

# **Mercer University College of Pharmacy Student Handbook 2022-2023**



**Doctor of Pharmacy Program  
Doctor of Philosophy Program**  
<http://pharmacy.mercer.edu>

This Student Handbook is intended to offer a framework of the intended learning environment provided by the College of Pharmacy (COP) faculty and staff. It is also provided to inform COP students of their rights as students, and equally important, their obligations and responsibilities. This Student Handbook does not constitute a contract, expressed or implied, between any applicant, student, faculty, or staff member and neither Mercer University nor the College of Pharmacy. Updates and changes are made as necessary to the Student Handbook and become effective whenever the University or College administration so determine and will apply to both prospective students and those already enrolled. The Mercer University College of Pharmacy reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

Detailed instructions on processes related to the Offices of the Registrar, Student Financial Planning, or Bursar can be obtained by contacting the respective office or visiting their websites.

Questions regarding this Handbook or the information contained therein may be addressed to the COP Associate Dean for Student Affairs.

The Mercer University College of Pharmacy is committed to providing equal educational and employment opportunities to all qualified students, employees, and applicants, without discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, or disability, as a matter of policy and as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Pro. 75-50).

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## Message from the Dean



Dear Students,

One of the great strengths of the College of Pharmacy is its student body.

I know that our students are among the best in the nation. Our students, our student organizations, and our graduates have distinguished themselves on a national level. I am proud that students at the College of Pharmacy are so actively involved in professional organizations. Engagement prepares our graduates to assume leadership roles in their communities and profession.

As this academic year commences, I know that the College of Pharmacy will continue to be a leader in healthcare education and that our students will maintain their love and enthusiasm for their chosen profession and the College. We don't merely educate you to be a good pharmacist. We want you to be a leader and enhance the lives of people in the communities you serve.

The entire faculty and administration are committed to excellence with a caring attitude and pledge our support to every student to reach the highest potential in the academic program. The challenges and opportunities that lie ahead in our profession provide all of us the opportunity to make significant contributions to the advancement of healthcare, research, and education.

Sincerely,

A handwritten signature in black ink that reads "Brian L. Crabtree". The signature is written in a cursive style and is positioned above a horizontal line.

**Brian L. Crabtree, Pharm.D.**  
**Dean, College of Pharmacy**

## Calendars

### Fall 2022

Orientation	August 15-19
White Coat Ceremony	August 19
Classes Start	August 22
COS Fall Picnic	August 23
Drop/Add	August 22-29
Labor Day	September 5
Honors Luncheon	October 13
Residency Showcase	October 21
Registration for Spring Begins	November 2
Healthcare Career/Interview Days	November 3-4
Thanksgiving Break	November 21-25
Classes and Exams End*	December 5 (P1-P3)
Progression Assessments	December 6-9 (P1-P3)
Fall intercession	December 12 – January 8, 2023
Fall semester course grades due	December 19
Fall intercession grades due	January 11, 2023

### Spring 2023

January Class Orientation	January 3-6
January Class White Coat Ceremony	January 6
Experiential Classes Start	January 2 (P4)
Didactic Classes Start	January 9 (P1-P3)
Drop/Add	January 9-17 (P1-P3)
Martin Luther King, Jr. Day	January 16
Spring Break	March 6-10
Van Greene Lecture	March 29
Registration for Summer/Fall Begins	March 29
Good Friday	April 7
COS Spring Picnic	April 21
Classes and Exams End	April 24 (P1-January Class)
	April 28 (P1-Traditional, P2, P3)
	April 25- (P1-January Class)
	May 1-5 (P1-Traditional, P2, P3)
Progression Assessment	May 8
	May 8
Spring semester course grades due	May 8
Pinning Ceremony	May 12
Hooding Ceremony	May 14
Commencement	May 14

### Summer 2023

#### P1-January Class

Classes Begin	May 8
Drop/Add	May 8-15
Memorial Day Holiday	May 29
Independence Day	July 4
Classes and Exams End	August 7
Progression Assessment	August 8-11
Grades due from faculty	August 17

**Session I (P3 remediation)**

Classes Begin	May 15
Drop/Add	May 115-23
Memorial Day Holiday	May 29
Classes End	June 16
Grades due from Faculty	June 23

**Session II (P1-Traditional, P2 remediation)**

Classes Begin	May 15
Drop/Add	May 15-22
Memorial Day Holiday	May 29
Independence Day Holiday	July 4
Classes End	August 11
Grades due from Faculty	August 17

**Community IPPE Scheduling Options**

Three-week Community IPPE	Fall intercession (December 12, 2022 – January 8, 2023) – option for P2 students who did not complete in summer 2022
	Summer (May 15 – August 11, 2023) – option for rising P2 students (Class of 2026)

**Institutional IPPE Scheduling Options**

Three-week Institutional IPPE	Fall intercession (December 12, 2022 – January 8, 2023) – option for P3 students who did not complete in summer 2022
	Summer (May 15 – August 11, 2023) – option for rising P3 students (Class of 2025) and rising P4 students who did not complete in summer or fall 2022)

**Health and Wellness IPPE (One week) Scheduling Options**

P2, P3 students (who did not complete in summer 2022)	Fall intercession (December 12 – January 8)
Rising P2 students (Class of 2026)	Summer (May 15 – August 11, 2023)
Rising P3 students (Class of 2025)	Summer (May 15 – August 11, 2023)

**Fourth Professional Year**

APPE 1	May 16 – June 17, 2022
APPE 2	June 20 – July 22, 2022
APPE 3	August 1 – September 2, 2022
APPE 4	September 5 – October 7, 2022
APPE 5	October 10 – November 11, 2022
APPE 6	November 14 – December 16, 2022
APPE 7	January 2 – February 3, 2023
	February 4-12, 2023; P4 students are off to accommodate mandatory, in-person licensure review and residency and job interviews
APPE 8	February 133 – March 17, 2023
APPE 9	March 20 – April 21, 2023
Last week of PHA 622	April 24 – 28, 2023

**Holidays and Special Events for 2022-2023**

August 19	White Coat Ceremony
August 23	COS Fall Picnic
September 4	Labor Day
October 13	Honors Luncheon
October 21	Residency Showcase
November 3-4	Healthcare Career/Interview Days
November 21-25	Thanksgiving Break
January 16	Martin Luther King, Jr. Day
March 6-10	Spring Break
TBA	Van Greene Lecture
April 7	Good Friday
April 21	COS Spring Picnic
May 8	Pinning Ceremony
May 12	Hooding Ceremony
May 14	Commencement
May 29	Memorial Day
July 4	Independence Day

\*The College of Pharmacy reserves the right to revise or amend the academic calendar as special circumstances warrant.

## **History of the College**

The College of Pharmacy of Mercer University had its beginning in 1903 as an independent college in Atlanta and was first known as the Southern College of Pharmacy. The original charter was granted to Dr. R. C. Hood, Dr. Edgar A. Eberhart, and Dr. Hansell Crenshaw, all outstanding leaders in the fields of medicine and pharmacy.

In 1938, the College was transferred from private ownership to a board of trustees and was operated on this basis until July 1959, when a merger with Mercer University was consummated. Throughout its long history, the College has developed a tradition of excellence and a reputation for producing outstanding leaders in the profession of pharmacy throughout the U.S.

## **Mission of the College**

Mercer University College of Pharmacy advances health through innovations in teaching, research, patient-centered care, and service.

## **Vision of the College**

Empowering ourselves and others to cultivate passion to enrich health and improve lives.

## **Core Values of the College**

The College of Pharmacy bases its educational program and position in the healthcare community upon certain core values. The core values of the College are excellence, integrity, caring, innovation, learning, professionalism, and commitment.

## **Mission of the Department of Pharmacy Practice**

The mission of the Department of Pharmacy Practice at Mercer University is to educate and mentor students by engaging them in stimulating classroom activities, generate and encourage participation in innovative pedagogical and clinical research and scholarship, and provide exemplary practice experiences to ensure that, as professionals, they are fully competent to resolve and prevent medication-related problems and to provide optimal medication therapy management for individual patients and for society in general.

## **Mission of the Department of Pharmaceutical Sciences**

The Department of Pharmaceutical Sciences seeks to be regionally and nationally recognized for the preparation of graduates to be competent pharmacy practitioners or pharmaceutical scientists.

- Our educational mission is to provide a high-quality learning environment to foster learning for professional and graduate students.
- Our research mission is to contribute to the pursuit of knowledge in the pharmaceutical sciences and related fields.



- Our service mission is to make meaningful contributions to the profession, the College, the University, the scientific community, and the public.

## **Graduate Profiles**

The MERCER **Doctor of Pharmacy** graduate will have both the breadth and depth of knowledge and skill to ensure successful entry into any of the wide variety of careers available to the Doctor of Pharmacy graduate.

The MERCER **Doctor of Pharmacy** graduate will practice patient-centered, evidence-based pharmacy to optimize the use of medications to improve health, prevent disease, and improve quality of life.

The MERCER **Doctor of Pharmacy** graduate will be an essential member of the patient's interprofessional health care team.

The MERCER **Doctor of Pharmacy** graduate will demonstrate the value of the profession through leadership and service to the community, nationally, and globally.

## **Academic Administration**

President, Mercer University

William D. Underwood, J.D.

Dean

Brian L. Crabtree, Pharm.D.

Executive Associate Dean

Candace W. Barnett, Ph.D.

Associate Dean for Research

Nader H. Moniri, Ph.D.

Associate Dean for Student Affairs

C. Lea Winkles, Pharm.D.

Chair (Interim), Pharmacy Practice

Pam Moye-Dickerson, Pharm.D., BCPS, AAHIVP

Vice Chair for Administration (Interim)

T. Vivian Liao, Pharm.D., BCPS

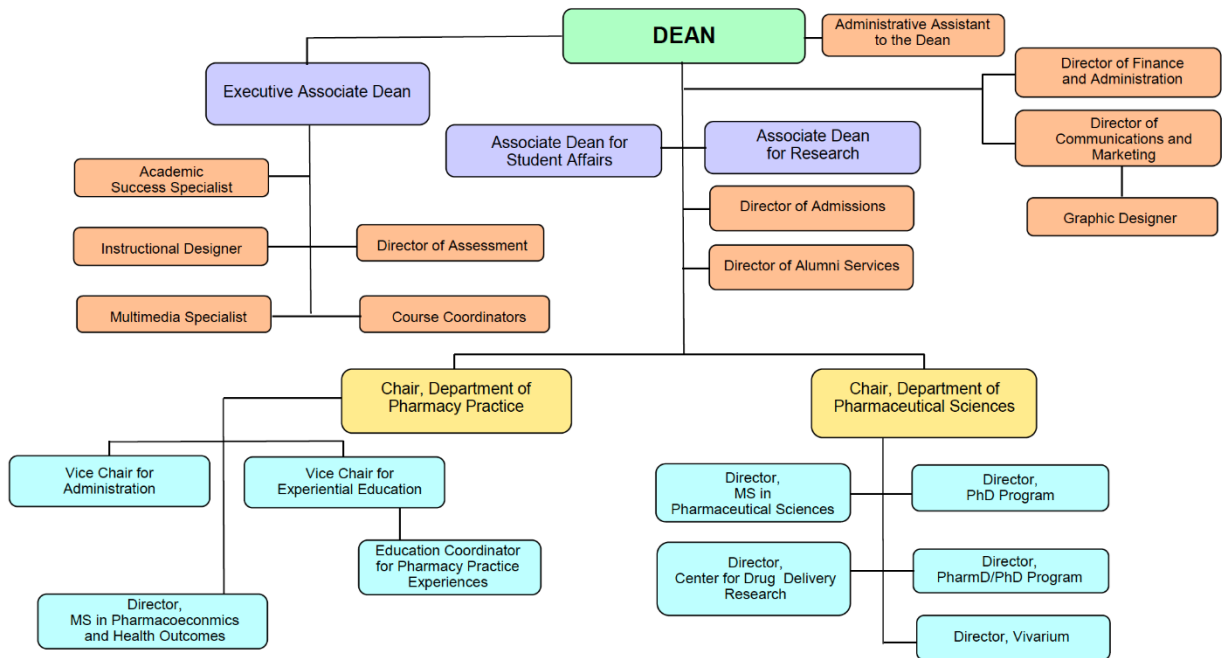
Vice Chair for Experiential Education

Christine M. Klein, Pharm.D., FASCP

Chair, Pharmaceutical Sciences

Ajay K. Banga, Ph.D.

