

North Dakota State University

College of Health and Human Sciences

School of Pharmacy Policy Manual

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BY-LAWS GOVERNING THE School of Pharmacy

GENERAL DESCRIPTION

The School of Pharmacy in the College of Health and Human Sciences, a major academic unit of North Dakota State University, serves the state and region through pharmacy education, research, patient care, and public service. The School is composed of two academic departments: The Department of Pharmacy Practice and the Department of Pharmaceutical Sciences. The pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE).

I. Governance

The Faculty of the School of Pharmacy (hereafter referred to as "School of Pharmacy") shall govern the School of Pharmacy in accordance with the laws and regulations of the state of North Dakota, North Dakota State Board of Higher Education, and the policies and directives of the University.

II. Membership, Duties and Voting Privileges of the Faculty

A. Membership

The faculty, including administrators, is defined here as those who hold a half-time or greater appointment at the rank of professor, associate professor, assistant professor, professor of practice, associate professor of practice, assistant professor of practice, research faculty, senior lecturer, lecturer, or instructor within the School of Pharmacy.

B. School of Pharmacy Duties of the Faculty

The immediate governance of the School of Pharmacy shall be by the Faculty. Without limiting the generality of the foregoing statement, such power shall include adopting admission requirements; developing, evaluating, and implementing the academic programs of the School of Pharmacy; determining requirements for graduation; recommending degree candidates; governing School of Pharmacy standing committees; and evaluating student progress and conduct.

C. Voting Membership

1. Voting membership of the School of Pharmacy Faculty shall consist of members of the Faculty in the School of Pharmacy who are benefited employees of the University.

III. Faculty Meetings

A. Frequency

1. Meetings of the Faculty shall be held at least one time per semester, or upon the written request of five members of the Faculty, or upon the call of the Dean or Senior Associate Dean.
2. In lieu of additional meetings, business may be conducted via electronic notification and ballot providing a quorum number of electronic votes are cast.

B. Quorum

Fifty percent of the voting members of the Faculty shall constitute a quorum.

C. Order of Business

An agenda and associated documents shall be established by the Dean or the Dean's designee and shall be distributed one week prior to each meeting. Any member of the voting faculty may place an item on the agenda by contacting the Faculty Secretary. Robert's Rules of Order shall prevail at all faculty meetings.

D. Presiding Officer

The Dean shall be the presiding officer. The Dean may designate this function to the Senior Associate Dean, Department Chair, or another faculty member.

E. Secretary of the Faculty

The Secretary of the Faculty shall be elected by the Faculty annually. The Secretary shall be responsible to the Faculty for proper records, shall send notices of the meetings, and shall be responsible for presentation to the Faculty, in advance of any meeting, adequate information regarding matters to be considered. Further, the Secretary shall conduct all elections which require a written ballot.

F. Parliamentarian

A parliamentarian shall be elected by the Faculty annually and shall rule on all questions of parliamentary procedure.

IV. Committees (General Provisions)

The immediate governance of the School of Pharmacy and its respective disciplines shall be by the Faculty. School of Pharmacy level business shall be governed by School of Pharmacy Faculty including but not be limited to the governance of School of Pharmacy Standing Committees. School of Pharmacy School of Pharmacy Ad-hoc committees of the Faculty may be appointed by the Dean or Senior Associate Dean of the School of Pharmacy. When appropriate all standing committees shall provide a progress report to the full faculty on any actions or informational items requiring faculty consideration.

V. School of Pharmacy Standing Committees

The faculty standing committees are empowered by the School of Pharmacy faculty to reasonably apply the policies, procedures, and practices established by the School of Pharmacy faculty for their given area of responsibility. The faculty standing committees are also responsible for bringing to the School of Pharmacy faculty for discussion or action any agenda items that are considered substantive changes to the existing policies, procedures, and practices that have the potential for significantly impacting faculty and students in the School of Pharmacy.

A. Curriculum Committee

The Curriculum Committee shall consist of at least six faculty with a minimum of two faculty representatives from each of the Departments of Pharmacy Practice and Pharmaceutical Sciences each serving a 3-year term with an option of term renewal. In addition, one student member each from the first, second, and third year professional pharmacy classes, and one pharmacy practitioner shall be voting members of the Committee. The Senior Associate Dean shall serve as an ex-officio member of the Committee. The Curriculum Committee shall function to manage the development, organization, delivery, evaluation, and improvement of the pharmacy program curriculum, including enhancement of teaching and student learning based upon assessment data generated by systematic reviews of curricular structure, content, process, and outcomes.

1. Experiential Education Committee

The Experiential Education Committee shall include at least 4 faculty, including the Director(s) of Experiential Programs, and one volunteer preceptor. The committee is a subcommittee of the Curriculum Committee. The functions of this committee are to review and make recommendations on all matters concerning experiential learning to ensure compliance with

accreditation standards regarding experiential programs.

B. Admissions Committee

The Admissions Committee for the pharmacy professional program shall consist of at least two non-administrative faculty representatives from each of the Departments of Pharmacy Practice and Pharmaceutical Sciences, the pre-pharmacy student advisor, and one community member, each serving a 3-year term with an option of term renewal. The Senior Associate Dean shall chair the Committee. The Committee shall review and apply School of Pharmacy policies adopted by the faculty pertinent to admission requirements and enrollment restrictions in evaluating admission applications and making decisions on admission of students into the Pharmacy Professional Program. In addition, this Committee shall also concern itself with pre-pharmacy student advisement strategies. The Department of Pharmaceutical Sciences and its faculty review applications for the graduate program and make recommendations to the Graduate School-School of Pharmacy for admission of graduate students into the program.

C. Assessment Committee

The Assessment Committee shall include at least six faculty members (with a minimum of two from each of the Departments of Pharmacy Practice and Pharmaceutical Sciences) serving a 3-year term with an option of term renewal, a faculty representative from the Office of Experiential Education, one pharmacy student member, and one pharmacy practitioner. The Senior Associate Dean shall be an ex-officio member of the Committee. The functions of the Assessment Committee are to systematically assess student achievement of educational outcomes and institutional attainment of programmatic goals by a) developing, maintaining, executing and monitoring the PharmD Program Evaluation Plan; b) evaluating faculty assessment of student learning in conjunction with the Curriculum Committee course review process; and c) reviewing external feedback including, but not limited to, those from accrediting bodies and the University Assessment Committee. In addition, the Assessment Committee shall report assessment results, provide recommendations for improvement, and identify critical assessment needs to the University Assessment Committee.

D. Leadership Council and Executive Team

The Leadership Council is chaired by the Dean or Senior Associate Dean and consists of the School of Pharmacy Executive Team (Dean, Senior Associate Dean, Chairs of Pharmaceutical Sciences and Pharmacy Practice) Vice-Chair of Pharmacy Practice, Chairs of the School of Pharmacy Standing Committees, and the School of Pharmacy Faculty Secretary. The purpose of the Leadership Council is to recommend agenda items for the School of Pharmacy faculty meetings School of Pharmacy and to share information and collaborate with the Executive Team to address issues involving the School of Pharmacy. The Executive Team shall be an advisory group to the Dean on administrative matters affecting the School of Pharmacy. The Executive Team shall be responsible for periodic review and revision as well as administrative oversight of the School of Pharmacy: Bylaws; Mission, Vision, and Core Values Statements; Strategic Plan; Budget, and Policies.

E. Academic Affairs and Student Progress Committee

The Academic Affairs and Student Progress Committee shall consist of a minimum of four members, including at least one from each academic department. The Senior Associate Dean shall chair the Committee. The Committee shall review and apply School of Pharmacy policies and standards established by the Faculty to evaluate and address academic and conduct issues (e.g. sanctions, suspension, termination) affecting pharmacy student progression, program standing, and graduation requirements.

VI. Suspension of Rules

At any meeting of the Faculty, the rules of order governing the conduct of the meeting may be suspended by vote of the Faculty provided that not more than one-fourth of the voting members present object to such suspension and provided that a quorum is present.

VII. Amendment of the Bylaws Governing the Faculty of the School of Pharmacy

These Bylaws may be amended at any meeting of the Faculty where a quorum is present by a two-thirds vote of the voting members present whether onsite or online. The amendment with an accompanying statement of justification shall have been distributed to all Faculty at least ten days prior to the meeting at which the amendment is to be voted.

