets. In Jackson, the executive council consists of the President, Vice President, Secretary, Treasurer, Events Coordinator, and Public Relations Executive. In Oxford, the executive council consists of the President-Elect, Vice President, Secretary, Treasurer, Events Coordinator, and Public Relations Executive. Rebel Vets also consists of three committees that offer more involvement for members.

O. Professional Fraternities
The University of Mississippi School of Pharmacy has three professional fraternities. In the fall, individual Rush social events are held during the last week of September. Each fraternity is assigned a separate evening for Rush events. The order of these assignments rotates annually among the three fraternities. Each eligible student is invited to attend all parties. Bids will be extended to

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rushes on Friday of Rush Week. Rushees have until 5:00 p.m. on that Friday to notify the fraternities of acceptance of bids. Other than these official Rush parties, no other parties or activities hosted or sponsored by the fraternities to which incoming students would be invited, will be allowed until 5:00 p.m. Bid Day. Fraternities will refrain from the use of alcoholic beverages at any Rush week activity to avoid the appearance or suggestion that the organization is providing the alcohol. Prior to Rush Week, during the incoming P1 student Orientation Program, professional fraternities will exhibit materials describing their organizations. Fraternity leadership is requested to actively discourage their membership from hosting informal parties to which new students would be invited that would conflict with rush events being sponsored by the other fraternities.

1. **Kappa Epsilon (KE)**

   Kappa Epsilon is the national professional fraternity founded in 1921 that promotes women in pharmacy. Kappa Epsilon’s objectives are to unite women students in pharmacy, stimulate a desire for high scholarship, and to foster a professional consciousness. Eligibility for KE begins upon enrollment in the School of Pharmacy. All P1 and early-entry students in the professional program are invited to join. All pledges are expected to maintain a 2.00 GPA. Alpha Gamma Chapter participates in several community service projects. Beginning in the fall, an annual canned-food drive for the Oxford Pantry is held in conjunction with the fall Halloween Party. A chapter wide pumpkin carve is held in the Grove and these pumpkins are donated to the local Nursing Homes. The chapter participates in the local Christmas Store, providing toys to underprivileged children. In the spring KE presents a Poison Prevention Program to a local elementary school. Other professional projects include a Blood Pressure screening day, a school wide Health Fair, and a community-wide seminar on Breast Cancer Awareness. The offices held in Kappa Epsilon are: President, Vice-President, Secretary, Treasurer, New Member Educator, Sisterhood Chair, Service Chair, Chaplain/Historian, and Recruitment Chair. Elections are held in the spring semester. There are two Kappa Epsilon awards given at the Annual Pharmacy Awards Assembly. They are Model Active and Model Pledge. All Kappa Epsilon Members receive the national KE magazine, “The Bond.” National Convention is held every other year during the odd numbered years.

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2. Kappa Psi
Kappa Psi Pharmaceutical Fraternity, founded in 1879, is the oldest and largest of the professional pharmacy fraternities. Kappa Psi represents a society whose objectives are to promote the advancement of the profession of pharmacy educationally, fraternally, and socially. 60% of Deans from Colleges of Pharmacy and 75% of Presidents of APhA are Kappa Psi brothers. The Beta Rho chapter at Ole Miss became a Co-Ed Fraternity in 2011. All students enrolled in the professional program are invited to join the brothers of Beta Rho. Pledging begins in the fall semester and initiation follows in the spring semester. All pledges are expected to maintain a 2.0 GPA while pledging. Each year the Beta Rho chapter selects members to fill the following executive offices: Regent (President), Vice Regent, Secretary, Treasurer, Chaplain, Historian, Liaison, and Pledge Master. Success as a professional is very important; however, everyone needs a chance to take a break. Kappa Psi periodically hosts social events, community service projects, and fund-raisers to provide an outlet from the demands of scholastic achievement. The annual Crawfish boil held near the end of the spring semester is legendary.