# Mercer University College of Pharmacy



Rev. January 5, 2023

**Dean's Office**

(678) 547-6304

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Barnett, Candace W., Ph.D.  
Moniri, Nader H., Ph.D.  
Winkles, C. Lea, Pharm.D.  
Kordewick, Kevin  
Lamb, Robert, MBA  
Park, Chris  
Torrance, Kay  
Johnson, Genice  
Quach, Alex

Dean  
Executive Associate Dean  
Associate Dean for Research  
Associate Dean for Student Affairs  
Multimedia Specialist  
Director of Finance and Administration  
Graphic Designer  
Director of Communications & Marketing  
Director of Alumni Services  
Coordinator of Academic Services

**Office of Student Affairs and Admissions**

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Berry, Jordana, MBA  
Moon, Sonnia  
Williams, Zachary

Associate Dean for Student Affairs  
Director of Admissions  
Admissions Counselor  
Admissions Counselor

**Pharmaceutical Sciences**

(678) 547-6237

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Bowen, J. Phillip, Ph.D.  
Canal, Clinton E., Ph.D.  
Chougule, Mahavir, Ph.D.  
D'Souza, Martin, Ph.D.

Chair and Professor  
Assistant Professor; Director of Assessment  
Professor  
Assistant Professor  
Associate Professor  
Professor; Director of Ph.D. and Master of Science in  
Pharmaceutical Sciences Programs; Director of the  
Clinical Laboratory; Co-Director of the Center for Drug  
Delivery Research  
Assistant Professor  
Assistant Professor  
Associate Professor; Director of the Vivarium  
Professor Emeritus  
Professor Emeritus  
Professor Emerita  
Professor Emeritus; Dean Emeritus  
Associate Dean for Research; Professor  
Professor Emeritus  
Associate Professor Emeritus  
Assistant Professor; Assistant Director of the Vivarium

Hafez, Sherif, Ph.D.  
Hasan, S. M. Raquibul, Ph.D.  
Hayslett Rowe, Renee, Ph.D.  
Holbrook, John M., Ph.D.  
Lopez, Vincent, Ph.D.  
Matesic, Diane, Ph.D.  
Matthews, Hewitt W., Ph.D.  
Moniri, Nader H., Ph.D.  
Pollock, Stanley, Ph.D.  
Strom, J. Grady, Ph.D.  
Uddin, Mohammad, Ph.D.

Ahmed, Samiya  
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Goff, Mary Catherine  
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Academic Support Services Coordinator  
Coordinator of Laboratory Services  
Program Specialist  
Academic Support Assistant  
Animal Caretaker

## Pharmacy Practice

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BCPS, AAHIVP

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Liao, T. Vivian, Pharm.D., BCPS

Interim Vice Chair for Administration and Clinical Associate  
Professor

Klein, Christine M., Pharm.D., FASCP

Vice Chair for Experiential Education and Clinical  
Associate Professor

Anderson, Robert J., Pharm.D.

Professor Emeritus

Ashworth, Laurel, Pharm.D.

Professor Emerita

Augustine, Jill, Pharm.D., Ph.D., MPH

Assistant Professor; Director of Assessment; Director of  
Pharm.D./MPH Program

Barnett, Candace W., Ph.D.

Executive Associate Dean; Professor; Distinguished  
Professor in Pharmacy Administration

Crabtree, Brian L., Pharm.D.

Dean and Professor

Dupree, Lori, Pharm.D.

Clinical Assistant Professor

Jackson, Richard A., Ph.D.

Professor Emeritus

Marshall, Leisa L., Pharm.D., CGP

Clinical Professor

Mayberry, Katelynn, Pharm.D.

Clinical Assistant Professor

Metzger, Nicole L., Pharm.D., BCPS

Clinical Associate Professor

Miller, Susan W., Pharm.D., CGP, FASCP

Professor

Newsom, Lydia, Pharm.D.

Clinical Assistant Professor

Oniovosa, Nancy, Pharm.D.

Community Pharmacy Resident (Walgreens Specialty)

Proctor, Reid, Ph.D., M.A.

Assistant Professor; Director of Pharm.D./M.S. in Health  
Informatics Program

Roskos, John, Pharm.D.

Professor Emeritus

Shogbon Nwaesei, Angela, Pharm.D.,  
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Clinical Associate Professor

Villa Zapata, Lorenzo, Pharm.D., Ph.D.

Clinical Assistant Professor; Director of Master of Science  
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Ward, Earl S., Pharm.D.

Professor Emeritus

Winkles, C. Lea, Pharm.D.

Associate Dean for Student Affairs; Clinical Associate  
Professor

Bullay, Natasha

Academic Support Services Lead

Musa, Yayu

Pharmacy Technician

Scott, Matthew

Education Coordinator for Pharmacy Practice Experiences

Thomas-Barber, Renel

Program Specialist

## **Student Policies**

The following policies have been adopted by Mercer University and the College of Pharmacy for students. These policies describe what is expected of you as a student. It is your responsibility to familiarize yourself with the information presented in this *Student Handbook*, along with the other information available within your specific program of study.

The policies in this handbook have evolved through a continual process of feedback, discussion and exchange among students, faculty and administrators. Although no policy is considered totally inflexible, the present policies will be supported and adhered to by both students and faculty until changed or amended through appropriate channels. The Mercer University College of Pharmacy reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

## **University/College Policies That Apply to All COP Students**

### **General Policy**

A student whose deportment or scholarship is unsatisfactory may be dismissed from the College at any time. It is the policy of the College, reflected in the attitude of each member of the faculty, to spare no effort in helping each student to attain his/her objective, a successful career in healthcare.

### **Academic Honesty**

Academic offenses that constitute violations of the College of Pharmacy Honor Code include plagiarism, cheating, lying and academic theft. Plagiarism is the copying of words, facts, or ideas belonging to another individual without proper acknowledgement. Failure to reference any such material used is both ethically and legally improper. Doctor of Pharmacy students are subject to the conditions and requirements of the Honor Code. The Honor Code is published as part of the Honor Council Constitution which is published in its entirety in the Student Handbook Appendix G. Doctor of Philosophy students are subject to the conditions and requirements of the Graduate Honor System. The Honor Code and the Graduate Honor System are available on the College's website <http://pharmacy.mercer.edu>

### **Arrests and Convictions**

Any student either accepted for admission to or currently enrolled in the Doctor of Pharmacy program who is arrested, charged, or convicted for a crime other than a minor traffic offense (DUI is not a minor traffic offense) must report, within 72 hours, the arrest, charge, or conviction to the Associate Dean for Student Affairs. Failure to report may result in disciplinary action including dismissal from the College of Pharmacy.

Additionally, the Associate Dean for Student Affairs will review the nature of the arrest, charge, and/or conviction and make a determination as to 1) whether or not the arrest or charge should be reported to the Georgia Board of Pharmacy, and 2) whether or not the arrest, charge, and/or conviction constitutes

a violation of the College's Code of Professional Conduct and should be adjudicated in accordance with College's policy.

### **Attendance—Class (Learning Activities)**

Attendance at the College of Pharmacy is a privilege and not a right. Attendance is considered a professional duty and is expected at all learning activities including scheduled classes, laboratory sessions, reviews, recitations, examinations, practice experiences, experiential meetings, clinical rotations, and other curricular activities. Elective courses will follow attendance policies outlined by course coordinators in the elective course syllabus. Because of the interactive and collaborative nature of professional education and the rigor of the Doctor of Pharmacy Program, regular class attendance is essential for successful learning. Students must come to class on time, prepared, having completed all assigned readings and activities. Repeated absences and tardiness will hinder learning.

Habitual and/or excessive time away from class (equal to or greater than 20% of class sessions, either due to tardiness or absence) is a violation of the College's Student Code of Professional Conduct. The 80% requirement is not an entitlement to miss or arrive late to 20% of class sessions. The requirement simply takes into account that unforeseeable events may cause a delay or absence, just as in the practice of pharmacy. Excessive absenteeism, whether due to tardiness or absence, harms performance in pharmacy school and on licensure examinations just as it harms performance in pharmacy practice. The video and audio archived class recordings are intended for use as study aids, not as an alternative to class attendance. The following policy governs attendance:

1. Students are required to attend all scheduled classes, labs, reviews, recitations, examinations, practice experiences, experiential meetings, clinical rotations, and other curricular activities.
2. Students are required to record their attendance at all learning activities using their BearCard. Students whose attendance is not recorded through BearCard swipe are considered absent. The Office of Student Affairs will monitor BearCard swipe learning activity attendance. The Office of Student Affairs does not accept emails, photos, review Echo 360 video recording or use other notifications as a record of class attendance.
3. Students are required to swipe their Bear Card to record class attendance before class begins and after class ends. Students who do not swipe their Bear Card prior to the published start time for class are considered tardy, and students who do not swipe their Bear Card after class are considered absent.
4. While students are required to be present and engaged in all learning activities, it is understood that personal or family illness, medical/dental appointments, and other life events may lead to a student missing a class session. Students do not need to notify the Office of Student Affairs for rare and occasional absences as listed above.
5. Students missing 20% or more of all learning activities in a course, regardless of the reason, are considered in violation of the College's Student Code of Professional Conduct and the student's habitual and/or excessive tardiness and absence will be adjudicated accordingly.
6. If a student is tardy to or absent from an exam, quiz, team-based learning activity, or other required/graded course activity, then the student is required to notify course coordinators per

the course syllabus and the student must abide by the make-up policy found in the course syllabus.

7. Students who are required to isolate pending COVID-19 test results or who are required to quarantine due to COVID-19 illness will be permitted access to the livestream and attendance will be recorded accordingly by the Office of Student Affairs.
8. Excused absences accrued by students approved to attend professional meetings or to observe religious holidays will not be considered excessive and/or habitual.

Individual courses may incorporate more stringent attendance requirements than those described above, and individual courses may elect to record attendance through various mechanisms other than Bear Card swipe (e.g., attendance quiz). When required attendance is incorporated into the grading scale, course syllabi will outline policies and grading schematics unique to course delivery. Students should refer to course specific syllabi for more information.

The College of Pharmacy recognizes that students utilize audio and video captured lecture recordings as a study tool. The College of Pharmacy will provide students with access to audio and video so long as 80% of the class cohort attends all scheduled class sessions (i.e., lectures, TBLs, exams, etc.). If overall cohort attendance falls below 80%, the lecture recordings will not be made available.

### **Attendance—Professional Meetings**

The College acknowledges that viable professional organizations are essential to the wellbeing of the profession and contribute to the maintenance of high professional standards, thereby assisting in assuring that healthcare professionals provide their patients with state-of-the-art health care. As a result, the College encourages its students to become actively involved in professional organizations and will provide them with the opportunity to do so. The College also recognizes that the primary responsibility of students is to achieve academic excellence and that any activity which hinders their pursuit of academic excellence is not in the best interest of the student or profession. Students must obtain, in writing at least 30 days prior to the meeting, approval from the course coordinator(s) and Associate Dean for Student Affairs (Doctor of Pharmacy) or Graduate Program Director (Doctor of Philosophy), to be excused from classes/examinations. In such cases, students will be required to meet the requirements of the course coordinator(s) whose examination(s) was (were) missed to satisfy the requirements for the course(s) involved. Students who are on Professional Probation are not granted excused absence(s) for professional meeting attendance. Published procedures appear in their entirety on the Office of Student Affairs Canvas page and in Student Handbook Appendix A.

### **Attire**

Mercer University College of Pharmacy promotes a culture of professionalism among students, faculty, staff, and alumni. Professional appearance and attire can affect how patients and other healthcare professionals perceive knowledge and abilities and may also impact one's own attitude/behavior. Students in the Doctor of Pharmacy Program are expected to adhere to the College's Standard Professional Attire when in class, at experiential practice sites, and when fulfilling any other



responsibilities as a member of the Mercer University College of Pharmacy student body, (e.g., service learning, professional organization activities). Standard of Professional Attire Policy appears in its entirety in the Student Handbook Appendix B.