Approved: April 23, 2018; November 13, 2018; May 14, 2024

Housekeeping: August 12, 2020

Source: School of Pharmacy Faculty Meeting Minutes

PHARMACY FACULTY RECOGNITION AWARDS

The pharmacy program has established the following awards to recognize individual faculty for achieving excellence in the area of teaching. These faculty recognition awards will be selected annually according to the following process:

TEACHER OF THE YEAR

The Teacher of the Year is selected by students in the didactic portion of the professional program to recognize an instructor who has demonstrated excellence in the classroom. The process for selection will be as follows:

1. Nominations for Teacher of the Year will be solicited from the P-1, P-2, & P-3 student body in early March by the Program and Communications Coordinator.
2. Two weeks prior to nominations, selection criteria, procedure, and the date for in-class nominations will be communicated to the student body.
3. P-1 students will nominate a P-1 instructor; P-2 students will nominate a P-2 instructor; and P-3 students will nominate a P-3 instructor. Faculty having won the Teacher of the Year Award within the previous academic school year will be ineligible to receive the award.
4. Ballots will be collected and counted by the Program and Communications Coordinator. The names of the instructors who score the most votes from each of the three classes will be forwarded to the Senior Associate Dean (or a designee from the administrative council not nominated for the award) who shall serve as the Chair of the student selection committee. In the event of a tie among nominees, names of each "tied" nominee will be forwarded.
5. The Program and Communications Coordinator will solicit, by class announcement or email, two student volunteer representatives from each of the P-1, P-2, P-3, & P-4 classes (for a total of 8 members) to serve on the student selection committee. In the event more than two students from a class volunteers to serve, their names will be placed in a hat and two names shall be drawn.
6. The Senior Associate Dean (or designee) will convene the student selection committee to evaluate each of the nominated candidates using the following selection criteria:

Criteria	Evidence: The instructor
Expertise	Demonstrates a command of the subject material.
Communicates effectively	Presents information with clarity and provides clear well organized handouts.
High standards	Establishes and communicates high standards/ expectations for students.
Enthusiasm	Demonstrates enthusiasm for the subject matter.
Student Engagement	Encourages student participation.
Focus on higher order thinking skills	Encourages critical thinking.
Prompt feedback	Provides prompt feedback to students.
Accessible	Is available and willing to assist students.
Motivates	Motivates students academically and professionally.
Empathetic	Displays empathy and respect for students.

7. An open discussion of the nominees followed by student vote will be facilitated by the Senior Associate Dean (or designee).
8. Each student on the selection committee will vote by written ballot for their preferred nominee by ranking them in order of preference and point value (e.g. if Dr. Bob is their top choice out of 5 candidates, they will assign him 5 points followed by 4 points to their next choice and so on). The Senior Associate Dean (or designee) will tabulate the total assigned points and announce the nominee receiving the highest number of points.
9. The student selection committee will review the tabulated points and verify the final decision in discussion.
10. The Senior Associate Dean (or designee) will inform the Dean of the selected candidate.
11. The selection process for Teacher of the Year must be completed by April 15 to ensure time for awards to be processed.

PRECEPTOR OF THE YEAR

The Preceptor of the Year Award is selected by APPE students in the experiential portion of professional program and recognizes APPE preceptors who have demonstrated a commitment to and excellence in their approaches to student learning. Up to one faculty preceptor and up to two volunteer preceptors may be selected each year for the award. The process for selection will be as follows:

1. APPE students may submit written or e-mail nominations to the APPE Director at any time during the year. The APPE Director will send a final reminder to APPE students during the 8th rotation, encouraging them to submit nominations if they have not done so.
2. A committee of 3 or 5 APPE students will come from a volunteer pool. These APPE students, along with an Experiential Director in attendance, will meet and select the award recipients.
3. The selection will be based on the nominations and recommendations received from the class and will not necessarily be based on raw number of votes.
4. The award recipient results will be forwarded to the Dean for final approval by April 15 of each year to ensure time for the awards to be processed.
5. Award winners are not eligible for consecutive year awards.

Approved: 5/5/99

Revised: 12/10/03, 8/11/04; 12/16/04; 1/28/09, 11/18/2023, 5/14/2024

Housekeeping: 12/3/14, 8/12/2020, 3/20/2023

Source: School of Pharmacy Faculty Meeting Minutes

FACULTY WORKLOAD

Faculty perform a wide variety of tasks determined by the requirements of their discipline and by the mission of the University. Each department within the School of Pharmacy will adhere to NDSU policy related to workload, and develop and maintain a department-level workload assignment plan that is tailored to their unit for faculty teaching, research/creative activity, service, and administrative assignments. The development and maintenance of the department workload assignment plan will be a collaborative effort between all department faculty and administration. All department workload assignment plans must be approved by its faculty and Dean. Department workload assignment plans and practices shall assure that faculty have rank-appropriate, transparent, and comparable workloads.

The School supports modified duties as defined in NDSU policy 320 for academic appointees (as defined by NDSU policy 350.1) who 1) becomes a parent or legal guardian of a child (as defined by the Family Medical Leave Act (FMLA)); 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload; 3) must temporarily care for a child, spouse/partner or parent who has a serious health condition (as defined by FMLA); or 4) experiences exceptional circumstances in their personal lives, including, but not limited to, a death in the immediate family (spouse/partner or child) or divorce. Modified duties, goals, and duration will be negotiated by the individual requesting modified duties with the department chair/head and approved by the Dean.

Revised: May 14, 2024

Source: School of Pharmacy Faculty Meeting Minutes

REPETITION OF PRE-PHARMACY CORE COURSES

Repetition of pre-pharmacy core courses shall be limited to three attempts. For example, this may be three courses each repeated once, or one course repeated three times, or some combination of courses leading to a total of three repeated attempts. A course attempt counts whether it was taken at NDSU or any other institution.

The grade received during the student's final attempt for any core pre-pharmacy course will be used in evaluation for admission.

A course withdrawal is not considered an attempt in any (core or non-core) pre-pharmacy courses.

A core course is one that is included in the GPA for admission purposes.

Approved: 4/26/95

Revised: 9/5/96; 4/2/97; 11/12/03; 3/26/12; 5/24/2024

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

MINIMUM GRADE POINT AVERAGE

A minimum cumulative GPA of 3.0 is required for consideration for admission review into professional pharmacy program.

Approved: 10/27/93

Revised: 4/13/94; 5/8/03

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

EVALUATION OF ADMISSION INTO THE PHARM.D. PROGRAM

Students will be given information regarding general admissions academic criteria (grades, standardized testing, interview) as well as averages of the last admitted class. In addition to academic criteria, the admissions committee values diversity of applicants' backgrounds and experiences in its evaluation of applicants into the Pharm.D. program. Evaluation of qualified candidates shall remain confidential within the admissions committee.

Approved: 3/3/99

Revised: 6/28/99; 5/9/00; 6/12/01; 12/18/02; 2/12/03; 11/12/03; 9/2/04; 11/30/05; 3/26/12; 5/14/2024

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

PROGRAM CAPACITY

Eighty-five students may be accepted into the professional pharmacy program each year.

Approved: 2/21/92

Revised: 3/3/99; 3/23/00; 3/06/02, 5/8/03, 11/30/05; 3/26/12; 5/14/2024

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

RE-APPLICATION

A student who has made application to the professional program but is not accepted, fails to complete the application procedures, or fails to enroll after being accepted, may reapply for admission to the professional program. Students may apply to the program twice. All academic and admission requirements in the School of Pharmacy policy manual at the time of the student's application must be met.

Approved: 10/27/93

Revised: 2/17/99, 12/10/03, 5/14/2024

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

READMISSION

Any student desiring readmission must file a petition to the Senior Associate Dean at least 60 days prior to the beginning of the semester in which readmission is sought. Students must seek readmission to the professional program in Pharmacy through the Admissions Committee.

Any professional student who is not enrolled in the School of Pharmacy for a period of one calendar year must file a petition with the Senior Associate Dean within 60 days prior to the beginning of the program.

Approved: 10/27/93

Revised: 3/3/99; 5/14/2024

Housekeeping: 12/3/14; 4/29/15

Source: Faculty Meeting Minutes

CURRENT COMPETENCY IN COURSEWORK

Coursework in the areas of science and mathematics must be no more than seven years old at the time of application to the professional program.

Coursework presented in these areas that is older than seven years must have current competency demonstrated.

Current competency may be demonstrated by:

- A. Retaking a portion of the series in question, i.e. 122 of 121/122 Chem series;
- B. Enrolling in a formal audit that is indicated on a student's official transcript;
- C. Challenging coursework through the department in question;
- D. Meeting with faculty in the areas of Science or Mathematics and having them determine current competency;
- E. Relevant career experience.

The means by which current competency is met must be approved by the Senior Associate Dean. Students who intend to meet current competency requirements using items C-E must receive approval from the Senior Associate Dean prior to undertaking the current competency.

Approved: 12/10/2003

Revised: 11/28/2012; 5/14/2024

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

PHARM.D. STUDENT TRANSFER

Circumstances may warrant that a student enrolled in an ACPE-accredited college or school of pharmacy may seek to transfer to North Dakota State University's (NDSU's) Doctor of Pharmacy (Pharm.D.) program. Any individual seeking to transfer into NDSU's Pharm.D. Program must follow the procedures outlined below.