3. Phi Delta Chi
Phi Delta Chi is a professional pharmacy fraternity dedicated to the advancement of the science of pharmacy and its allied interests. The fraternity develops leaders to advance the profession of pharmacy; it is a lifelong experience, prompting scholastic, professional, and social growth. Established in 1883 as an all-male fraternity, Phi Delta Chi has since become coeducational nationally. The Alpha Epsilon chapter of The University of Mississippi provides opportunities for service to the community through numerous projects, as well as opportunities for attending social functions and enjoying fellowship among members. Phi Delta Chi as a national fraternity supports St. Jude Children’s Research Hospital located in Memphis, Tennessee. The Alpha Epsilon chapter holds a couple of annual events, such as a Poker and Bingo Tournament and a Kid’s Karnival, specifically to raise funds to donate to St. Jude. The Alpha Epsilon chapter also participates in local charities such as Habitat for Humanity and Operation Christmas Child. Phi Delta Chi encourages development of leadership abilities and, at the same time, teaches that every member of the group has a valuable contribution to make. The
fraternity offers several opportunities for students to develop leadership skills, including the following offices: Worthy Chief Counselor, Worthy Vice Counselor, Worthy Keeper of Records and Seals, Worthy Correspondent, Worthy Prelate, Worthy Alumni Liaison, Worthy Master-At-Arms, Worthy Inner Guard, Pledge Class President, and several committee chair positions. There are also opportunities for leadership on a national fraternity level. Any student admitted into the B.S. in Pharmaceutical Sciences program, including early-entry students, male or female, is eligible for active membership in Phi Delta Chi, and is invited to attend rush proceedings held each fall. Pledging generally lasts a couple of months with initiation taking place during the latter portion of the fall semester.

P. Advocacy Council
The University of Mississippi Advocacy Council (UMAC) strives to increase student engagement in advocacy efforts for the profession of pharmacy. UMAC aims to contribute to the profession-wide goals of establishing recognition of pharmacists as patient care providers, creating billing mechanisms for patient care services, and implementing practice models in which pharmacists provide direct patient care at the level of their training. UMAC objectives include: inviting legislators to the school to speak about policy and advocacy, increasing student knowledge of current bills concerning pharmacy, and educating legislatures and society about the roles of pharmacists.

III. STUDENT ORGANIZATION DEVELOPMENT SUPPORT
The Dean’s Office is committed to enhancing student leadership development and the national image and reputation of the School and local affiliates of the various student professional organizations. Therefore, the School is providing support for the local chapter leader and faculty advisor to attend the national meeting of the respective organizations.

Students desiring to be reimbursed for travel expenses from School funds must provide the following forms to the Assistant Dean of Students Services on the Oxford campus at cdwelch@olemiss.edu at least two weeks in advance of the meeting.

pharmacy.olemiss.edu
Student Directory Card

NAME (as listed on Social Security Card): ____________________________

Date of Birth: _______ SSN: ____________________________

Mailing Address: ____________________________________________

Department(s) in which you are employed: _______________________

Gender: ☐ Male  ☐ Female  Marital Status: ☐ Single  ☐ Married

Ethnicity: Please self identify yourself as either "Hispanic/Latino" or "Non-Hispanic/Non-Latino".
☐ Hispanic/Latino  ☐ Non-Hispanic/Non-Latino

Race: If you selected "Non-Hispanic/Non-Latino," make a selection(s) from the list below.
Multiple selections allowed.
☐ American Indian or Alaskan Native  ☐ Asian
☐ Black or African American  ☐ Native Hawaiian or Other Pacific Islander
☐ White

Payroll Distribution: All newly hired students will be expected to enroll to have payroll wage payments disbursed via direct deposit.

☐ Direct Deposit As provided to the Bursar's Office  Student Number: ________________________(Required)
☐ Direct Deposit Indicate type of account: Checking ☐ Savings ☐

Please provide a "voided" check, letter from the bank, or form of verification of the routing number and account number – unfortunately, we cannot accept deposit slips.

This election will remain in full force and effect until The University of Mississippi’s Department of Human Resources receives written notification from the undersigned employee of its termination in such time and manner as to allow the University and the Financial Institution a reasonable opportunity to act on it. The employee will be required to complete a new form when changing where his/her check is to be sent and present a photo ID.

Signature ____________________________________________ Date ____________

CONFIDENTIALITY AGREEMENT

I understand that during the course of my student employment, I may become aware of private, confidential, or other sensitive information. I hereby agree that I will neither access nor disclose such information, regardless of format, except as necessary and appropriate in the course of the performance of my duties and responsibilities as an employee of the University of Mississippi. I understand that unauthorized use or disclosure of such information may subject me to disciplinary action up to and including termination and criminal proceedings.