## **Attitude and Conduct**

The University expects students to conduct themselves in a manner that reflects their maturity and their awareness that matriculation at the University is a privilege accorded only to those who share the ideals of an academic community. Any conduct determined as having an adverse effect on the University community may result in disciplinary action, including dismissal. The University Student Code of Conduct and the College of Pharmacy Code of Professional Conduct is enforced both on University premises and at University-sponsored events held off campus. Students should familiarize themselves with the Student Code of Conduct and the Code of Professional Conduct. The University Student Code of Conduct and the College of Pharmacy Code of Professional Conduct appears in its entirety in the Student Handbook Appendix C.

## **Campus Healthcare/Immunization and Insurance Requirements**

Campus Health is designed to provide limited health care and treatments for enrolled students who are actively attending classes at the university. Services include, but are not limited to, treatment of minor illnesses, accidents, providing medication as indicated, and issuing referrals as requested. There is no cost to student for the clinic visit; however, there may be small fees incurred if lab tests, immunizations, TB skin tests, and/or certain medications are deemed necessary. Referrals to specialists are made as needed.

On the first visit all students will receive a copy of the current Health Insurance Portability & Accountability Act (HIPAA) Policy and will need to sign a statement of receipt of the HIPAA Policy.

In the event of a serious illness or accident when the clinic is closed, the student should report to Piedmont Urgent Care by WellStreet or the nearest Urgent Care Facility, or to Emergency room for immediate treatment. The student must contact Campus Health within 48 hours to obtain an Emergency Referral, only if using Core Management insurance. The Mercer Police must be notified of any injury occurring on campus. They may be reached at (678) 547-6358 or by using a Mercer phone and dialing 6911. Someone should stay with the injured person until the Mercer Police arrive.

Students need to be aware that health services will be billed to either or both student health insurance companies, or private health insurance. A copy of the front and back of the health insurance card should be submitted to Campus Health prior to admission if the student will be using an external health insurance policy (non-Mercer policy). Payment for services not covered by insurance, such as lab tests or medications, is the responsibility of the student.

All students are required to complete a Health Information Form to be turned in with proof of required immunizations prior to enrollment. Incomplete or inaccurate information may result in student registration being delayed or blocked. All students living on campus will be required to show proof of

the Meningitis vaccine or return a signed Meningococcal Disease Information Acknowledgment form. This is required by Georgia law.

Effective August 1, 2021, Mercer University requires students enrolled in health science programs with clinical experiences be vaccinated for the COVID-19 virus. This includes Doctor of Pharmacy students and Doctor of Philosophy students who work as teaching assistants in the Doctor of Pharmacy program. Exemptions from compliance with the COVID-19 vaccination policy include:

- **Medical exemption:** The student must provide a letter written on office stationery, signed by a MD (not a relative of the student), and stamped with his/her office stamp. The letter should state the reason for the exemption, and whether the exemption is temporary or permanent.
- **Religious exemption:** The student must provide a notarized letter from an official of the religion, such as an ordained minister or priest, affirming that the required immunizations are in conflict with the beliefs or practices of the religion. Then name of the organization must be specified in the letter, and the letter must be provided on the organization's letterhead.

Exemption requests should be sent to your dean's office and the Office of the Provost at [provost@mercer.edu](mailto:provost@mercer.edu). Students without a University-approved exemption or who remain unvaccinated by the vaccination deadlines cannot continue in the program.

Additionally, the University requires all students to maintain health insurance coverage. In order to enforce this policy, all students will be automatically enrolled and charged for health insurance each semester. This health insurance will be provided by the University's sponsored student insurance plan. Students are provided the opportunity to waive the student insurance coverage and have this charge removed from their Mercer bill each semester if satisfactory evidence is submitted proving that primary health insurance coverage exists (through the Core Management website: <https://studentplan.corehealthbenefits.com/mercer/StudentHome.aspx>)

Students who do not submit proof of primary health insurance as part of the waiver process will be automatically signed up for coverage under the student insurance plan. A medical identification card and summary of benefits will be mailed to the students once registration has closed and if the student has not waived coverage.

## **Cell Phone**

Out of courtesy for all those participating in the learning experience, all cell phones must be turned off before entering any classroom, lab, or formal academic or performance event.

## **Chemical Dependence/Impairment**

Health care professions exact a high standard of performance from individuals. Unfortunately, these pressures sometimes result in improper usage of drugs and/or alcohol. The College of Pharmacy seeks to respond with concern and care to assist students who have become chemically dependent, to facilitate treatment, and to encourage recovery. The College policy appears in its entirety in the Student Handbook Appendix D.

## **Children and Guests on Campus**

The campuses and facilities of Mercer University are restricted to students, faculty, staff, and guests of the University, except when all or part of the campus, its buildings, or facilities are open to the general public for a designated time and purpose. A guest of the University is a person invited by an officer, employee or student to visit the campus at a specific time and place for a designated purpose. Personal guests of students are permitted as long as they restrict the length of their campus visits.

Arranging childcare off campus is the personal responsibility of students who have children. Students are not authorized to bring children to campus for extended periods of time. Frequent or lengthy visits of children are not permitted, as they may create disruptions and present liability to the University for their safety. Children may not attend classes or be left unattended on Mercer property.

Childcare issues frequently arise when Mercer holidays and those of a child's school do not match, or when a child is sick and cannot attend school or daycare. Students must plan for these times in advance. Asking a faculty member to allow a child in class is not an option; faculty members are not authorized to allow children to attend class.

## **College-wide Assessment**

As part of the ongoing assessment, evaluation, and review of each program's curriculum, student information is used for evaluation and feedback to improve the educational program and to document student progress. Course evaluations, faculty evaluations, student progress assessment and feedback, surveys, videotaped encounters, and group work are included in this process. Data are primarily reported in the aggregate, and individual identification will be protected. There will be some instances when videotape review will be used to teach interviewing skills and group dynamics. All persons being videotaped will give their consent prior to any use of the videotaped material. When data are used for documenting and publishing about the curriculum and student outcomes, appropriate institutional review will occur and aggregate data used. If the use of identifying information is needed, appropriate student consent will be obtained.

## **Community of Respect**

Mercer University strives to be a Community of Respect where everyone is held in mutual high regard. Because every human being is created in the image of God, all of us deserve to be treated with respect and civility. Our standards of conduct are based on values of mutual respect:

*Respect for Academic Integrity:* We value a community that encourages an academic atmosphere. We believe that honesty is important to learning.

*Respect for other persons:* We value the worth of every individual in the community, and we respect the dignity of each member in the community. We take responsibility for the consideration of the rights of others.

*Respect for the University Community:* We value showing respect for the rights and property of others. We take responsibility to act to maintain University property.

*Respect for Community Authority:* We acknowledge and value our privileges and rights as members of the University community. We take responsibility for acting to uphold community standards.

For more information about the Community of Respect, Student Rights, the University Student Code of Conduct and the Judicial Process, please refer to the Atlanta Student Handbook Supplement, available on the web at: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>

## **Computer Accessibility/Information Technology Policy**

Every student must have access to computer resources necessary to complete academic requirements. The prescribed electronic devices ensure that each student has the ability to access required course materials and policies on Canvas, various educational websites, databases, and software during the didactic and experiential education.

For more information about Mercer's Information Technology Policy, please refer to the Mercer University Student Handbook available online at [http://it.mercer.edu/student/policy/it\\_access\\_and\\_use\\_policy.htm](http://it.mercer.edu/student/policy/it_access_and_use_policy.htm)

## **COVID-19 Policy**

The University health and safety protocols are available in *MyMercer* under Announcements and on the [University COVID-19 website](#).

## **Crime Awareness and Campus Security**

Mercer University places a high priority on keeping its campuses safe for its students, employees, and visitors. For more information about Crime Awareness and Campus Security at Mercer, please refer to the Atlanta Student Handbook Supplement, available on the web at: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Disability Policy**

All campuses and colleges/schools maintain facilities and make other accommodations for students with disabilities. For more information about Mercer's Disability Policy, please refer to the Atlanta Student Handbook Supplement, available on the Mercer website at: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Drug-Free Workplace and Campus**

Mercer University shares the widespread national concern with the serious threat to health, safety and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. For more information about Mercer's Drug-Free Workplace and Campus policy, please refer to Mercer University Student Handbook available online at <https://provost.mercer.edu/handbooks/studenthandbook.cfm>

## **Emergency Preparedness**

For information about Emergency Preparedness at Mercer, please refer to the Atlanta Student Handbook Supplement, available on the web at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>

## **Equal Opportunity**

Mercer University is committed to providing equal opportunity for all student applicants and enrolled students, without discrimination on the basis of race, color, national or ethnic origin, sex, age, or disability, as a matter of University policy and as required by applicable state and federal laws such as Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning this policy may be directed to the Equal Opportunity/Affirmative Action Officer, located in the Human Resources Office; to the senior student affairs officer; to the dean of the student's college or school; or to any member of the Discrimination and Harassment Prevention Board (names, addresses and phone numbers of Board members are available in the Human Resources Office).

Students who believe they have been subjected to discrimination in violation of this policy may use the University's Student Grievance Procedures for Discrimination and Sexual Harassment Complaints, a copy of which is available from any of the offices above.

## **Examinations / Make-Up Exams**

Students must report for examinations scheduled. Students seeking permission for a make-up examination due to illness or other emergency should contact the coordinator(s) of the course.

It is the responsibility of the coordinator of each class to describe in the syllabus the College's policy for making up examinations. Students with extenuating circumstances affecting class attendance of more than one (1) day should notify the Executive Associate Dean (Doctor of Pharmacy) or Graduate Programs Director (Doctor of Philosophy).

## **Firearms, Weapons, Fireworks/Explosives**

Firearms/weapons are not allowed in Mercer University facilities except when required for students who are in uniform (police, law enforcement officers, etc.) in an official duty status.

For more information about the Firearms, Weapons, Fireworks/Explosives Policy, please refer to the University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>

## **Food in Classrooms**

The consumption of food and beverage is allowed in the cafeteria and designated spaces in University buildings. Food and beverage are *strictly prohibited* in laboratories.

## Fundraising

Permission for students/organizations to sell any items on campus must first be obtained in advance from the Associate Dean for Student Affairs. Guidelines for granting/denying requests for sales will be determined by whether the item to be offered for sale is presently being sold by some other entity under contract with the University and/or if the sale will adversely affect what is already being sold under contract.

## Grading

### *Grading System and Quality Points*

Cumulative grade point averages are computed on a quality point system. The interpretation of the letter grades and their quality point values is as follows:

Grade		Quality Points Per Credit Hour
A	Excellent	4.0
B+	Good	3.5
B	Good	3.0
C+	Average	2.5
C	Average	2.0
F	Failure	0.0
IC	Incomplete	0.0
AU	Audit	0.0
W	Withdrawal	0.0
Z	Grade Not Reported	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0

Hours earned with a Satisfactory grade will be added to the total required for graduation but will not affect the grade point average; an Unsatisfactory grade will not carry hours earned and will carry no penalty to the grade point average. The grade of Incomplete (IC) may be assigned when students have not completed all required coursework and/or examinations for completion of a course. For progression from one professional year to the next in the curriculum, the IC from the current professional year should be removed and officially recorded prior to the first day of class for the subsequent professional year. Any grade of IC that is not removed within one year after it was assigned will be automatically changed to the grade of F. In cases of illnesses or extreme circumstances, the IC will be changed to the grade of W with the approval of the Dean.

A student's scholastic standing is normally determined by calculating a grade point average (GPA). This average, which is calculated for each semester and for the entire period of residence, is determined as follows: the total number of hours for which a grade is received is multiplied by the numerical equivalent for that grade. The results are added, and the sum is divided by the total number of hours for which grades have been assigned. Should a course be repeated, all grades received in that course are used in the computation of the grade point average.

## **Graduation**

### *Application for Graduation*

All students must apply for graduation. It is the student's responsibility to be aware of all departmental, college, and university degree requirements as published in the catalog, and to ensure that such requirements have been met or that appropriate waivers have been secured and filed in the Registrar's Office. The application for graduation must be filed with the Registrar's Office one term prior to the expected date of graduation.

### *Awarding of Degrees*

The College awards degrees at the end of the semester in which all degree requirements have been met. These requirements are outlined in each program of study's individual policy sections in this Handbook.

### *Graduation Exercises*

A commencement ceremony is held annually at the end of the spring semester.