1. Students must currently be enrolled in an ACPE-accredited Pharm.D. Program. Students enrolled in non-pharmacy degree programs, or those enrolled in bachelor or masters-level pharmacy programs (ACPE-accredited or otherwise) are not eligible to transfer into NDSU's Pharm.D. Program. Those students must apply directly to the entry level Pharm.D. Program using the NDSU Pharm.D. Supplemental Application.
2. The student must submit a formal application to both North Dakota State University, and be accepted to study at the University. Applications to the University as a whole must be completed according to the guidelines established by the University (www.ndsu.edu/admission).
3. Students accepted to study at NDSU may subsequently submit a formal transfer request to the NDSU Pharmacy Admissions Committee. A formal request will contain (at a minimum) the following information:
 - i) A formal letter or equivalent written statement outlining the reasons for requesting the transfer;
 - ii) Documented evidence from the student's current institution (typically a formal letter on university letterhead written by the Dean of the current institution) demonstrating that the student is currently in good academic and professional standing;
 - iii) Documented evidence (including, but not limited to include official transcripts of all college work including pharmacy transcripts and three letters of evaluation/reference from faculty members of a professional pharmacy program) that the student meets all admission requirements for NDSU's Pharm.D. Program.
4. The Pharmacy Admissions Committee will review transfer applications. Individuals wishing to transfer and begin classes in the fall semester must submit the entirety of their application materials by June 1 of that calendar year. Students intending to transfer and begin classes in the spring semester must submit the entirety of their application materials by October 15 of the preceding semester/calendar year.
5. The Pharmacy Admissions Committee will convene to evaluate completed transfer applications within 30 days of the transfer application deadline. If, upon review of the application materials, the Pharmacy Admissions Committee believes that the student's application merits further consideration, the Admissions Committee will schedule an interview with the applicant. The interview will be conducted within 45 days of the transfer application deadline. The Pharmacy Admissions

Committee may exercise discretion in choosing the medium (in-person, telephone, video-conferencing, etc.) for, and the content of, the interview.

6. All decisions on transfer applications are made exclusively by the Pharmacy Admissions Committee. Decisions will be based on factors which include, but are not limited to: the student's academic record, an evaluation of the circumstances leading to the transfer request, the student's performance during the interview (if granted by the Pharmacy Admissions Committee), available space in the Pharm.D. Program, and the admission standards currently used to evaluate traditional Pharm.D. applicants. The Pharmacy Admissions Committee will generally not accept transfer applicants whose credentials fall substantially below those of the students admitted to the entry-level Pharm.D. Program in the previous year. The Pharmacy Admissions Committee will generally not admit any transfer students if such admissions increase class sizes beyond the maximum capacity identified under School of Pharmacy Policy 2.24.
7. The Senior Associate Dean (who serves as Chair of the Pharmacy Admissions Committee) will notify the student in writing within 60 days of the application deadline regarding the outcome of the application.
8. In the event that the students request for a transfer is granted, the Senior Associate Dean will review the student's transcript and collect other relevant information in order to assess whether (and if so, how much) credit may be granted for courses which are applicable to the courses outlined in the curriculum of the NDSU Pharmacy Program. This assessment will be completed at least one week prior to the start of the semester in which the student is set authorized to attend classes.

Students should be aware that not all ACPE-accredited Pharm.D. Programs have the same curricula. As a result, student should anticipate that some courses may not transfer and/or that remedial coursework may be necessary.

Students are responsible for ensuring that all information necessary to complete the assessment is provided to the Senior Associate Dean in a timely fashion. Failure to do so will result in fewer credits accepted for transfer and additional coursework to be completed by the student at NDSU.

9. The student must complete and submit a copy of the NDSU Student Conduct Policy prior to registering for any coursework at NDSU. The student must also provide documented evidence of health insurance, apply to the North Dakota Board of Pharmacy for a Pharmacy Intern License, successfully pass a multi-state and FBI background check and complete all other relevant paperwork/tasks expected of incoming Pharm.D. students (transfer or otherwise) prior to registering for any coursework at NDSU. Failure to do so will automatically lead to a revocation of the student's admittance. The student also is made aware the academic, professional and time-limit standards outlined in the School of Pharmacy Policy Manual which govern the student's continued participation in the NDSU Pharm.D. Program.

Approved: 10/21/2010

Revisions: 5/14/2024

Housekeeping: 12/3/2014; 4/29/15; 8/12/2020

Source: School of Pharmacy Faculty Meeting Minutes

ACADEMIC REMEDIATION and REPETITION OF REQUIRED PROFESSIONAL COURSES

Professional pharmacy students failing to achieve a minimum grade of “C” in a graded course or “P” in a pass/fail course may be offered remediation at the discretion of the course instructor(s). Remediation is a privilege and should only be offered to students with regular course attendance and participation. Remediation is defined as any change in grade based on the established grading criteria and process that applies to all students.

Remediation will be tailored to the individual student and may include, but is not limited to, one or more of the following in conjunction with academic advising: re-examination, additional coursework, independent study, and campus tutoring. If remediation is offered, it is the responsibility of the instructor to ensure the student demonstrates competence in the course material. Prior to offering remediation, the course instructor must notify the Senior Associate Dean with the student’s name and proposed plan of remediation. The Senior Associate Dean will be responsible for tracking remediation opportunities offered to all professional students. Students will only be allowed to remediate one course per semester.

If students do not successfully complete a professional pharmacy course (i.e. grade less than a C), and remediation is not offered, they may repeat the course. Withdrawal (for reasons other than extenuating conditions*) from a required professional pharmacy course with a grade less than a C is considered the same as a failure.

Failure to complete all Co-Curriculum semester requirements is considered a professional pharmacy course failure.

Students are limited to a total number of three (3) required course failures and/or course remediations. A fourth occurrence of receiving a grade less than a C (or withdrawal due to a grade less than a C) or course remediation in a professional pharmacy course, didactic or experiential, will result in termination from the pharmacy program.

For example, the established standard would result in termination from the professional pharmacy program if a student had the following results: remediation of 2 courses, failure of 1 course, and failure of 1 APPE.

**All extenuating circumstances must be approved by the Pharmacy Academic Affairs and Student Progress Committee before the withdrawal takes place.*

Approved: 9/21/2011

Revisions: 5/7/2014, 11/14/2019, 5/14/2024

Housekeeping: 12/3/2014, 8/12/2020

Source: School of Pharmacy Faculty Meeting Minutes

MINIMUM GRADE REQUIREMENT FOR PHARMACY COURSEWORK

A grade of C or better is required in **all** required courses in the pre-pharmacy and professional curricula (courses listed by name or number).

The School of Pharmacy does not permit any course required with name and number to be taken pass/fail, with the exception of courses offered only this way. Course work utilized for NDUS general education credits must be taken for a letter grade, unless specified otherwise.

Approved: 5/28/91

Revised: 5/14/2024

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

MAXIMUM TIME FRAME FOR COMPLETION OF ENTRY-LEVEL AND POST-B.S.

Eight (8) years is the maximum time frame to complete all requirements for the professional Pharm.D. Program. This policy does not apply to students enrolled in Pharm.D. dual degree programs.

Approved: 4/16/92

Revised: 3/3/99; 5/08/03; 2/23/10

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

PREREQUISITES FOR PROFESSIONAL COURSES

Prerequisites for all courses taught in the professional curriculum are to be established by the faculty and any changes made in prerequisites for professional program must be approved by the School of Pharmacy Curriculum Committee and subsequent University-level procedures.

All prerequisite course work in the professional program, whether offered from within or outside the School of Pharmacy, must be completed with a minimum grade of C in order for the student to progress.

It is the responsibility of individual course instructors to check and enforce their own course prerequisites.

Approved: 5/8/92

Revised: 2/18/94, 8/26/94 (as corrected 9/16/94), 12/10/03

Housekeeping: 12/3/14; 4/29/15

Source: Faculty Meeting Minutes

PHARM.D. PROFESSIONAL ELECTIVES

A minimum of 6 professional elective course credits, that permit exploration of and/or advance study in areas of professional interest, are required for graduation with the entry-level Pharm.D. degree. Professional elective courses are subject to the following rules:

1. Professional elective courses must be taken while either enrolled in the entry-level Pharm.D. program (e.g. beginning fall semester P1 year), or beginning the fall semester of the Early Admission Pathway (EAP) P.5 year. These courses must be completed prior to the beginning of the P4 year.
2. A grade of C or better (or pass for a pass/fail course) is required.
3. The Pharm.D. handbook contains a list of pre-approved professional elective courses. Please note that if students take courses in the EAP P.5 year, they are encouraged to take a PHRM or PSCI prefix or take pre-approved elective courses from the following prefixes: PH, HDFS, HNES, or CNED, to count for professional elective course credit. Starting with the Fall Semester P1 year, students may choose from all courses on the pre-approved professional elective course list.
4. A student may take a professional elective course that is not included in the pre-approved list only after (1) consultation with his/her academic advisor, AND (2) approval of the course by the Pharm.D. Curriculum Committee.

The necessary steps to take a course that is not included in the pre-approved professional elective course list is as follows:

1. The student must meet with his/her advisor and demonstrate that the course “permits exploration of and/or advance study in areas of professional interest”. This request must be made to the advisor by November 1 for upcoming spring semester courses, and April 1 for upcoming summer and fall semester courses.
2. If the advisor supports the student’s elective course choice, then the advisor shall petition to the chair of the Curriculum Committee to approve the course.
3. Curriculum Committee will obtain a syllabus for review and contact the instructor to address other criteria as needed.
4. Upon receipt of all required information, the Curriculum Committee shall review the information, determine the status of the request, and inform the student, and advisor, of the outcome of the petition.
5. If the Curriculum Committee approves the course, the course shall be included in future revisions of the pre-approved professional elective course list.