Signature ____________________________________________ Date ____________

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# School of Pharmacy Student Travel Request Form

All student travel request forms must be submitted by the faculty advisor to the Assistant Dean for Student Services (Oxford) **no later than two weeks prior** to the date of travel. For groups of 5 or more, the University’s Student Group Travel Policy will be utilized, with the advisor/president serving as custodian of funds.

- **Today’s Date:** ____________
- **Conference Date(s):** ________________

### Organization:
_________________________________________________________________

### Advisor:
_________________________________________________________________

### Meeting Title:
_________________________________________________________________

### Destination:
_________________________________________________________________

### Purpose:
_________________________________________________________________

### Registration Fee per student: ____  Advisor Registration Fee: ______________

### Name of advisor attending meeting, if applicable:
_________________________________________________________________

**List Attending Student(s) Name & UM ID# (note custodian of funds with *, if applicable):**

<table>
<thead>
<tr>
<th>Name</th>
<th>UM ID#</th>
<th>Email Address</th>
<th>Anticipated Reimbursement Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### Advisor Signature Required:
_________________________________________________________________

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Office Use Only:  
- Student Directory Card
- Form 18
- Reimbursement Receipts

[pharmacy.olemiss.edu](http://pharmacy.olemiss.edu)
# Summary of Student Organization Travel Support by the Dean's Office for 2019-2020

<table>
<thead>
<tr>
<th>Group I</th>
<th>Amount Allotted</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rho Chi</td>
<td>$1,200</td>
<td>travel support for the president and advisor to attend the national meeting</td>
</tr>
<tr>
<td>Phi Lambda Sigma</td>
<td>$1,200</td>
<td>travel support for the president and advisor to attend the national meeting</td>
</tr>
<tr>
<td>SNPhA</td>
<td>$1,200</td>
<td>travel support for the president and advisor to attend the national meeting</td>
</tr>
<tr>
<td></td>
<td>$2,000</td>
<td>SNPhA add'l travel support for members attending the national meeting</td>
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<thead>
<tr>
<th>Group II</th>
<th>Amount Allotted</th>
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</thead>
<tbody>
<tr>
<td>Kappa Epsilon</td>
<td>$800</td>
<td>travel support for president and advisor to attend the national meeting</td>
</tr>
<tr>
<td>Kappa Psi</td>
<td>$800</td>
<td>travel support for president and advisor to attend the national meeting</td>
</tr>
<tr>
<td>Phi Delta Chi</td>
<td>$800</td>
<td>travel support for president and advisor to attend the national meeting</td>
</tr>
<tr>
<td>CFFI</td>
<td>$800</td>
<td>travel support for president and advisor to attend the national meeting</td>
</tr>
<tr>
<td>PediaRebs</td>
<td>$800</td>
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</table>

<table>
<thead>
<tr>
<th>Group III</th>
<th>Amount Allotted</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASHP</td>
<td>$1,000</td>
<td>travel support for the president, vice president, and advisor to attend the national meeting</td>
</tr>
<tr>
<td></td>
<td>$3,000</td>
<td>ASHP add'l travel support for members attending the national meeting</td>
</tr>
<tr>
<td>NCPA</td>
<td>$1,000</td>
<td>travel support for the president, vice president, and advisor to attend the national meeting</td>
</tr>
<tr>
<td></td>
<td>$1,000</td>
<td>NCPA, AMCP, and SCCP add'l travel support for members attending the national meeting</td>
</tr>
<tr>
<td>AMCP</td>
<td>$1,000</td>
<td>travel support for the president, vice president, and advisor to attend the national meeting</td>
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<tr>
<td></td>
<td>$1,000</td>
<td>NCPA, AMCP, and SCCP add'l travel support for members attending the national meeting</td>
</tr>
<tr>
<td>SCCP</td>
<td>$1,000</td>
<td>travel support for the president, vice president, and advisor to attend the national meeting</td>
</tr>
<tr>
<td></td>
<td>$1,000</td>
<td>NCPA, AMCP, and SCCP add'l travel support for members attending the national meeting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV</th>
<th>Amount Allotted</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASP</td>
<td>$1,600</td>
<td>travel support for the top three officers and advisor to attend the national meeting</td>
</tr>
<tr>
<td></td>
<td>$3,000</td>
<td>ASP add'l travel support for members attending the national meeting</td>
</tr>
</tbody>
</table>
OPEN MINDS. STUDY HARD. PATIENTS WIN.