### *Academic Regalia*

The cap (mortar board or tam) and gown—with or without an academic hood—are the formal academic attire for ceremonial events at Mercer University, including commencements. Mercer University provides cords and ribbons for graduates to wear indicating specific academic honors. Honor graduates are distinguished by the wearing of honor cords. A single orange cord shows academic honor; purple indicates membership in Rho Chi (Pharmacy academic honor society); green and gold represents membership in Phi Lambda Sigma (Pharmacy leadership society). A medallion signifies membership in the national Honor Society of Phi Kappa Phi. Traditional hoods of academic regalia are bestowed upon the Doctor of Pharmacy and Doctor of Philosophy at a special hooding ceremony held prior to commencement. The Doctor of Pharmacy hood is lined with the Mercer University colors of orange and black and is trimmed in olive green. The Doctor of Philosophy hood is lined with the Mercer University colors of orange and black and is trimmed in blue.

## **Hazing**

The College of Pharmacy adheres to the State Code on Hazing (16-5-61).

(a) As used in this Code section, the term:

(1) Haze means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

(2) School means any school, college or university in this state.

(3) School organization means any club, society, fraternity, sorority, or a group living together that has students as its principal members.

(4) Student means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

## **Inclement Weather**

In the event of hazardous weather, the following policy will be in effect:

1. A decision as to whether or not school will be open or closed on the days in question will be made and announced. When official closings are announced, complete information for faculty, staff and students will be recorded on THE MERCER WEATHER HOTLINE—(678) 547-6111.  
Information about Mercer closings will also be aired on Atlanta area radio and television stations. The official stations are WSB Radio (AM 750) and WSBTV Channel 2. Students can also check the website ([www.mercer.edu](http://www.mercer.edu)) for information.
2. If a student feels that conditions are so hazardous that coming to school would pose a danger, he/she is automatically excused from classes even if school should be open. In the event that a student should miss an exam, the professor in charge will give a make-up exam at the officially scheduled time for make-up exams.
3. If necessary, cancelled classes will be made-up on an appropriate Saturday.

## **Medical Emergency Procedure**

The following steps should be followed when an accident, injury, or other related emergency on campus occurs:

- Notify the MERCER POLICE OFFICE immediately, by picking up a red phone nearest you or by dialing 6911 from ANY campus telephone nearest you. IF THE CALL IS PLACED FROM AN OUTSIDE PHONE, CALL MERCER POLICE AT (678) 547-6358 AFTER PLACING A 911 CALL TO ALERT THEM TO AN EMERGENCY ON CAMPUS. Give the location of the injured person and briefly describe the apparent injury. The MERCER POLICE OFFICE will then dispatch an officer to the scene, who will determine the appropriate emergency service to be notified, and direct any emergency vehicles to the scene on campus. No employee should assume the responsibility of transporting an injured or ill person.
- If there is difficulty in reaching the MERCER POLICE by telephone, send another person to the MERCER POLICE DEPARTMENT. Assist the MERCER POLICE in filling out an injury report after the injured or ill person has been treated.
- Any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.
- Remain with the injured party at all times until professional medical aid arrives. A police officer trained in first aid will be on hand as soon as possible to maintain order and render whatever assistance possible.



- After the injured person has been removed or treated by trained medical personnel, give the police officer on the scene as accurate a description as possible of the apparent cause of the accident and the nature of the injury.

By expediting professional medical treatment through a standard emergency procedure, the victim of a serious injury or illness stands a much greater chance of survival and avoidance of serious after-effects.

## **Mental and Physical Health and Welfare of Students**

The mental and physical health of students can strongly affect their academic and social success at the University, as well as influencing the other members of the University community. Mercer staffs Campus Health and Counseling and Psychological Services with qualified medical and mental health professionals that provide short-term health services to students seeking assistance. For some students, pre-existing conditions or severe stress during college may create a situation where the student must be referred out of community resources that can give long-term or in-patient care.

For more information about the Mental and Physical Health and Welfare of Students, please refer to the Atlanta Student Handbook Supplement, available on the web at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>

Additionally, Mercer University has a policy for providing assistance to students who have attempted suicide or who exhibit other life-threatening behavior. This policy is also available electronically in the Cecil B. Day Campus Student Handbook.

## **Name Badges**

Name badges will be provided for students at the beginning of the first year. These name badges must be worn at all experiential learning sites and occasionally for on campus programs (for example, admissions interviews). Additional or replacement name badges can be ordered as necessary by the Student Affairs Specialist.

## **Note-taking Services (Doctor of Pharmacy Program)**

Anyone desiring to establish a note-taking service for classes offered at the College of Pharmacy must obtain the written permission of the instructor of each course for which notes will be taken. The faculty assumes no responsibility for the accuracy of notes distributed through such a service. The faculty reserves the right to withdraw permission for operation of the service at any time. Violators of this policy can be subject to legal action.

## **Official Communication**

All students are assigned a Mercer email address. This is the address that will be used for official University and College email correspondence to students. It is the student's responsibility to maintain the Mercer email account and understand any and all official communication sent to their Mercer email address.

## **Official Contact Information**

Address changes must be submitted, in writing, to the Office of the Registrar. Please note that address changes submitted to program offices are not automatically transmitted to the Registrar.

## **Posting of Materials**

Posting of signs, fliers, bulletins, announcements, etc. upon doors, walls, and windows is prohibited to prevent damage to campus physical facilities.

**Bulletin Board Policy:** Bulletin boards especially for the purposes of pharmacy student organizations are located in the hall of the Pharmacy Administration/Cafeteria building; bulletin boards for student-related announcements are also located in the Duvall and Teaching, Research and Education Center buildings. Several bulletin boards are designated for specific use. All bulletin boards located in the Duvall and Teaching, Research and Education Center buildings are maintained and monitored by the College of Pharmacy. Students should contact the Associate Dean for Student Affairs for questions regarding bulletin boards; the office is located in the Pharmacy Administration/Cafeteria Building, Room 121.

Special notices and other information of interest may be posted only on “Public Notice” bulletin boards, located in various areas of the Cecil B. Day Campus. These boards are monitored and maintained by the Campus Student Life Office located in the Sheffield Center.

## **Registration**

All students are required to register at the times prescribed in the Academic Calendar. Official enrollment, which includes the completion of satisfactory financial payments, is required for admission to any class or clinical experience. Students who register after the prescribed time are subject to a late registration fee.

**IMPORTANT NOTE:** To cancel a registration at any point after the Registrar’s Office has entered course selections in the computer, a student must complete a Course Withdrawal Form. If the appropriate official form is not completed and the student does not attend class, a grade of F will be assigned.

### *Course Load*

All College of Pharmacy students are expected to carry the normal full-time course load each semester as defined in each program of study’s individual policy section.

### *Course Changes*

Students wishing to make course changes must ensure they adhere to the policy on course load. Course changes (dropping and/or adding courses) must be done on or before dates specified in the calendar of the current catalog. For students enrolled in the College of Pharmacy, courses may be dropped or added only during the first week of the semester. To change courses during this period, a student must use the *MyMercer* online system. Courses dropped during this time will not appear on the student’s grade report or permanent record.

## **Residential Living Policy**

For more information about the Residential Living Policy, please refer to the Atlanta Student Handbook Supplement, available on the web at: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>

## **Sexual Misconduct and Relationship Violence Policy (Includes sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and gender-based harassment)**

As required by Title IX, Mercer University is committed to maintaining an environment free from discrimination on the basis of sex and/or gender and where the dignity and worth of all members and visitors of the University community are respected. Sex discrimination, which includes, but is not limited to, sexual harassment, sexual assault, intimate partner violence (IPV), stalking, and gender-based harassment, harms the environment the University seeks to maintain and is unequivocally prohibited. Mercer University has developed its policy on Sexual Misconduct and Relationship Violence (SMRV) in accordance with Title IX of the Education Amendments and the Violence Against Women Act to reaffirm the University's commitment to address sexual misconduct and relationship violence and take steps to prevent its reoccurrence and remedy its effects. The SMRV policy explains the rights and options for employees, students, and visitors with reports regarding sexual misconduct and relationship violence, and provides a grievance procedure for handling reports. Employee reports regarding other forms of sex discrimination will be handled in accordance with the grievance procedures outlines in the faculty and staff handbooks (Faculty Handbook, Section 2.10 and Non Faculty Handbook, Section 4/Grievance Procedures).

The Sexual Misconduct and Relationship Violence policy applies to all University students and employees, campus visitors, and employees of third parties doing business with the University, regardless of sexual orientation, gender identity, or location. All members of the University community are expected to conduct themselves in a manner that does not negatively affect an individual's school or work experience or the overall school environment, whether on University premises or at any off-campus location. University administrators and supervisors have the responsibility for implementing steps designed to prevent and eliminate sexual misconduct and relationship violence within the areas they oversee.

Under Title IX, individuals reporting an allegation related to sexual misconduct and/or relationship violence have the right to timely resolution to have the University conduct a prompt, fair, and impartial investigation and to have interim steps taken to ensure the safety and wellbeing of the individuals involved and the University community. These procedures will be conducted by officials who receive training on issues related to sexual harassment, sexual assault, sexual exploitation, intimate partner violence, and gender-based harassment, as well as how to conduct a hearing process that protects safety, promotes accountability and ensures fairness. The University will communicate regular investigatory updates to the reporting party and the person against whom the allegation or report of sexual misconduct or relationship violence is made. If a responding party is found to have violated this policy, serious sanctions will be used to prevent the reoccurrence of sexual misconduct and relationship

violence and address its effects. Mercer University, Campus Sexual Violence Elimination Act (Campus SaVE) and Title IX prohibit retaliation (See Retaliation), and the University will take reasonably calculated steps to prevent retaliation, and will evaluate responsive actions, as necessary, for any retaliatory acts.

Please visit <http://titleix.mercer.edu/> for more information about Title IX at Mercer University and <http://titleix.mercer.edu/policy.cfm> for Sexual Misconduct and Relationship Violence policy.

## **Social Media and Social Networking**

Online blogs, public mailing lists and social network sites and applications including but not limited to Facebook, Twitter, Instagram, SnapChat, YouTube, Flickr, Pinterest, LinkedIn and messaging platforms (e.g., GroupMe, Facebook Messenger, What's App, Viber) (hereafter collectively referred to as social media) are increasingly popular tools for personal and professional communication and social interaction. Mercer University College of Pharmacy recognizes social media as excellent opportunities for students, faculty and staff to interact both personally and professionally with the latter known as e-Professionalism. While these sites have become a great means of communicating, as health care professionals, COP students have the responsibility of being fully aware that use of social media is a potential forum for lapses in professional and ethical conduct.

Online social network sites are not a place where someone can say and do whatever they want without repercussions. Internet postings may be traceable forever. Students are expected to use professional judgment and adhere to professional standards related to personal and professional social media use.

It is the responsibility of each COP student to understand that posting certain information is not only unprofessional and/or unethical, but can also be illegal. Public postings on social media may have legal ramifications if comments are made by students concerning patients or if students portray themselves, other students, faculty, staff, clinical instructors, or other colleagues in an unprofessional manner. Postings can be used by the courts or professional licensing boards in the process of decision making. Students must be aware that violation of existing statutes and administrative regulations may expose the offender to criminal and/or civil liability, and punishment for violations may include fines and imprisonment. Students must also be aware that offenders may be subject to adverse actions including, but not limited to, a Code of Professional Conduct violation, removal from a clinical/ experiential site, and failure of a course.

COP does not actively monitor online activities of the student body; however, unprofessional issues could be, and have been, brought to the attention of the Associate Dean for Student Affairs through a variety of mechanisms. The COP student must understand that by identifying themselves publicly using social media, they are creating perceptions about COP, a clinical/experiential site, and their chosen health profession, and thereby must assure that all content is consistent with the values and professional standards of Mercer University, the COP and their profession.

The following actions are strictly forbidden:

- Reporting personal health information of other individuals. Removal of an individual's name does not constitute proper-de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, photographs, or type of treatment may still allow the reader to recognize the identity of a specific individual.
- Reporting private (protected) academic information of another student or trainee. Such information might include, but is not limited to course grades, narrative evaluations, examination scores, or adverse academic actions.
- Representing one's self inappropriately or as another person.
- Utilizing websites and/or applications in a manner that interferes with learning while on a clinical/ experiential site.
- Posting any information that could identify a clinical/experiential site, a preceptor, or a patient at a site.
- Knowingly distribute false evidence, statements or charges against another student, faculty, staff, preceptor, or a clinical/experiential site of COP.
- Using social media or any other means of electronic communication as a means of communicating inappropriate, uncivil or insulting comments or threats of violence regarding peers, faculty, staff, preceptors, or a clinical/experiential site of COP.