Faculty approval March 10, 2004

Revised & approved: December 13, 2005; November 1, 2006; May 3, 2017;

October 25, 2019; 11/18/2022

Revised and changed from 3.26 to 3.24: 5/14/2024

Housekeeping: 12/3/2014; 5/15/2023

Source: Curriculum Committee Minutes

DOUBLE COUNTING OF CREDITS

A maximum of nine (9) semester credits which are required in the BS in Pharmaceutical Science/Pharm.D. degree may be double counted from any other degree program. This policy shall apply to students who have obtained a previous graduate degree or are in process of obtaining a graduate degree and then choose to pursue the Pharm.D. degree. It shall not apply to students enrolled in the joint Pharm.D./Ph.D. Program.

Any credits beyond this limit must be fulfilled with additional elective courses in compliance with the Policy on Electives. A plan of study must be filed with the Curriculum Committee and the Office of Registration & Records for any student who deviates from the standard curriculum. The plan must fulfill all curricular and credit requirements. A copy of the plan of student for the graduate degree will also be filed with the Curriculum Committee.

Approved: 3/10/04

Revised and changed from 3.27 to 3.25: 5/14/2024

Housekeeping: 12/3/14

Source: Faculty Meeting Minutes

STUDENT COMPLAINT PROCEDURES

The Accreditation Council for Pharmacy Education (ACPE), at the behest of the U.S. Secretary of Education, requires all accredited pharmacy programs to establish, implement and assess a formal complaint policy for students. More specifically, all accredited colleges or schools of pharmacy must establish a comprehensive policy with a simple set of procedures whereby all students enrolled in the School (and the pharmacy program in particular) can submit and resolve a complaint about the educational process. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints. The complete set of ACPE standards regarding student complaint policies can be found on pages 38-39 (Standard 15) of the following website: <https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf>.

Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the Dean of the School of Pharmacy, and shall be available for review by ACPE or its representatives upon written request or in the process of an on-site evaluation visit.

Student complaints generally fall within three major categories: complaints about unfair grading, non-grade-related student complaints, and complaints related to NDSU's adherence to Accreditation Council for Pharmacy Education (ACPE) Standards. Student complaints about grades are generally handled at the level of the University, since grades are usually administered through the NDSU Office of Registration and Records. Other student complaints aside from those related to ACPE accreditation remain under the purview of the School.

Student Complaints Regarding Grades

University Grade Appeal Policy 337

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy, which includes hearing procedures, is available at www.ndsu.edu/fileadmin/policy/337.pdf.

Non-Grade Student Complaints

Pre-professional and professional pharmacy students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these procedures represent the sole avenue for student complaints regarding non-grade-related issues, including College of Health and Human Sciences and School of Pharmacy policies and procedures. Additionally, because the pharmacy program spans multiple departments, the non-grade complaints are handled through the Senior Associate Dean, rather than by the departments themselves.

1. The student(s) or, in cases where student anonymity is required, their advocate (also known as the "plaintiff(s)") will file a formal written complaint (delivered through the postal service or NDSU email) to the Dean's Office in the School of Pharmacy.
2. The written complaint must include a description of the issue, policy, or procedure in question. It must also summarize the argument of the plaintiff (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Upon receipt of the written complaint, the complaint will be assigned to the Senior Associate Dean. The

- plaintiff(s) will receive email notification (via NDSU email) within forty-eight hours of the receipt of the complaint. In the email, the Senior Associate Dean shall acknowledge receipt of the complaint and assign it to the Academic Affairs and Student Progress Committee for review.
4. The Senior Associate Dean will convene a meeting of the School of Pharmacy Academic Affairs and Student Progress Committee within thirty days from the time that the Senior Associate Dean receives the written complaint.
 5. Once the Committee has met, the Senior Associate Dean shall prepare and submit a formal, written reply to the student(s) based on the recommendation of Committee. The reply shall include an evaluation of the complaint, a description of any violations, and a proposal for any necessary corrective action. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system) within fifteen business days from the time that the Committee makes a decision.
 6. Decisions of the Committee that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the plaintiff(s) may be appealed to the Dean of the NDSU College of Health and Human Sciences. In such cases, the student(s) file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Senior Associate Dean and/or the Committee acted in an arbitrary, capricious or otherwise inappropriate manner.
 7. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

Complaints Regarding NDSU's Adherence to ACPE Standards

Pre-professional pharmacy students, professional pharmacy students, faculty, preceptors, staff, any other program stakeholders, any member of the public, or any other institutions who believe that the NDSU School of Pharmacy is not appropriately adhering to, or in compliance with, ACPE Accreditation Standards may seek resolution by submitting a complaint to ACPE. The process for submitting a complaint can be found on ACPE's website: <https://www.acpe-accredit.org/complaints/>.

Complaints may be filed anonymously or non-anonymously. A complaint must be submitted directly to ACPE in writing, and relate to the standards, policies, and/or procedures ACPE uses to accredit Doctor of Pharmacy programs. ACPE will notify the NDSU School of Pharmacy when a complaint has been submitted. The Dean or his/her designee shall be responsible for investigating the complaint, taking corrective action (where appropriate), and communicating the details of the complaint's resolution in writing to ACPE. The NDSU School of Pharmacy will respond to the complaint in a reasonable timeframe consistent with ACPE expectations. A file will be maintained in the Dean's Office containing a chronological record of all submitted complaints, as well as a record documenting how each complaint was addressed

Approved: 4/21/2011

Revised and changed from 3.28 to 3.26:

Housekeeping: 12/3/2014; 4/29/15; 11/24/2020

Source: Faculty Meeting Minutes

DOCTOR OF PHARMACY (PHARM.D.) STUDENT TECHNICAL STANDARDS

The North Dakota State University College of Health and Human Sciences' (NDSU CHHS) mission is to educate students and advance research and professional service in pharmacy, nursing, allied sciences, and public health. As a corollary to this mission, the Doctor of Pharmacy (Pharm.D.) program seeks to train students who have the ability, interest and work ethic necessary to be eligible for licensure, and embark upon a successful career as a health care professional. Thus, the Pharm.D. professional program requires students to undertake the **full set of activities** that are necessary to complete their program of study.

The goal of every licensed pharmacist is to provide **safe** and **effective** care to patients. In order to provide that care, individuals must have the physical, cognitive and social skills necessary to learn, practice and master each of the competencies of one's profession. Failure to demonstrate these competencies not only endangers the patients under the pharmacist's care, but also impacts the ability of other providers to provide safe and effective patient care.

Therefore, the following technical standards represent competencies necessary to complete the Pharm.D. professional program. Students must be able, with or without reasonable accommodations, to consistently demonstrate these competencies. Students who fail to demonstrate these competencies are ineligible for admission or progression in the NDSU Doctor of Pharmacy (Pharm.D.) professional program. The technical standard competencies are organized into five general categories:

1. Perception/observation
2. Communication
3. Motor/tactile function
4. Intellectual, conceptual, integrative, and quantitative abilities
5. Behavioral and Social Attributes

1. **Perception/Observation Competencies**

Students must be able to utilize their senses and mental abilities to perceive and observe information presented through:

- Written material
- Audiovisual material
- Demonstration
- Large-group lectures
- Small group discussions and presentations
- One-on-one interactions
- Laboratory experiences
- Patient encounters (at a distance or close at hand)
- Procedures

2. **Communication Competencies**

Students must be able to communicate effectively and efficiently (in English) using nonverbal, verbal, and writing strategies with faculty members, other members of the healthcare team, patients, families, and other students, in order to:

- Produce written and oral communication
- Elicit information
- Convey information
- Clarify information
- Create rapport
- Work collaboratively
- Develop therapeutic relationships
- Demonstrate computer literacy

3. **Motor/Tactile Function Competencies**

Students must have sufficient motor function, skills, and tactile ability to execute basic tasks in the training and provision of patient care. This includes coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision in order to:

- Attend and participate in classes, groups, and activities which are part of the curriculum.
- Conduct basic laboratory procedures and tests.
- Perform basic, non-sterile compounding.
- Demonstrate aseptic technique.
- Examine patients (including inspection, auscultation, palpation, percussion, and other diagnostic maneuvers).
- Administer immunizations, perform cardiopulmonary resuscitation, perform palpitation, auscultation, and percussion.
- Provide patient care appropriate to the circumstances.
- Perform in a reasonably independent way in potentially high speed/high demand/emergency environments.