General Social Media Guidelines of Mercer University are accessible at <http://socialmedia.mercer.edu>.

### **Solicitation and Distribution of Literature**

Students may not solicit business of any type, including the selling of products or services, without having been invited or given permission by an official of the University. Students may distribute literature by posting on approved bulletin boards and kiosks. Distribution that includes placing literature/ product samples on cars or in University mailboxes is strictly prohibited. Postings are approved through the Campus Student Life Office located in the Sheffield Center.

Any unauthorized persons soliciting or distributing on campus are to be immediately reported to Mercer Police.

### **Student Records and Right of Privacy**

In accordance with the Family Education Rights and Privacy Act of 1974, Mercer University (1) permits students to inspect their education records, (2) limits disclosure to others of personally identifiable information from education records without the student's prior written consent to such disclosure, and (3) provides students the opportunity to seek correction of their education records where appropriate.

## I. Definitions

- A. Student means an individual who is or who has been in attendance at Mercer University. It does not include individuals who were applicants for admission to the University but did not matriculate.
- B. Education records include those records which contain information directly related to a student and which are maintained as official working files by the University.

The following are not education records:

1. Records about students made by professors and administrators for their own use and not shown to others;
2. Campus police records maintained solely for law enforcement purposes and kept separated from the education records described above;
3. Employment records, except where currently enrolled students are employed as a result of their status as students;
4. Records of physicians, psychologists, or other recognized professionals or paraprofessionals made or used only for treatment purposes and available only to persons providing treatment (however, these records may be reviewed by an appropriate professional of the student's choice); and
5. Records which contain only information relating to a person's activities after graduation or withdrawal from the University.

## II. Mercer University permits students to inspect their education records.

- A. *Right of Access.* Students have the right of access to their education records, except financial records of parents and confidential letters of recommendation received prior to January 1, 1975.
- B. *Waiver.* Students may waive their right of access to confidential recommendations in three areas: admission to an educational institution, job placement, and receipt of honors and awards. The University does not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If students choose to waive their right of access, they will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations are used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time, and the revocation will apply to all subsequent recommendations.
- C. *Types and Locations of Education Records.*

Registrar's Office. Undergraduate and Graduate Academic records, Computer files (biographical data, course information).

Office of Student Financial Planning. Application for financial assistance needs analysis statements, awards made. Note: Students do not have access to parents' confidential statements.

Bursar's Office. Records of financial payments. Promissory notes and copies of correspondence.

Colleges, Schools and Academic Departments. Records kept vary with departments but may include results of certain examinations and other advisory information.

- D. *Procedure to be Followed.* Requests for access specifying the records to be inspected should be made in writing to the Registrar. The University will comply with requests within a reasonable time, at most within 45 days. Arrangements normally are made for students to read their records in the presence of a staff member. Students may also obtain copies of their records by paying reproduction costs of \$0.25 per page. However, the University may refuse to release copies of records of students who have not settled their accounts with the University. The University does not provide copies of official transcripts from other colleges.

### **III. Mercer University limits disclosure of personally identifiable information from education records without the student's prior written consent to such disclosure.**

A. *Directory Information.*

1. The following categories of information have been designated as directory information:

Name, addresses, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education institution attended

2. The University gives annual public notice to students of the categories of information designated as directory information and allows a reasonable period of time after such notice for the student to inform the University that the information should not be considered directory information.
3. Directory information may appear in public documents and may otherwise be disclosed without the student's consent unless the student objects as provided above. However, it is the policy of Mercer University to refuse to disclose directory information over the telephone except for purposes of financial aid verification.

- B. *Prior Consent Not Required.* Prior consent is not required for disclosure of education records to the following parties.

1. College officials of Mercer University who have been determined to have legitimate educational interests.
2. College officials include instructional personnel, administrative personnel, and members of duty constituted University committees and boards, who are or may be in a position to use the information in furtherance of a legitimate objective.
3. Legitimate educational interests include those interests reasonably related to the academic environment.
4. Officials of other colleges in which students seek to or intend to enroll or are enrolled. Upon request, and at the student's expense, students will be provided with a copy of the records that have been transferred.
5. Authorized representatives of federal and state educational authorities, but only in connection with the audit or evaluation of federally or state supported educational programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above.
6. In connection with a student's application for or receipt of financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions.
7. State and local officials to whom such information is specifically required to be reported by effective state law adopted prior to November 19, 1974.
8. Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information will be destroyed when no longer needed for these purposes.
9. Accrediting organizations for purposes necessary to carry out their functions.
10. Parents of students who are dependents for income tax purposes. Parents may see the academic records of their son or daughter when the student gives permission in writing or when the parents can demonstrate that the student is their dependent as defined by the Internal Revenue Service.
11. Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of students or other individuals.



12. In response to a court order or subpoena. The University will make reasonable efforts to notify students before complying with the court order.

13. The results of a Disciplinary proceeding by the University in connection with an alleged crime of violence may be disclosed to the alleged victim of the crime.

C. *Prior Consent Required.* In no other cases will the University release personally identifiable information in education records or allow access to those records without the prior consent of the student. The consent must be written, signed, and dated, and must specify the records to be disclosed and the identity of the recipient. A copy of the record disclosed will be provided to the student upon request and at the student's expense.

D. *Record of Disclosures.* The University maintains with the student's records a record of each request and each disclosure, except disclosures:

1. To the student;
2. Pursuant to the written consent of the student;
3. To instructional or administrative officials of Mercer University; or
4. Of directory information. The records of disclosures may be inspected by the student, the official custodian of the records, and other University and governmental officials.

#### **IV. Mercer University provides students with the opportunity to seek correction of their education records.**

A. *Request to Amend Records.* Students who believe that information contained in their education records is inaccurate, misleading, or otherwise in violation of their privacy or other rights may submit a written request to the Office of the Registrar, specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the responsible person at the origin of the record in question. Within a reasonable time of receipt of the request, the University will decide whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and may submit a request for a hearing.

B. *Right to a Hearing.* Upon request by a student, the University will provide an opportunity for a hearing to challenge the content of the student's records. A request for a hearing should be submitted in writing to the Office of the Registrar. Within a reasonable time, the student will be notified in writing of the date, place, and time reasonably in advance of the hearing.

1. *Conduct of the Hearing.* The hearing will be conducted by a University official who does not have a direct interest in the outcome. The student will have a fair and full opportunity to present evidence relevant to the issues raised, and may be assisted or represented by individuals of the student's choice, including an attorney, at the student's own expense. The University official conducting the hearing will, after considering all relevant information, make a recommendation to the Registrar.

2. **Decision.** Within reasonable period of time after the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely upon evidence present at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information in the student's record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, the University will amend the records accordingly.
- C. *Right to Place an Explanation in the Records.* If, as a result of the hearing, the University decides that the information is not accurate, misleading, or otherwise in violation of the student's rights, it will inform the student of the right to place in the record a statement commenting on the information and/or explaining any reasons for disagreeing with the University's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept, and will be disclosed whenever the contested portion of the record is disclosed.

## **Term Withdrawal/Resignation from the University**

Term withdrawal from the University occurs when the student officially withdraws from all enrolled courses. Students who are considering term withdrawal are requested to meet with the Executive Associate Dean or Graduate Program Director, as applicable.

A student may withdraw before the published withdrawal deadline for the semester, receiving the grade of "W." The student must complete a Term Withdrawal Form and submit it to the Office of the Registrar by the announced deadline. A student withdrawing after the deadline will receive an "F," except in extreme personal circumstances as described below. Without official resignation, a student leaving the University forfeits refunds, and the grade of F is assigned to all courses taken in the semester. Withdrawal from all courses for which a student is registered constitutes resignation from the University.

*Extreme personal circumstances.* The mental and physical welfare of a student can have a significant impact on his or her successful performance in the College of Pharmacy and the University. Mercer University provides qualified medical and mental health services for students through Mercer Campus Health and Counseling and Psychological Services. Should a medical or psychological situation arise that jeopardizes the student's ability to continue enrollment in the College of Pharmacy and the University, the student may request to be administratively withdrawn from the program.

In such extreme personal circumstances, a "W" may be approved after the published deadline for withdrawal, provided the Executive Associate Dean or the Graduate Program Director, as applicable, and the University Vice President and Dean of Students review the request and concur. Appropriate, applicable medical or other documentation may be required to evaluate the request.

## **Tobacco Use Policy**

Mercer University has been, and continues to be, committed to the health and well-being of the members of its student body, faculty and staff. The University not only has a vested interest in the vitality of its students and those who administer and operate the University's programs of education, research and service, but also wishes to promote the advancement of health in general and the maintenance of a healthful environment. The University and its Medical, Nursing, Pharmacy, and Health Professions schools have substantial commitments to health-related research and teaching.

The following guidelines are designed to achieve a relatively smoke-free environment on the Mercer campuses:

- Smoking is prohibited in all indoor locations. All buildings on all campuses are smoke-free.
- Smoking is prohibited within 25 feet of all building entrances, air intakes, and windows.
- Residence hall public spaces (lobbies, hallways, lounges, recreation areas, restrooms) and rooms are smoke-free.
- Use of smokeless tobacco products is prohibited in all university facilities, except in individual resident hall rooms and apartments.

Violations of this policy will be reported to Campus Student Affairs for students or Human Resources for employees.

## **Traffic Regulations and Parking**

### *Registration and Decals*

The Mercer Police are responsible for parking enforcement at Mercer University. All vehicles must be registered each year and each vehicle must display a parking decal (provided at no cost). You can register vehicles 24 hours a day, 7 days a week at the Mercer Police Department. You must provide your tag number to obtain a decal. If your car or tag number changes, you must notify Mercer Police the next business day. All decals must be placed on the lower front windshield on the driver's side.

### *Handicapped Parking*

Mercer does not issue handicapped access parking decals. If you are permanently or temporarily disabled and require handicapped access, you must see your doctor about getting a permit issued by the State of Georgia. Your vehicle must be registered with Mercer Police even if you possess a handicapped permit. Drivers authorized by the state to use handicapped parking spaces can park in any area with a properly displayed state permit.

### *Parking*

Possession of a decal does not guarantee you a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space, being late for class or work, parking illegally for a short time, leaving your flashers on, are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean you can park illegally. More information on the parking policies, tickets, and appeals is available from the departmental web site at [www.mercer.edu/police](http://www.mercer.edu/police). Mercer Police can be reached by dialing ext. 6358 from any campus phone.

### *Motorized Vehicle Policy*

Motorized vehicles and transportation, outside of authorized golf carts, maintenance equipment, and support mobility devices for disabled individuals, are not permitted on university sidewalks. Segways and hoverboards are expressly prohibited from campus.

### *Traffic Ticket Appeal Process*

Students who feel they have been wrongfully ticketed may appeal to the Traffic Committee. The Traffic Committee is composed of a faculty member, a staff member, a student, a student alternate, and the Associate Director of Mercer Police on the Atlanta campus. Each will be asked by the Senior Vice-President of the Atlanta campus to serve a one (1) year term, with the exception of the Associate Director of Mercer University Police (MERPO), who will be a standing member. All will be voting members, except for the Associate Director of MERPO, who will vote only in the case of a tie. Two of the three voting members must be present to establish a quorum. The committee will convene no later than the second week of the fall semester to select a chair. Meetings to hear appeals will be scheduled as needed.

A student wishing to initiate the appeal process must do so in writing by filling out an Appeal Form (obtained from the Mercer Police Office) and submitting it to their office. The appeal process must be initiated within five (5) business days of receiving a ticket. The student will be notified of the time and place of the next meeting. Students appealing a ticket are required to attend this meeting.

If a student who is appealing a ticket is unable to attend the scheduled meeting, he/she has one opportunity to request to reschedule, providing the request is made 24 hours prior to the scheduled meeting. Failure to notify the Chair or Associate Director of MERPO of inability to attend will result in the students' forfeiting the right to appeal.

There will be no formal hearing; rather, there will be a discussion by the members regarding each appeal. Committee members may ask questions of the student if the student is present at the meeting. Students may also ask questions of the committee members. The decision of the Traffic Committee shall be considered final.

## ***Doctor of Pharmacy Program Policies***

This section of the COP *Student Handbook* is specifically for students enrolled in the Doctor of Pharmacy Program in the College of Pharmacy at Mercer University. Students should also refer to the University/College policies included in this *Student Handbook*.

The Doctor of Pharmacy Program is accredited by The Accreditation Council for Pharmacy Education (ACPE), 190 S. LaSalle Street, Suite 2850, Chicago, IL 60603-4810; telephone (312) 664-3575; Fax (866) 228-2631; website [www.acpe-accredit.org](http://www.acpe-accredit.org). ACPE has an obligation to assure any institution holding accreditation status for its professional program conducts its affairs with honesty and frankness. Complaints may be filed with ACPE from other institutions, students, faculty, or the public about the College including tuition and fee policies, as related to ACPE standards, policies, or procedures.

Those who wish to file such a grievance may access the ACPE Complaint Policy by visiting the ACPE website (<https://www.acpe-accredit.org/complaints/>). The standards and procedures for filing a complaint with ACPE are included on the ACPE website.

Once a complaint has been submitted to ACPE, a course of action will be determined by ACPE, which may include communication with the College. The Executive Associate Dean maintains all complaints and written documentation of actions related thereof securely. This complaints file is made available to ACPE representatives upon request.

### **Leave of Absence/Resignation**

*Short-term absence:* defined as an absence of 1-2 days. Examples of a short-term absence include personal or family illness, medical/dental appointments, and other self-limiting life events. Weddings and other pre-planned, non-emergency events are not considered a short-term excused absence. A short-term absence requires approval by course coordinators, per the course syllabus, if a student is absent from an exam, quiz, team-based learning activity, or other required/graded course activity. Students seeking approval for a make-up exam, quiz, team-based learning activity, or other required/graded course activity must provide documentation to course coordinators on official letterhead within 48 hours of the absence in order for the absence to be considered excused and a make-up scheduled.

*Long-term absence:* defined as an absence of 3 or more days. Examples of long-term absence include chronic illness, death in the family, family or personal emergency, etc. Weddings and other pre-planned, non-emergency events are not considered a long-term excused absence. A long-term absence from the College requires supporting documentation and the approval of the Executive Associate Dean. However, students required to isolate/quarantine due to COVID-19 do not require approval by the Executive Associate Dean.

Students requesting a long-term absence because of the death of a first degree relative (parent, sibling, spouse) must provide verification of the event and are generally permitted up to three days leave, with academic accommodations. If the rare and unusual circumstance of travel to another state or country is

required, leave of up to five days with academic accommodations may be permitted. Approval is granted by the Executive Associate Dean, based on circumstances.

*Abandonment:* defined as an absence of 3 or more days with little or no communication about the reason for absence with faculty or College administration. A good faith effort will be made to contact students who abandon their student responsibilities within the College.

*Leave of Absence:* Doctor of Pharmacy students seeking a leave of absence must consult the Executive Associate Dean.

*Resignation from the University:* Doctor of Pharmacy students wishing to resign officially from the University must meet with the Executive Associate Dean before withdrawing from all courses. A grade of W is assigned for the courses in which the student was enrolled before withdrawal, if the withdrawal takes place within the time limit prescribed in each semester of the academic calendar. Without official resignation, a student leaving the University forfeits refunds, and the grade of F is assigned to all courses taken in the semester. Withdrawal from all courses for which a student is registered constitutes resignation from the University.

## **Return from Leave of Absence**

Students returning from a leave of absence must consult with the Executive Associate Dean. If a student is on a leave of absence for longer than one year (more than 12 months from the start of the leave), the Executive Associate Dean will consult with the Academic Performance and Standards Committee to determine the terms of re-entry. Moreover, the student may be required to take additional courses if any curricular changes have occurred, regardless of the length of the leave of absence.

## **Audio Recording of Required Courses**

All required courses for the Doctor of Pharmacy program are audio recorded. These recordings are made available online for student review. The purpose of these recordings is to aid students in the learning process.

## **Video Recording of Examinations**

For the Doctor of Pharmacy program, the majority of examinations are delivered electronically and are video recorded. All students are expected to follow the Electronic Test-Taking Procedures. Electronic Test-Taking Procedures are printed in its entirety in the Student Handbook Appendix H.

## **Background Checks and Drug Screening**

Assessment of criminal background checks (CBC) and drug screening are considered important to help protect the public, regardless of the requirements of specific community or clinical sites. However, a clear background check or drug screening does not guarantee safety or predict an individual's future behavior.

### *Accepted Students*

All matriculating students undergo a criminal background check and drug screening after being offered admission to the Doctor of Pharmacy (Pharm.D.) Program. Matriculating students must complete an approved criminal background check and drug screen within 12 months prior to enrollment. Students accepted into the Program are responsible for promptly reporting any future charges or the outcome of pending charges to the Associate Dean for Student Affairs. If accepted into the program, our determination related to findings on the initial or subsequent criminal background check or drug screening does not guarantee that State Boards of Pharmacy will view the findings similarly. Students accepted into the program have the right to review their criminal background check and drug screening reports for accuracy by contacting the institution/company/agency conducting the search.

In addition to completing the criminal background check and drug screening per the policy requirements, newly accepted students with an adverse criminal background check or drug screening must also report this activity in writing and include the appropriate information (e.g., court documents, arrest records, etc.) to the Associate Dean for Student Affairs with an original signature and date. The Associate Dean for Student Affairs may request additional information from the student or request an additional criminal background check and/or drug screening. Students who fail to provide this information within the time frame will be subject to their offer of acceptance being withdrawn. Adverse information may lead to withdrawal of the offer of admission to the program. Appeals to decisions made regarding results of criminal background check and/or drug screening may be made in writing to the Executive Associate Dean.

### *Enrolled Students*

Pharmacy practice sites may require additional components of a criminal background check, additional drug screening, a certain company or laboratory to be used, and/or the tests being performed within certain time frames prior to beginning introductory or advanced pharmacy practice experiences. The expenses associated with any criminal background check or drug screening during matriculation into or during the Pharm.D. Program is entirely the responsibility of the student.

Information as to whether a facility offering introductory or advanced pharmacy practice experiences requires evidence of a negative drug screen and/or criminal background check can be obtained from the Director of Experiential Education. Be aware that requirements for specific introductory or advanced pharmacy practice sites may change at any moment prior to the student beginning at the site. It is the student's responsibility to meet those requirements.

If allowed or required by the introductory or advanced pharmacy practice site, the student will provide the results of their criminal background check or drug screening directly to the appropriate representative. In the event that the site does not have a process to review results of a criminal background check or drug screening or will not accept them directly from the student, the Vice-Chair for Experiential Education will provide information to the appropriate representative on charges resulting in a nolo contendere or conviction which are reported on a criminal background check and/or positive results of a drug screening test. The site's representative is solely responsible to determine whether the results meet facility requirements.

Mercer University, its faculty or representatives, is not responsible or liable for nor will they intervene with the decision made by a site to not accept a student based on the contents of the criminal background check or drug screening.

Students with adverse findings on a criminal background check or drug screening, as determined by an introductory or advanced pharmacy practice site, will be excluded from participation at that facility. In circumstances such as this, the program may require that students undergo a subsequent criminal background check or drug screening. If the Vice-Chair for Experiential Education, in consultation with the Associate Dean for Student Affairs, agrees with the facility's decision, the student will be excluded from continuing in the introductory or advanced pharmacy practice experience and subsequently will be removed from the program. Should the Vice-Chair Experiential Education, in consultation with the Associate Dean for Student Affairs, disagree with the facility's decision, the Vice-Chair and/or Director of Experiential Education will make one attempt to place the student in an alternate facility. If that attempt is unsuccessful due to the adverse findings on the criminal background check or drug screening, the student is excluded from continuing in the introductory or advanced pharmacy practice experience and subsequently will be removed from the program.

Students arrested or charged for criminal activity at any time during their enrollment in the Doctor of Pharmacy Program must notify, in writing, the Associate Dean for Student Affairs within 7 days of the arrest or issue of a citation. The Associate Dean for Student Affairs will assume responsibility for the notification of additional College of Pharmacy offices as necessary. Students who fail to provide this information within the stated time frame will be subject to suspension/dismissal from the program.

#### *Incorrect Records*

Occasionally, a criminal background check may contain incorrect information. If a student finds that his/her record is incomplete, incorrect, contains errors and omissions, or misidentifies a student for someone else, the student should contact the criminal background check vendor with appropriate documentation to correct the errant information. The student should also notify the Associate Dean for Student Affairs and/or Director of Experiential Education, who will make a request to the vendor to verify this information and supply a copy to the student and the COP. Depending on the circumstances, the student may or may not be suspended/dismissed from the program pending the outcome of the request.

Students who have a break in enrollment of at least one semester (e.g., leave of absence or dismissal) will be required to repeat a criminal background check and drug screening prior to reentering the program.

#### *Break in Enrollment*

Students who have a break in enrollment of at least one semester (e.g., leave of absence) will be required to repeat a criminal background check and drug screen prior to reentering the program.

#### *Confidentiality and Recordkeeping*

Results of background checks and drug screening are confidential and will be kept in a secure file separate from other academic records. This information contained in the criminal background check and



drug screening section of the student's file may only be reviewed by university officials, the designated background check or drug screening provider, and affiliated clinical facilities in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Dean's List**

A first, second, or third professional year pharmacy student whose ratio of grade points to hours is 3.8 or better for 12 or more semester hours during a term is given Dean's List standing at the end of the semester. Fourth professional year pharmacy students are given Dean's List standing if they earn the requisite grade point average of 3.8 or better for 10 or more hours during a semester.

### **Degree Requirements – Bachelor of Science in Pharmaceutical Sciences**

For admitted, matriculating Mercer Doctor of Pharmacy students who do not already possess a baccalaureate degree, the College of Pharmacy will award the Bachelor of Science in Pharmaceutical Sciences degree provided they meet the following criteria:

1. Completion of required prerequisite coursework (66 credit hours), including the Mercer University General Education requirements.
2. Completion of all first and second professional year requirements (72 credit hours) of the Doctor of Pharmacy (Pharm.D.) Program.
3. The degree will be conferred following successful completion of the second professional year of the Pharm.D. program to all student pharmacists applying for graduation. At this point, the students will have earned a minimum of 138 credit hours (consisting of a minimum of 66 prerequisite hours and 72 hours of professional degree coursework).

The B.S. in Pharmaceutical Sciences will not make a graduate eligible to practice pharmacy or to take pharmacy licensure examinations, which require successful completion of the Pharm.D. program. Additional information regarding degree requirements may be found in the Atlanta Campus Catalog.

### **Degree Requirements – Doctor of Pharmacy**

1. Completion of the Doctor of Pharmacy curriculum with a passing grade in each course and with a 2.0 cumulative grade point average and successful completion of professional engagement program requirements.
2. Thirty-six months' residence in an accredited college of pharmacy, the final eighteen months of which must be completed at the College of Pharmacy.
3. Recommendation by the faculty of the College of Pharmacy.

4. Payment of all financial obligations to the University.

## **Grade Appeal Procedure**

A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. Concerns may relate, but are not limited to failure to abide by stated requirements described in the course syllabus, and discrimination based on age, sex, religion, race, marital status, national origin or disability.

The procedure for bringing an academic appeal is as follows:

1. A formal appeal must be initiated within 10 business days following the date that grades are posted online by the Registrar's Office.
2. The student must initiate the process by presenting the appeal in writing to the faculty member in charge of the course. The student must describe why a grade change is warranted and provide evidence to substantiate the appeal. The faculty member will render a decision in writing within 10 business days of receiving the appeal.
3. If the appeal is not resolved by the faculty member, the student may present it in writing to the appropriate department chairperson. This must be done within 10 business days of receiving the faculty member's written response. The department chairperson will render a decision in writing within 10 business days of receiving the appeal.
4. If the appeal is not resolved by the department chairperson, the student may present it in writing to the chairperson of the Academic Performance and Standards Committee. This must be done within 10 business days of receiving the department chair's written response. The Committee will render its decision in writing within 10 business days of receiving the appeal.
5. If the appeal is not resolved by the Academic Performance and Standards Committee, further appeal rights are limited. The student may present the appeal in writing to the Executive Associate Dean. This must be done within 10 days of the Committee's decision. The appeal must specify the grounds, as well as supporting facts and arguments. Disagreement with the substance of the Committee's decision shall not be an appropriate ground for appeal at this level. In reviewing the appeal, the Executive Associate Dean will limit review to alleged failure to adhere to procedures, rules and regulations governing the appeal process or new information that was unavailable to the Academic Performance and Standards Committee at the time of its determination. The Executive Associate Dean will render a final decision in writing within 10 business days of receiving the appeal.
6. Written documentation as it relates to the grade appeal will be maintained by the Executive Associate Dean.