4. **Intellectual, Conceptual, Integrative & Quantitative Competencies:**

Student must be able to demonstrate higher-level cognitive abilities, which include:

- Memory
- Rational thought
- Visual-spatial comprehension
- Conceptualization
- Application
- Measurement
- Calculation
- Analysis
- Representation (oral, written, diagrammatic, three dimensional)
- Organization
- Synthesis
- Clinical reasoning
- Ethical reasoning

5. **Behavioral and Social Competencies**

Students must consistently demonstrate attributes of professionalism, including:

- Empathy, compassion, integrity, and respect for others.
- Preparation, initiative, and accountability consistent with a commitment to excellence
- Commitment to legal and ethical principles pertaining to the provision of patient centered care.
- Mindfulness of the environment, recognizing that one's professionalism is constantly evaluated by others.

Reasonable Accommodations under the Americans with Disabilities Act (ADA)

The College strongly encourages any student who suspects that he or she may have a disability to contact the NDSU Center for Accessibility and Disability Resources for guidance concerning the steps that are necessary to document and verify the nature and extent of the disability. Consistent with NDSU and Federal policies, students with documented evidence of disabilities may request reasonable accommodations. However, such requests are not reasonable if they disrupt, are detrimental to and/or endanger patients, students, co-workers and/or instructors, or otherwise cause a fundamental alteration to the program.

Failing to Meet, Reporting and Adjudicating Technical Competencies

Applicants and students of the Pharmacy Doctorate professional program who consistently fail to demonstrate the competencies identified above are ineligible for admission or progression in the program. Students who are admitted to the Pharmacy Doctorate professional program and who **realize** (either through their own efforts or as demonstrated by a licensing board, a preceptor or a faculty member in the program) that they do not (or no longer) **consistently** demonstrate the requisite technical competencies to be eligible for licensure have an ethical obligation to self-report that information to the School's administration (i.e., the appropriate department chair and the Senior Associate Dean). **Once realized** (through own awareness or as reported to them by a licensing board, faculty, or preceptor), failure to self-report a **consistent** lack of technical competencies represents a violation of the Student Conduct Policy (School Policy 4.21).

Approved: 2/17/15

Revised and changed from 3.29 to 3.27: 5/14/2024

Housekeeping: 4/29/15

Source: School of Pharmacy Faculty Meeting

EXAMINATION ADMINISTRATION

The purpose of this policy is to provide expectations for student conduct related to examinations and ensure examinations given at the School of Pharmacy are adequately and consistently administered. Aside from maintaining academic integrity, examination procedures prepare the student for the stringent expectations of the professional licensure process.

I. Technology Requirements

1. Students must possess a laptop and accessories that meet the School of Pharmacy requirements.
 - a. iPads may be used for ExamSoft Exams
2. Students must install and maintain a current version of the electronic testing software utilized for ExamSoft exam delivery on any device that will be used during an exam.
3. Students should be familiar with their iPad or laptop, testing software, and instructions prior to downloading an examination.
4. Students are expected to:
 - a. Have an A/C power cord available AND a fully charged battery (at least 2 hours) for cases in which there is a power disruption during the examination OR an electrical outlet is not near the student's assigned seat.
 - b. Ensure that the internal clock is set to the correct date and time (CST/CDT).

II. Timing and Attendance at Examinations

1. Students requiring accommodations are to coordinate with the Center for Accessibility and Disability Resources prior to the delivery of the examination (NDSU Policy Manual Section 606).
2. Students are expected to be present for all examinations unless otherwise stated by the course instructor. All absences require appropriate documentation and instructor approval (NDSU Policy Manual Section 333).
 - a. Students missing an examination due to an EXCUSED absence will be permitted to take a make-up examination timed at the discretion of the instructor.
 - b. Students missing an examination due to an UNEXCUSED absence may be granted the privilege of taking a make-up examination; however, the student will be subject to a penalty on their exam score.
 - c. In any case where a delayed or makeup examination is necessary, a different examination may be given. Faculty may assess in a different format from the original exam.
 - d. In the case that assessments are not able to be delivered as scheduled (due to College closure or other special circumstance), another in-person arrangement will be explored for all or part of the class, and if not feasible, then remote proctoring (i.e. ExamMonitor, or comparable technology) will be utilized on a device meeting minimum technologic standards. This must be coordinated with the course coordinator in advance (as soon as possible, and preferably 2-3 days prior to the exam date) of any assessments that necessitate remote proctoring services.

3. Students must be on time for examinations. Students arriving more than 15 minutes late, without proper justification, will be subject to penalty. Student's arriving late must take the examination in a location determined by the individual administering the exam. Unless extenuating circumstances are cause for the delay and were unavoidable, they will receive no additional time. Students will not be allowed to begin an examination once the first submission has been made.
4. Examination start times will not be delayed due to a hardware or software problem with a student's iPad or laptop. Students encountering a technical issue during an exam should notify the individual administering the exam. See *Technology Issues*.
5. Students are responsible for bringing their iPad or laptop to the examination room with the exam file already downloaded. Additional time will not be granted for downloading exam files when it was available prior to the exam session.

III. Examination Procedures

1. Proctor are responsible for being attentive to students during an exam.
2. Students may be asked for identification or sign an attendance log at any time.
3. Students are expected to maintain a decorum and demeanor consistent with accepted academic and professional standards at all times during examinations. Lack of professional decorum may result in dismissal from the exam, which will be considered an unexcused absence.
4. Students may be randomly seated during an examination.
5. An examination may take place during a time that is not part of their regular course schedule. This will be determined by the faculty and will be conveyed in the course syllabus.
6. Students are allowed ONLY the following items at their workspace:
 - a. Laptop or iPad devoid of taped-on notes or markings that could be construed as "cheat sheets"
 - b. Power adapter
 - c. Standard (non-mechanical/non-refillable) #2 pencils, unless other forms of writing utensils are allowed by the instructor
 - d. The following items may be allowed if deemed necessary by the course instructor:
 1. Scratch paper if allowed would be provided by the proctor. Paper and must be turned in and signed at the end of the exam
 2. Non-programmable calculator
 3. Laptop or iPad stylus
7. Students must remove ALL personal items from their examination area. Restricted items include, but is not limited to:
 - a. Food
 - b. Books, notes, study aids, etc. (unless specifically permitted by the instructor)
 - c. Mechanical/refillable pencils/pens/pencil cases (unless specifically permitted by the instructor)
 - d. Hats/caps (unless worn for religious purposes)
 - e. Watches (regardless of type)
 - f. Electronic devices
 1. Activity tracking devices
 2. Cell phones
 3. Programmable/graphing calculators
 4. Headphones or ear buds
 5. Any other devices capable of storing/transmitting/receiving information
8. Students may be asked to turn out pockets, remove outerwear and/or hood, change position, or provide other means of assurance to demonstrate compliance with this policy. One's body and clothing should be void of writing in reference to exam content. All items are subject to

inspection.

9. Proctors may confiscate restricted items until the exam is completed. Possession of restricted items will be considered a lack of proper decorum and be subject to penalty. Serious breaches (e.g. cheat sheet) will result in dismissal from the examination.
10. If the instructor decides to address a student inquiry related to interpretation or context of exam they shall address the answer to the entire class. Questions may only be addressed before the first student completes the examination.
11. Students witnessing suspected cheating should notify the proctor discreetly and immediately.
12. Students will not be excused from the exam room without good reason. Those granted permission, should turn over all papers or enable the "Hide Exam" function so it cannot be viewed by a classmate. No more than one student will be allowed to leave the examination room at one time. During absence, students should not use any communication device or consult any reference.
13. Students must turn in all requested materials (e.g. exam, answer sheet, scratch paper, equation sheets) prior to exiting the examination room.
14. When completing the exam, students must submit and have receipt of their uploaded exam confirmed by the individual delivering the exam before leaving the exam room. Students who experience difficulty submitting their exam will be referred for technical assistance.
15. After submitting the exam, a student must leave the examination room and any adjacent area to prevent disturbing those students still taking the examination.

IV. Technology Issues

1. If a student is unable to download the examination file or there is an iPad or laptop failure after downloading examination file but prior to the examination start time, the student should contact the course instructor PRIOR to the examination start time.
2. If an iPad or laptop freezes or fails during an examination:
 - a. Bring device to the proctor at the front of the room
 - b. Restart the device (instructor will note amount of time needed for restart).
 - c. If unable to restart and resume the examination, leave the device at the front of the room and obtain a paper copy of the examination.

V. Academic Dishonesty

1. Students are expected to adhere to the Student Academic and Conduct Standards Policy (School Policy 4.21).
2. Students should avoid behaviors that give the appearance of cheating (e.g. talking during exams, wandering eyes) and should take measures to protect their own work.
3. Violations of the Conduct Standards will be reported to the Senior Associate Dean and reported via the Professional Misconduct tracking form.
4. Instructors may move students during the examination to avoid or suspend possible instances of cheating. If a widespread breach of the Conduct Standards is suspected, particularly in the case of emergency matters/evacuation, the instructor may cancel the remainder of the examination and reschedule a new exam at a later date (NDSU Policy Manual Section 335).