## Graduation with Honors

Candidates for the Doctor of Pharmacy degree who earn a cumulative grade point ratio of 3.50 to 3.69 will receive their degree cum laude; those earning a ratio of 3.70 to 3.89, magna cum laude; those earning a ratio of 3.90 and above, summa cum laude. To be eligible for honors, a student must have been in residence at Mercer for two years, during which time he/she must have completed a minimum of 60 semester hours.

## Immunization and Insurance Requirements

All Doctor of Pharmacy students are required to complete the College of Pharmacy's Health Immunization and Information Form and include proof of required immunizations, titers, and tests prior to enrollment. Incomplete or inaccurate information may result in student registration being delayed or blocked. All Doctor of Pharmacy students are required to show proof of the following immunizations/screening tests:

- Two MMR (Mumps, Measles, Rubella) vaccines (administered after 12/31/79)
- Tetanus/Diphtheria/Acellular Pertussis adult booster (Tdap) or current Tetanus/Diphtheria (Td) adult booster if student has previously received Tdap booster.
- Two Varicella vaccines or positive Varicella Zoster IgG titer report that shows immunity to Varicella.
- Hepatitis B series of vaccines in sequence (0, 1, and 6 months) and positive Hepatitis B Surface Antibody Quantitative titer report that proves immunity to Hepatitis B.
- A negative Mantoux 5TU PPD tuberculin skin test performed within twelve months prior to matriculation. In the event of a positive PPD, documentation must be provided of a normal chest x-ray within twelve months prior to matriculation. All Pharm.D. students are required to have an annual tuberculin (TB) screening while enrolled.
- Annual seasonal influenza vaccination
- Two COVID-19 vaccines

The University requires all students to maintain health insurance coverage. In order to enforce this policy, all students are automatically enrolled and charged for health insurance each semester. This health insurance is provided by the University's sponsored student insurance plan. Students are provided the opportunity to waive the student insurance coverage and have this charge removed from their Mercer bill each semester if satisfactory evidence is submitted proving that primary health insurance coverage exists (through the Core Management website:

<https://studentplan.corehealthbenefits.com/mercer/StudentHome.aspx>).

Students who do not submit proof of primary health insurance as part of the waiver process will be automatically signed up for coverage under the student insurance plan and are not required to enroll

individually. A medical identification card and summary of benefits will be mailed to the students once registration has closed and if the student has not waived coverage.

## **International Students and Internships**

International doctor of philosophy students may earn CPT credit while matriculating at Mercer University. There are several requirements that must be met for international students to be eligible for CPT/Internship at Mercer University College of Pharmacy.

1. You must have been in the program for nine (9) months, be in good academic standing, and have F-1 visa status.
2. Offer of a CPT/Internship must be on company letterhead and must include the following
  - a. Must be in field of study
  - b. Specific offer of internship
  - c. Must have a beginning and end date
  - d. Must state full-time or part-time
  - e. Must state description of internship (what you will be doing)
  - f. Contact person (supervisor, etc.)
  - g. Must state the expected outcome of internship
  - h. Cannot be full-time during any registered period of study
  - i. 20 hours a week part-time and cannot be accumulated (for example, 30 hours one week and 10 hours one week)
  - j. Letter of authorization/approval from (must complete CPT/Internship Form with ALL signatures) Ph.D. student: major advisor, Graduate Program Director, and Department Chair
  - k. Must not interfere with academic program
3. Ph.D. students may avail of the internship only once during their tenure at Mercer.

For more information about Mercer's International Student Policy, please refer to the Mercer University Student Handbook available online at <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Program Expectations**

*Standard of Performance:* Each candidate for a Doctor of Pharmacy degree must secure credit in all approved courses comprising the Doctor of the Pharmacy curriculum. In addition to the didactic curriculum, students are required to complete eight advanced pharmacy practice experiences. In

securing this credit, each candidate must have a grade point average (GPA) of at least 2.0. Should a course be repeated for which a passing grade has been previously received, and the repeated grade is F, the course requirement for the curriculum has been satisfied.

*Good Academic Standing:* Good academic standing is defined as having a cumulative GPA of 2.0 or better and being *enrolled or eligible for enrollment* in the College of Pharmacy.

*Academic Progression:*

Doctor of Pharmacy academic progression is defined as:

1. A minimum cumulative grade point average of 2.0; successful completion of all first professional year courses and professional engagement program requirements; and, passing the P1 comprehensive progression assessment are required for entry into the second professional year.
2. A minimum cumulative grade point average of 2.0; successful completion of all first and second professional year courses and professional engagement program requirements, successful completion of a minimum of four semester hours of elective coursework; and, passing the P2 comprehensive progression assessment are required for entry into the third professional year.
3. A minimum cumulative grade point average of 2.0; successful completion of all first, second, and third professional year courses and professional engagement program requirements, successful completion of a minimum of eight semester hours of elective coursework; and, passing the P3 comprehensive progression assessment are required for entry into the fourth professional year.

*Summer Remediation for didactic required courses:*

**Summer Remediation**

Summer remediation is open to Doctor of Pharmacy students who have previously failed a required didactic course.

In the *first professional year, August-entry students* who fail a didactic required course in their first or second semester, an equivalent course outside the College's traditional Doctor of Pharmacy program may be considered for completion during the summer subject for review and approval by the course coordinator, the coordinator's department chair, and the Executive Associate Dean.

In the event an equivalent course is not available, the course will be offered in the summer by the College of Pharmacy. The course must fulfill the same curriculum outcomes as during the regular academic year; however, the teaching plan, including methodology and daily schedule may vary as determined and documented by the course coordinator and the coordinator's department chair. A student may repeat only one course one time at another school or via summer remediation.

In the *first professional year, January-entry students* who fail a didactic required course in their first or second semester, will not have summer remediation as an option. The student will instead join the subsequent entering August Class to remediate the failed didactic required course and join that cohort.

Summer remediation is available for all second and third professional year students regardless of entry point into the Doctor of Pharmacy program. For a student who fails a didactic required course during the fall or spring semesters, an equivalent course outside the College's traditional Doctor of Pharmacy program may be considered for completion during the summer subject for review and approval by the course coordinator, the coordinator's department chair, and the Executive Associate Dean.

In the event an equivalent course is not available, the course will be offered in the summer by the College of Pharmacy. The course must fulfill the same curriculum outcomes as during the regular academic year; however, the teaching plan, including methodology and daily schedule may vary as determined and documented by the course coordinator and the coordinator's department chair. A student may repeat only one course one time at another school or via summer remediation.

#### *Probation/Dismissal:*

#### Probation/Dismissal

A Doctor of Pharmacy student who makes an F or U in a course will be placed on probation until the course is successfully remediated. Any student who makes a second F or U in a course will be placed on academic dismissal. Any Doctor of Pharmacy student who has been placed on academic dismissal may petition the Academic Performance and Standards Committee for readmission.

1. A student seeking the Academic Performance and Standards Committee's consideration for readmission must provide his/her petition and any supporting documentation by the following applicable deadline prior to the semester for which reenrollment is requested: June 1 for the fall semester and October 1 for the spring semester.
2. The Academic Performance and Standards Committee will investigate the circumstances of dismissal.
3. If the student is readmitted by the Academic Performance and Standards Committee, there will be placed upon the readmission certain conditions and requirements designed to aid the student in attaining good standing within the College. In consultation with the Executive Associate Dean and the Curriculum Committee, as appropriate, the Academic Performance and Standards Committee will formulate an individualized plan for satisfying content areas that require remediation. This individualized plan would be based on the students' prior academic performance and current curricular standards.
4. Breach of conditions or requirements will result in permanent dismissal of the student.
5. Any student who makes an F or U in a third course will be permanently dismissed.
6. The Academic Performance and Standards Committee will inform the faculty regarding its actions.

The decisions of the Academic Performance and Standards Committee may be appealed to the Executive Associate Dean.

## Registration

### *Course Load:*

Doctor of Pharmacy students are expected to carry the normal full-time course load, which is defined as 15–18 semester hours of credit. In special circumstances such as prior course failures or readmission, temporary part-time status may occur; however, continuous part-time study is not an option. A first, second, or third professional year student carrying less than 12 semester hours is considered a part-time student; a fourth professional year student carrying less than 10 semester hours is considered a part-time student. Students pay full semester tuition for 12 semester hours or more. A per credit hour tuition rate applies only when registered for less than 12 credit hours.

### *Special Registration Regulations:*

**Course Overload.** A course overload is defined as registration for any additional hours of credit above the number of credit hours outlined for each semester. In order to register for course overloads, students must have a grade point average of 2.5 or better. In addition, students must have the approval of 1) the Executive Associate Dean; or 2) the faculty advisor designated for the student. Students participating in dual degree programs must have the approval of the program director. Students may not enroll in courses with conflicting meeting times.

**Elective Courses with GPA Requirements.** In order to register for Project Development 548 or Introduction to Research 549, a student must have a grade point average of 2.5 or better and consent of the instructor. In order to register for Introduction to Teaching 509, a student must have a grade point average of 3.5 or better and consent of the instructor.

**Advanced Pharmacy Practice Experiences.** Doctor of Pharmacy students who have met all requirements for progression to the fourth professional year may begin advanced pharmacy practice experiences (APPE) with the first available APPE per the schedule provided by the Director of Advanced Pharmacy Practice Experiences. This means that in rare instances students with third year class standing who have met all requirements for progression to the fourth professional year may be taking a fourth year APPE. In these instances, the College will notify the registrar, student financial planning, and bursar of the affected students.

**Professional Credit for Graduate Coursework.** Doctor of Pharmacy students may receive elective credit for graduate level courses taken within the University outside of dual or joint degree programs. The following criteria apply to these decisions:

1. Students should have a previous four-year (or higher) degree or an equivalent number of credit hours.
2. Students must have a minimum grade point average of 3.0.
3. Course prerequisites must be met.
4. Students must submit a letter to the appropriate graduate program director that states their interest and describes the benefits of this course to their professional goals.

5. Enrollment in the course must have the approval of the graduate program director.
6. Students will receive only professional-level credit for such courses.

Cross Registration. Mercer University is a member of the Atlanta Regional Consortium for Higher Education (ARCHE), a consortium of institutions in higher education in the Atlanta-Athens area. A Cross Registration Program permits a student at any member institution to register for an approved course at any ARCHE school and receive credit that may be applied to his/her degree program. Tuition costs are paid to the student's home institution; the grade in the course is reflected on the student's home institution transcript. To be eligible to participate, the Doctor of Pharmacy student must have the recommendation of the Executive Associate Dean and the approval of the Registrar. A statement of policies and procedures is available from the Registrar's Office.

*Course Limits:*

The decision of whether to offer a course (required or elective) will be based upon the availability of the faculty to teach the course, as determined by the department chair, and by a minimum number of six students enrolling in the course and being present on the first day of class.

*Withdrawal from a Course:*

Students wishing to withdraw from a course must adhere to the policy on course load and must first meet with the Executive Associate Dean. A student may withdraw from a didactic class with a grade of W after the drop/add period and on or before one-half of the scheduled class days of the course have been completed. For these withdrawals, the grade of W will be recorded on the student's grade report and on the permanent record. These withdrawals are not used to compute grade point averages.

If a student pursues a course beyond the last day for withdrawal, a grade will be recorded for that course and will be computed in the grade point average for that semester. If the official withdrawal is not completed within the time limits described, a grade of F will be assigned if the student discontinues class attendance and performance. After the last day for withdrawal, the grade of W can be recorded only in cases of illness or extreme circumstances that make it necessary for the student to completely withdraw from College.