VI. Interruptions During an Examination

1. If a fire alarm or other emergency condition occurs during an examination, either paper or electronic-based, students will immediately cease taking the examination and evacuate the building. All materials should be turned over and left on the desk.
2. Students may be asked to evacuate to a specific location. Students are to remain in full view of the individual administering the exam where they can hear the all clear announcement.
3. Students may not discuss the examination with any other person or access any materials

including electronic devices.

4. After the fire alarm or other cause of interruption has ended, students will return to their assigned seat immediately and if possible, resume the examination when announced by the proctor to do so. Students returning later than 10 minutes following the “all clear” signal may be excluded from continuing the examination.
5. The examination will add additional time equal to that lost during the interruption, if time permits. Students returning late will not receive additional time above that given to all students.
6. In the event of a prolonged interruption of 15 min without a foreseeable resolution, the examination should be cancelled and rescheduled for a different date.

VII. Penalties

1. Instructors are encouraged to outline penalties for examination infractions within their course syllabus. An example of infractions and associated penalties are listed in **Table 1**.
2. All infractions, regardless of penalties should be reported by the instructor through the Professional Misconduct Tracking Form within seven days of occurrence.

Table 1.

More than 15 minutes late to a scheduled examination	10% deduction from student's earned exam score
Faculty has some concern regarding possibility of academic misconduct (example: student has a watch, cell phone, etc. available during the examination)	15% deduction from student's earned exam score
Student has an unexcused absence during the examination	30% deduction from student's earned exam score
There is high likelihood or evidence of academic dishonesty (2-way communication, written resource, cheat sheet, evidence of cheating from ExamSoft data analysis)	Exam score of 0% and reported to the Senior Associate Dean, with potential for additional course-specific penalties

Approved: September 6, 2018 for implementation on October 1, 2018

Updated: March 2, 2021; 5/15/2023

Revised and changed from 3.30 to 3.28: 5/14/2024

Source: School of Pharmacy Faculty Minutes

Adapted from: University of Iowa College of Pharmacy

INTERN LICENSURE

PharmD students must register annually as a student intern with the North Dakota State Board of Pharmacy and must continuously hold valid licensure as a pharmacy intern in North Dakota for the duration of the professional program. Students must pay all ND Board internship fees with no lapse in coverage. Students with experiential placement in states outside of North Dakota must also register and pay for an intern license in those states. Failure to hold a valid North Dakota Intern license violates the North Dakota Century Code: 61-03-03.1-02. Licensure The professional pharmacy program may require you to renew your intern licensure immediately prior to the start of the P1 year.

Approved: 3/02/2021

Revised and changed from 3.31 to 3.29:

Source: School of Pharmacy Faculty Meeting Minutes

PROFESSIONAL LIABILITY INSURANCE

NDSU School of Pharmacy faculty are provided professional liability coverage under the Risk Management Fund pursuant to North Dakota Century Code 32-12.2 (<https://www.nd.gov/omb/agency/risk-management-services/risk-management-fund> and <https://www.nd.gov/omb/agency/risk-management-services/other-insurance>). Employees must be acting within the scope of their employment to be eligible for coverage; applicable duties must be in the employees' job description. Faculty who perform professional services within the context of their NDSU employment, but are not explicitly identified in their official job descriptions may not be covered under the Risk Management Fund. Faculty are required to carry professional liability insurance when performing these services.

Similarly, the state of North Dakota provides professional liability insurance coverage to its NDSU PharmD students performing professional services as part of their pre-approved educational program. This is defined as the required didactic and experiential curricula. PharmD students who perform professional services considered outside of their educational program requirements will find those professional services ineligible for coverage under this policy. This includes (but is not limited to) elective co-curricular activities, student organization activities, and other community outreach activities. Professional pharmacy students must carry professional liability insurance for the duration of their studies in the Doctor of Pharmacy program. Students are encouraged to seek coverage under policies provided or promoted by their professional organizations (APhA, ASHP, etc.), who offer reasonable coverage limits and affordable premiums.

In all cases, faculty and students are encouraged to obtain professional liability insurance whose coverage limits are at least \$1 million per incident, and \$3 million in aggregate coverage, per year.

Approved: 3/02/2021

Revised: 5/14/2024

Source: School of Pharmacy Faculty Meeting Minutes

HEALTH INSURANCE

Upon admission to the professional program, students in the School of Pharmacy are required to have adequate health insurance coverage in case they require health care or hospitalization while they are enrolled.

The School does not provide coverage for students while they are in clinical experiences, and students are not covered by the agency's workers' compensation.

Insurance company and policy number will be provided by the student to the School before any experience in pharmacy practice laboratories or experiential education. Insurance may be obtained through the University or a company selected by the applicant.

Revised and changed from 3.32 to 3.31: 5/14/2024
Source: School of Pharmacy Faculty Meeting Minutes

STUDENT ACADEMIC AND CONDUCT STANDARDS

This policy applies to students enrolled in the School of Pharmacy, including those in the pre-professional, professional, and graduate programs.

Academic Standards

Students within the School of Pharmacy are expected to remain in good academic standing per the University's and School's undergraduate, professional, and graduate policies. Any student who fails to meet or exceed these standards may be placed on academic alert/probation, continued alert/warning, academic suspension, or termination. The School strictly upholds NDSU Policy 335 related to academic misconduct. Procedures will follow the three-phase process as outlined in NDSU Policy 335.

Academic Misconduct

Examples of academic misconduct include but are not limited to:

1. Cheating, includes but is not limited to, the following:
 - a. The receipt, possession, or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations, or any class assignments to be submitted for credit as part of a course or to be submitted to fulfill College/School requirements.
 - b. Arranging to have others take examinations or complete assignments (i.e., papers, reports, laboratory data, or products) for oneself, unauthorized collaborating with another student on individual assignments, or doing academic work for another student.
 - c. Stealing or otherwise improperly obtaining, unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
 - d. Copying, in part or in whole, exams or assignments that will be kept by the instructor and are handed out in class only for review purposes.
 - e. Knowingly submitting a paper, report, presentation, examination, or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading, without the instructor's permission.
 - f. Misrepresenting your attendance or the attendance of others in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect.
 - g. Plagiarism: Submitting work that is, in part or in whole, not entirely the student's own, without attributing such portions to their correct sources. Unauthorized collaboration with another student and representing it as one's own individual work is also considered plagiarism. Ignorance is NOT an excuse.
 - h. Fabrication: falsifying data in scientific/clinical research, papers, and reports.
 - i. Aiding or abetting dishonesty: Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, presentations, examinations, or laboratory data and products.
2. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.
3. Violation of any IRB and/or University research processes.

Conduct Standards

The College of Health and Human Sciences Director of Student Affairs serves the needs of the School of Pharmacy and students related to student professional conduct. The Director of Student Affairs serves as a liaison for the College between School of Pharmacy administration, faculty, staff, and students.

High standards of professional conduct are expected from all students, both to learning and to promote professional values. Students participating in clinical experiences, rotations, and/or internships must uphold these policies and those of their affiliate site. All students are held responsible for exhibiting honesty, integrity, accountability, confidentiality, and professional demeanor.

When a student professional conduct issue arises, programs will notify the College's Director for Student Affairs, Department Chair, and the School's Senior Associate Dean within 7 days with a brief description of the incident and sanctions imposed. This reporting will aid in documentation and tracking purposes.

Examples of unprofessional conduct include, but are not limited to:

1. Violation of conduct described in course policies or articulated by the instructor in writing.
2. Violation of any code of ethics of the profession in which the student is enrolled.
3. Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research, or outreach programs of the College/School or University, on campus or at affiliated training sites.
4. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the instructor. The instructor also has the obligation to notify the class, if possible in advance, of any changes in class times, possible late arrival, and/or cancelled classes.
5. Approaching faculty, staff, or students in less than a professional manner and treating faculty, staff, peers, and patients in a disrespectful and inconsiderate way (i.e., addressing a faculty member without the appropriate title during professional activities). Respect and consideration are also expected when addressing a faculty member, staff, student, or patient that chooses to be called by their first name.
6. Failure to deal with professional, staff, and peer members of the health care team in a considerate manner and with a spirit of cooperation.
7. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the College/School or University.
8. Bringing family members, guests, and pets to the classroom or any professional academic activities without prior consent of the instructor.
9. Falsifying applications, forms, documents, reports, or records of any kind or providing false information to the University personnel prior to admission to the College/School, or while an active member of the College's/School's academic programs.
10. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the College/School and University.
11. Violation of patient respect and confidentiality in any practice/learning setting.
12. Theft, damaging, defacing, or unauthorized use of any property of the College/School, University, or training sites.
13. Computer Usage that violates NDSU/NDUS and/or clinical sites acceptable use policies.
14. Sexual harassment as defined by NDSU, NDUS, and/or clinical sites.
15. Harassment, threats of violence, intent to do harm (NDSU, NDUS)
16. Endangering patients, faculty, staff, and/or fellow students or damaging their property.
17. Intoxication, abuse, possession, use, and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives, or weapons within the University campus, in any practice/learning setting, or when representing the College/School.
18. Any violation and/or conviction of any federal, state, or municipal law as well as a University rule or rule at a professional experience site.

19. DUI & DWI (driving under the influence or driving while intoxicated) is considered by the College/School as improper behavior, and any individual violating this law is required to undergo an alcohol/drug evaluation.

Reporting Process

Academic Misconduct

1. Students are required to report any academic misconduct to the Senior Associate Dean within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College/School. Graduate students must also report to the Department Chair of the graduate program.
2. The course instructor who suspects that academic misconduct has occurred in their course or other instructional context has an initial responsibility to: a) inform the student(s) involved of his/her suspicion and the suspicion's grounds; b) allow a fair opportunity for the student to respond; and c) make a fair and reasonable judgment as to whether any academic misconduct occurred.
3. The course instructor will report academic misconduct violations to their Department Chair and Senior Associate Dean within 7 days of the occurrence or discovery of the misconduct.

Professional Misconduct

1. Students are required to report any professional misconduct to the College's Director of Student Affairs and School's Senior Associate Dean within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College/School.
2. The College/School personnel will report professional misconduct violations to the College's Director of Student Affairs and School's Senior Associate Dean within 7 days of the occurrence or discovery of the misconduct.
3. If a faculty member is aware that a student has violated the Conduct Policy outside of the classroom, he/she should remind the student of the policy and direct the student to self-report any professional misconduct violations to the College's Director of Student Affairs and School's Senior Associate Dean within 7 days of the occurrence.

Disciplinary Sanctions

Academic Misconduct

1. The course instructor is responsible for determining the sanction for academic misconduct in the course. Sanctions may include, but are not limited to, failure for a particular assignment, exam, quiz, or course.
2. The course instructor will inform the student of the sanction in writing by completing the Student Academic Misconduct Tracking Form as per University Policy 335. The course instructor will also notify the Department Chair and Senior Associate Dean. A copy of the Student Academic Misconduct Tracking Form will be placed in the student's academic file.

Professional Misconduct

1. Professional misconduct issues may be more likely to happen outside of the classroom and have broader implications for the well-being of students, faculty, and staff in the College/School. Hence, the College's Director of Student Affairs and School's Senior Associate Dean have the initial and primary responsibility for administering and enforcing professional misconduct issues.
2. The College's Director of Student Affairs and School's Senior Associate Dean will work collaboratively with affected College/School personnel to resolve professional misconduct issues.

College/School Related Sanctions

Additional academic and/or professional disciplinary sanctions may be assigned by the College's Director of Student Affairs, School's Senior Associate Dean, Department Chair, or Dean depending upon the circumstances and nature of the misconduct.

If a graduate student is involved, the Senior Associate Dean and Department Chair will notify, in writing, the student and the Dean of the College of Graduate and Interdisciplinary Studies. Disciplinary action for academic and professional misconduct will depend based upon the seriousness of the misconduct.

In general, sanctions may include, but are not limited to, any of the following:

1. Probation.
2. Supervised probation.
3. Suspension from the College/School.
4. Termination from the College/School. (Termination from the College of Health and Human Sciences and/or School of Pharmacy does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

In cases of particularly egregious or multiple instances of academic/professional misconduct, the Dean of the College/School may also recommend expulsion from the University.

Student's Right to Appeal

Students sanctioned for violations of the College/School Student Academic and Conduct Standards Policy have the right to appeal. If an appeal is pursued, it must be pursued in the following sequence and in alignment with NDSU policy 335 (academic) and/or College of Health and Human Sciences policy 7 (conduct): Department Chair, Senior Associate Dean, School of Pharmacy Academic Affairs and Student Progress Committee, College of Health and Human Sciences Academic Affairs Committee, Dean, and Provost. An appeal for any sanction must be made in writing within 15 business days of the sanction letter. The date of the letter shall be the date the letter is postmarked. If hand-delivered, a notation of that date will be made in the student's file.

Appeal letters must specify in detail one or more of the following bases of appeal:

- a. the sanction was too severe for the offense;
- b. the decision for non-action/action/sanction was made in an arbitrary or capricious manner;
- c. the finding of the Student Academic and Conduct Standards Policy having been violated was not substantiated by evidence, and/or
- d. the student's/student organization's rights were violated (specify those rights believed to have been violated).

Appeals made to the Senior Associate Dean will be reviewed by the School's Academic Affairs and Student Progress Committee. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.

Unresolved Appeals

After the School appeals process has been completed, if the student/organization is not satisfied with the appeal decision, the student/organization has the right to appeal the decision to the College of Health and Human Sciences Academic Affairs Committee. If the student/organization is not satisfied with that appeal decision from the College committee, the student/organization has the right to appeal to the Dean of the College of Health and Human Sciences. If the student/organization is not satisfied with the appeal decision from the Dean, the student/organization has the right to appeal the decision to the Provost of the University. The Provost will make the final decision on any appeals.

Incomplete Disciplinary Process

Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from NDSU with a degree, major, or program of study offered by the College of Health and Human Sciences/School of Pharmacy. In such cases, the College/School reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

Right to Terminate Enrollment

The School of Pharmacy, in collaboration with the Department, reserves the right to terminate the enrollment of any student at any time, if the student demonstrated they are unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination include, but are not limited to, violation of state or federal statutes or regulations.

Approved as 4.21: 5/14/2024

Revised: May 14, 2008, April 15, 2009, April 21, 2011, October 7, 2013, April 29, 2015, October 31, 2018, Jan. 2, 2019

Source: Faculty Meeting Minutes, School of Pharmacy Faculty Meeting Minutes

CRIMINAL BACKGROUND CHECKS

The School of Pharmacy reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students, and suspend or terminate the enrollment of students, who NDSU and/or the College of Health and Human Sciences/School of Pharmacy determine represent a safety risk to the School, students, employees, property, or affiliated teaching sites and their employees and patients. An individual who is disqualified from having patient contact based on a background check may be unable to meet program requirements and/or to complete their intended degree. State regulatory boards may deny licensure to an individual with a criminal background. All students will be required to complete a criminal background check as determined by the School. Students may be required to obtain two background checks (a multi-state and an FBI check) at multiple points in their educational program. Students who do not comply with the background checks, release of information, and the required deadlines for procuring background checks will be prevented from registering for and/or attending classes and/or professional program application(s).

Approved as 4.22: 5/14/2024

Source: School of Pharmacy Faculty Meeting Minutes

PROFESSIONAL APPEARANCE

Professionalism is a core value of our program. Students are to dress appropriately during the laboratory and experiential components of the professional program in order to promote and maintain a positive professional image. In addition, appropriate professional clothing is to be worn when representing the School at professional outreach activities. Violations of the School, departmental, or class dress code may result in sanctions. Students should refer to their respective department, class, or affiliated clinical/experiential dress code policy for further details.

Approved as 4.23: 5/14/2024

Source: School of Pharmacy Faculty Meeting Minutes

STUDENT FILE CONTENTS

The Family Educational Rights Protection Act (FERPA) and North Dakota open records laws guarantee students the right to examine their academic files as long as the guidelines and protocols outlined in the Act and the School of Pharmacy Policy Manual are followed appropriately. The purpose of this policy is three-fold. First it defines the contents that can be included in a student's academic file. All other information germane to student records (including, but not limited to an advisor, faculty member or administrator's personal notes regarding personal interactions with the student) that is not included in a student's academic file must be contained in a separate file (hereafter denoted as a "personal file"). Second, it identifies the individuals with discretionary power to peruse and disseminate information contained in a student's personal file. Third, it defines the means (not already identified explicitly under FERPA) by which a student can gain access to the information contained within his/her academic file.

Student Academic File Policy

All students who are currently registered in a pre-professional, professional and/or graduate program housed within the School of Pharmacy (hereafter, denoted as the "School") will have an academic file created and maintained within the School. The file will potentially (depending on whether that documentation is collected and deemed necessary by a program) contain the following information:

- A student's complete set of admission actions, including (but not limited to) any completed application forms held in the School, letters of admission and student background checks conducted as a part of the admission process(es);
- Original, signed copies of the School's Student Conduct Policy Form;
- Official documentation regarding academic and/or professional misconduct, including the nature of the misconduct, official evidence to substantiate the misconduct (i.e., police and other official citation reports), the sanctions assessed and documentation substantiating whether (and if so, to what extent) the student satisfied the remediation outlined in the sanctions;
- A student's complete academic transcript, including transcripts from NDSU, transfer universities and (if applicable) high school;
- Any advising records, notes and worksheets detailing the student's academic progress that are recorded on advising worksheets formally adopted by an academic program, department or the School as a whole;
- Formal evaluations (written or otherwise) of a student's clinical, experiential and/or cooperative education activities;
- If applicable, all formal reports and/or results of a preliminary and/or final examinations for the granting of an academic degree housed within the School;
- Any and all official interaction between the student and the appropriate licensing board that directly relates to the student's academic and professional progress, including (but not limited to) formal applications for licensure, both intern and otherwise and current licensure(s) on file;
- Official documentation relating to scholarships, employment and/or other financial assistance directly relating to academic progress;
- If applicable, official documentation verifying that the student has met all Federal, University, School and (where available and necessary) hospital-specific requirements (including NDSU Hiring Form 100/102 and successful completion of NDSU's safety and sexual harassment training) to lawfully accept employment.

Student Personal File Policy

All other information directly or indirectly relating to a student's academic and professional progress that is not included in the student's academic file shall be contained in the personal file. This file shall remain distinct and separate from the student's academic file in both its creation and maintenance. The appropriate School faculty and/or administrators creating and maintaining the file may exercise complete discretion in determining whether (and if so, how much) to disclose the contents of the personal file to a student and/or their legal representative(s).

Student Personal and Academic File Procedures

All files are property of the School. All files will be housed in a secure area, preferably a locked file cabinet and/or secured electronic database. Faculty may have access to files where appropriate and necessary. However, faculty who request such files must check them out and return them within 24 hours. Faculty members who fail to conform to the aforementioned procedures are subject to the faculty misconduct sanctions outlined in the University policy.

Students do not have unsupervised and unlimited access to their academic (or, if allowed, personal) file. Instead, students may obtain access to their information via the following procedures:

1. Make a formal request through an official University medium (i.e., through the postal service or via NDSU email) to the Dean's Office of the School to view the information in her/his academic file. Within that request, the student must proactively acknowledge that failure on his/her part to follow these established procedures and/or act in a professional manner during the requested meeting will result in a violation of the Student Conduct Policy.
2. Work with the Senior Associate Dean and/or their designee maintaining the file to arrange a mutually agreeable time to view the content of the file.
3. At the time the meeting is finalized, the Senior Associate Dean (or their designee) will also inform the student about whether (and, if so, how much) information from the student's personal file will be available at the meeting. If the student does not raise the issue, the Senior Associate Dean is not obligated to proactively inform the student about the presence of a personal file.
4. At the time of the meeting, the student shall be supervised by the Senior Associate Dean, faculty or staff member at all times, and the file is not to leave the physical location where the appointment takes place.
5. At the time of the appointment, the student may request a photocopy of any information contained in her/his academic file. The student is allowed to retain these copies permanently for their own use. However, the Senior Associate Dean is solely responsible for making those copies to ensure the integrity of the file in question. The student will be billed ten cents per reproduced page, and payment will be made in cash at the time of the appointment.
6. The student is not allowed to take notes or otherwise make unauthorized and/or subjective reproductions of the information contained in his/her academic file.

Approved: 10/21/2010

Housekeeping: 4/29/15

Source: Faculty Meeting Minutes

Approved as 4.24: 5/14/2024

Source: School of Pharmacy Faculty Meeting Minutes

SUBSTANCE MISUSE TESTING

The School of Pharmacy is committed to ensuring safe, healthy learning environments, including both didactic and experiential learning environments, for all of its students. The use of illicit drugs, as well as the overt misuse of alcohol and/or legally prescribed medications (including, but not limited to, mood altering medications) compromise learning environments and are prohibited under School Policy 4.21: Student Conduct Policy and University Policy 155. It is beneficial for all School stakeholders (including its students, faculty, staff, clinical partners, and the patients and families we serve) to establish a testing policy process to ensure the safety and health of these learning environments, as well as to ensure an equitable due process for students who are alleged to partake in substance misuse.

Bases for Testing

The School of Pharmacy reserves the right to require any student enrolled in one of its pre-professional or professional programs and/or enrolled in any course housed within the School to undergo testing for substance misuse. All testing is coordinated and monitored through the Senior Associate Dean (Senior Associate Dean). All testing required by the Senior Associate Dean must be direct observation, 10 panel (or higher) tests, and must be conducted at a WADA-accredited or SAMHSA-certified laboratory. All testing required by clinical affiliates for experiential education placement must meet the requirements of the clinical affiliate. Per School Policy 4.24: Student File Contents, all test results shall be maintained in a secure location accessible to the Senior Associate Dean and the academic program in which the student is enrolled, and may be included in the Student's Personal File. The default method of analysis will be urinalysis, although the Senior Associate Dean reserves the right to require alternative methods of analysis (for example, blood analysis or hair analysis) where appropriate. Alternative methods (if required) will be disclosed in writing when notifying the student about the need to be tested.

Nonrandom Testing

Nonrandom testing for substance misuse may occur as a requirement for entry into clinical sites (per site policies or program-specific experiential education policies), or to fulfill the requirements of sanctions imposed under School Policy 4.21: Student Conduct Policy. Reasonable Suspicion Testing Incidents or events involving suspected substance misuse by students shall be reported to the Senior Associate Dean using the Reasonable Suspicion Reporting Form. Reasonable suspicion shall be determined using objective evidence (photos, legal documents, or other documentation), reports made by credible sources (law enforcement, clinical site staff, NDSU faculty and staff, etc.), or a combination of these sources. Because it is a violation of University Policy 155 and School Policy 4.21: Student Conduct Policy to misuse alcohol or prescription medications, or to use illicit drugs, and testing may exonerate the student of an alleged policy violation should the allegation be made falsely, the Senior Associate Dean may exercise discretion in determining what evidence is of sufficient credibility to require testing. A descriptive summary of the evidence will be provided to the student at the time the student is informed of the need to submit to testing.

Random Testing

The School may implement a random substance misuse testing program. Should a random substance misuse testing program be implemented, the parameters of the program must be made freely available on the School's website, and students must be provided notice of the policy at least 6 months prior to its implementation. No more than 5 percent of the active School's student body may be randomly selected for testing in any academic semester. No student will be randomly identified for testing more than once in a single academic year. The random selection of students will be implemented using a computer generated random number generating process, with interval (or other non-weighted) sampling. A summary of that selection process shall be provided to the Dean of the College of Health and Human Sciences on an annual

basis.

Testing Process for Senior Associate Dean Required Testing

Students who are required to undergo testing will be notified in writing via NDSU email. Upon receiving a request for testing, students are responsible for providing a 10 (or larger) panel, direct observation, drug screen from a reputable, appropriated licensed vendor within 12 business hours of the date and time of the request. The student identified for testing is solely responsible for obtaining his/her own appointment for testing, his/her transportation to the appointment, and paying the costs of these tests. An original copy of the test results must be delivered to the Senior Associate Dean at the end of the 12 business hour window. Test results that show evidence of a diluted sample will not be accepted, and will not result in additional time in which to submit test results.

Testing Process for Clinical Affiliate Required Pre-Placement Testing

Students who are required to undergo pre-placement testing will be notified of the clinical affiliate requirement as part of the department clinical experience onboarding process. Upon receiving a request for testing, students are responsible for providing a direct observation drug screen from a reputable, appropriately licensed vendor that meets the clinical affiliate's testing requirements provided to the student. Students may use vendors designated by the clinical affiliate. The student is solely responsible for obtaining his/her own appointment for testing, his/her transportation to the appointment, and paying the cost of these tests. An original copy of the test results must be delivered to either the department employee completing the clinical affiliate onboarding process for transmittal to the clinical affiliate or to the clinical affiliate as outlined with the request for testing. The Senior Associate Dean will retain the ability to access, monitor, and audit clinical affiliate pre-placement testing results delivered to the department employee. In the event of a drug screen with a positive or abnormal (e.g. negative-dilute) result, students are required to proactively self-report the positive or abnormal drug screen to the Office of the Senior Associate Dean. The Senior Associate Dean will be notified if a positive or abnormal drug screen is received by a department representative for clinical experience onboarding and/or a clinical affiliate cancels a student practice experience due to a positive drug screen. In the event that a test required by a clinical site produces abnormal results (i.e. diluted sample, etc.) or a student screens positively for a potentially improper substance, the Senior Associate Dean may require additional tests beyond those required by the clinical affiliates. In such cases, the Senior Associate Dean has discretion to determine whether the additional tests meet the clinical affiliate's requirements, the College's/School's requirements, or both.

Ramifications for Positive Test Results or Failure to Test in a Timely Manner

Students whose test results are positive are subject to sanctions outlined in School Policy 4.21: Student Conduct Policy. Once sanctions are assigned, a student's rights of due process are also outlined in School Policy 4.21: Student Conduct Policy.

Students who fail to submit an original copy of their test results within the 12 business hour window face additional sanctions under School Policy 4.21: Student Conduct Policy. More specifically, students who fail to provide the required test results within the 12 business hour window will be sanctioned under the presumption that the test results for the substance misuse in question are positive.

Testing Alternatives

Students whose religious, cultural or other practices prohibit them from undergoing a specific type of drug test may request that the Senior Associate Dean and/or clinical affiliate require an alternative test, so long as the alternative test is of equal or greater accuracy and precision than the original test required by the Senior Associate Dean and/or clinical affiliate. All parameters identified previously apply to the alternative test. In the event that no such test exists, or in the event that students are unable to justify the need for an alternative test, students may be found in violation of School Policy 3.29: Student Technical Standards.

Approved: 11/29/2017, 12/1/2021
Source: Faculty Meeting Minutes

Approved as 4.25: 5/14/2024
Source: School of Pharmacy Faculty Meeting Minutes