*Withdrawal from Fourth Professional Year:*

A Doctor of Pharmacy student may withdraw from an advanced pharmacy practice experience, without receiving a grade, through the fifth day of the experience. If a student pursues a practice experience beyond the first five days of a semester, a grade will be recorded for that experience and will be computed in the grade point average for that semester.

After the first five days, the grade of W can be recorded only in cases of illness or extreme circumstances that make it necessary for the student to completely withdraw from College.

*Transient Credit:*

Academic credit may be given for courses successfully completed with a grade of C or better at other pharmacy, medical, medically-related professional schools and graduate schools subject to the approval



of the appropriate department chairperson and Dean. In such cases, no grade will appear on the student's transcript, but credit hours will be awarded.

Transfer/transient credits are not utilized in determining a student's grade point average.

*Advanced Standing:*

A Doctor of Pharmacy student who wants to be considered for advanced standing must indicate this desire to the Executive Associate Dean. In determining advanced standing, the Executive Associate Dean will consult with the appropriate Department Chairperson(s) to determine course equivalence. Based upon this evaluation, the Executive Associate Dean will make a recommendation to the Dean regarding transfer credit for advanced standing.

## **Professional Development Network**

The Professional Development Network (PDN) provides information and support for successful matriculation and professional development of students. The professional development component is under the direction of the Associate Dean for Student Affairs. The academic advisement component is under the direction of the Executive Associate Dean. A professional engagement program is conducted in conjunction with the PDN and is managed by the Associate Dean for Student Affairs and the COP Professionalism Committee. Faculty members serve as advisors and resource personnel.

Each new Doctor of Pharmacy student is assigned to a Professional Development Network (PDN) group that is comprised of students from each professional year, 2 faculty members, and 2 or more alumni mentors. Students are ultimately responsible for the academic and professional choices they make, but have the opportunity to engage with their peers, advisors, and mentors while pursuing their pharmacy education and benefit from their interaction with fellow PDN members.

Student PDN members are expected to:

- Communicate with their faculty advisors and alumni mentors using the electronic Canvas platform, Mercer email system, and face-to-face meetings.
- Participate in required and elective PDN activities including submission of reflection/projection documents in the Canvas platform.
- Satisfy annual professional-year PDN requirements in order to progress to the next professional year and/or graduation.

## **Faculty Advising**

The faculty advisors will work with students assigned to their PDN group from matriculation to graduation, using the Canvas platform, Mercer email system, and face-to-face meetings. Faculty members are a resource for students and as advisors are asked to agree to the following responsibilities:

- Provide advising and mentoring to students regarding academic and professional issues.

- Communicate with their advisees using a combination of Canvas, Mercer email, and face-to-face meetings.
- When practical, attend weekly College-wide PDN programming.
- After a suitable period of association, consider serving as a reference for students seeking internships, employment, residencies, etc.

## **Student Complaints Policy**

The College of Pharmacy has implemented the following policy and procedures for handling complaints on issues related to the Doctor of Pharmacy curriculum, faculty, student affairs, and other issues over which the College has jurisdiction, as well as those that are related to accreditation standards.

Students who have complaints about any issue may voice their concerns informally to the Executive Associate Dean, the Associate Dean for Student Affairs, the Dean, or through the Council of Students. They may also utilize the following procedures for submitting a formal complaint.

### *Procedures for Course-related Complaints*

When a student feels there is a problem affecting their learning, the following process should be used. A course-related complaint should be reported first to the focus group for the course. The focus group will then take the complaint to their meeting with the faculty member in charge of the course (course coordinator). If the focus group is not able to resolve the complaint through a meeting with the course coordinator, the complaint will then be reported to the appropriate department chair.

An instructor-related complaint should be first addressed with the specific instructor. If the conflict is still unresolved after addressing it with the instructor, the student should then address the complaint to the course coordinator (if the instructor is not the course coordinator) or the appropriate department chair for further assistance. In cases where the issue needs further resolution, the student should address the conflict with the Executive Associate Dean.

### *Procedures for General Complaints*

Student complaints regarding any aspect of the College's programs should be discussed initially with the Executive Associate Dean. Processes are in place through the College committee structure to review and act upon certain types of complaints, including those related to responsibilities of the following committees: Admissions, Academic Performance and Standards, Curriculum, and Professionalism. The Executive Associate Dean may advise students on the appropriate procedures to follow regarding the resolving of complaints related to the above committees or complaints that do not specifically fall under the responsibilities of the committees listed above. The Executive Associate Dean may also explain the appeal processes that are associated with decisions that are made with respect to student complaints.

To initiate a formal complaint, the student submitting the complaint must provide a written, signed and dated statement and provide their full contact information to the College's Executive Associate Dean. The complainant must provide adequate details regarding the exact nature of the complaint in order to

facilitate further processing; additional information may be required before any action can be taken. To initiate a formal grade appeal/complaint, students should refer to and follow the steps outlined in the policy regarding Grade Appeals found in the College's *Student Handbook*. If a complaint is course- or instructor-related, the student should refer to the procedures outlined in the previous section titled "Course-related Complaints".

The Executive Associate Dean will review formal complaints upon receipt. The complaint will be forwarded to the appropriate committee or administrative office for information, advice and/or response. Complaints may require meetings or hearings with the person submitting the complaint, College faculty and/or staff, or other members of the University administration. The person submitting the complaint will receive a response or update from the appropriate committee or administrative office within 45 days. The time sensitivity of complaints will be taken into consideration. The outcomes of complaints may be appealed to the Executive Associate Dean. The Executive Associate Dean will subsequently make a decision regarding the complaint. The Executive Associate Dean will maintain securely all complaints and written documentation of actions related to the complaints.

#### *Procedures for ACPE Complaints*

For information related to ACPE Complaints please refer to the Accreditation section of this Student Handbook (page 37).

## **Student Employment**

The intensity and continuity of the Doctor of Pharmacy Program requires full-time attention of the student. Students enrolled in the Doctor of Pharmacy degree program are expected to devote their maximum efforts to successful completion of the professional curriculum. Outside work may interfere with the quality of a student's academic performance within the PharmD Program. The College does not discourage part-time employment provided it does not conflict with the student's ability to maintain satisfactory academic performance. Students who find it necessary to pursue employment while enrolled in school should:

1. Discuss their work plan with their faculty advisor
2. Not work more than 8-12 hours per week. Working more than 8-12 hours per week has been shown to be detrimental to a students' academic success.
3. Be aware that classroom-related activities occasionally take place during unscheduled times.
4. Be aware that employment obligations during any classroom-related experience are considered unexcused absences and will be reflected as such.

## **Technical Standards**

All Doctor of Pharmacy students must meet all Technical Standards established by the Doctor of Pharmacy Program throughout the student's progress while enrolled in the Program. The Doctor of Pharmacy Program's Technical Standards are printed in its entirety in the Student Handbook Appendix E.

## ***Doctor of Philosophy Program Policies***

This section of the COP Student Handbook is specifically for students enrolled in the Doctor of Philosophy Program in the College of Pharmacy at Mercer University. Students should also refer to the University/College policies included in this *Student Handbook*.

### **Absence/Resignation**

*Leave of Absence:* Any Doctor of Philosophy students wishing to take up to one week off from laboratory work, coursework, or other school activities must get prior approval from their major professor and the Graduate Program Director. In the absence of a permanent major professor, the Graduate Program Director should be consulted.

When special circumstances arise, a student may make a request to the Graduate Program Director for an official leave of absence from the program. The student must submit the request in writing and state the reason for the request. A leave of absence may be granted for a maximum of one calendar year. If applicable, students on leave must complete coursework for which an incomplete (I) grade was awarded in a prior term and are expected to comply with the time limit for removing incomplete grades.

Students on stipends may be removed from payroll for the duration of their absence unless the Student Financial Planning office is notified otherwise by the Graduate Program Director.

*Resignation from the University:* Doctor of Philosophy students wishing to return to their program of study following withdrawal must apply for readmission. Previous admission to the Ph.D. Program does not guarantee readmission at a later date. No additional fee is charged for application for readmission. Students who have been enrolled at other institutions since their last attendance in the Ph.D. Program must submit official transcripts from those institutions at the time of application for readmission.

### **Degree Requirements**

1. Completion of a minimum of 70 semester hours in the Doctor of Philosophy curriculum, including 35 hours of approved graduate-level coursework and 35 hours of dissertation research, with a 3.0 cumulative grade point average.
2. Successful completion of preliminary research protocol, preliminary examination, and successful completion of an original research project as evidenced by submission of the written dissertation and successful oral defense.
3. Two years in residence at Mercer University. Graduates must be in residence at the time of completion of the dissertation.
4. Payment of all financial obligations to the University.

## **Grading**

*Satisfactory/Unsatisfactory Grades for Specific Courses:* Grades of Satisfactory (S) or Unsatisfactory (U) are awarded for the courses of Graduate Seminar 897 and Doctoral Research 899. No other courses in the Doctor of Philosophy degree program may be taken on a pass/fail or S/U basis. Those hours completed with a grade of S may be counted toward the required 35 credit hours in Doctoral Research 899.

## **Pharmacy Teaching Certificate Program (PTCP)**

Each student in the graduate program in Pharmaceutical Sciences is required to complete the Pharmacy Teaching Certificate Program (GSTP). Graduate students who are in their third year and beyond in the program are required to enroll and participate in this teaching certificate program conducted by the College of Pharmacy. The goal of this program is to help graduate students to improve on their teaching related skills and could help in their pursuit of academic careers.

This program is designed to provide graduate students and residents/fellows, an opportunity to gain teaching experience. This is a one year program available to students who are in their third year and beyond. Training Graduate students in teaching will help improve their skills for a career in academia.

The program consists of seminars, teaching experience, precepting experience (for Residents/Fellows only), and developing a teaching portfolio. The primary goal of the Pharmacy Teaching Certificate Program (PTCP) is to develop the participants' skills required to function in an academic setting.

## **Program Expectations**

*Standard of Performance:* Each candidate for the Doctor of Philosophy degree must secure credit for a minimum of 70 semester hours including 35 hours of approved graduate-level coursework and 35 hours of dissertation research. In securing this credit each candidate must have a cumulative grade point average (GPA) of at least 3.0. Any student whose semester and/or cumulative GPA drops below 3.0 or who does not provide regular, documented evidence of progress in their research program is making unsatisfactory academic progress. In these cases, the student's progress will be monitored. Additional details pertaining to specific academic requirements for Doctor of Philosophy students can be found in the College of Pharmacy Catalog and website.

*Academic Progression:* Doctor of Philosophy students should consult the COP Catalog for specific regulations regarding academic progression.

*Probation/Dismissal:* Doctor of Philosophy students are required to have cumulative grade point average (GPA) of at least 3.0 to graduate from the program. The semester and cumulative grade point averages are an indication of a student's academic performance. A student whose semester and/or cumulative GPA drops below 3.0 or who does not provide regular, documented evidence of progress in their research program is making unsatisfactory academic progress. In these cases, the student's progress will be monitored.

- A. Academic Warning—A student will be placed on academic warning the first term that their semester or cumulative GPA is below 3.0, or if the student fails to attain a minimum grade of B or S in a graduate-level course. Additionally, a student will be placed on academic warning if the student fails to attain a minimum grade of B in an undergraduate course offered by the Department of Pharmaceutical Sciences.
- B. Academic Exclusion—A student may be permanently excluded from the Ph.D. program for:
  - 1. Failure to maintain a cumulative GPA of 3.0 following previous academic warning; or
  - 2. Obtaining a grade lower than a B or a grade of U in more than two graduate-level courses; or
  - 3. Failing to pass their Preliminary Examinations after two attempts; or
  - 4. Obtaining a grade of lower than a B in more than two undergraduate courses offered by the Department of Pharmaceutical Sciences.

The final determination on exclusion from the Ph.D. program will be decided by the faculty of the Department of Pharmaceutical Sciences at the recommendation of the Graduate Program Director.

The Department expects that all graduate students will act responsibly and ethically in the laboratory and the classroom. Failure to uphold general standards of ethical conduct also is grounds of exclusion from the program.

## **Registration**

*Course Load:* Doctor of Philosophy students are required to maintain a full-time load of 6 semester hours each semester (fall, spring and summer) until all degree requirements, including submission of the final copy of the dissertation, are completed. Part-time attendance is not permitted. If a student has not been officially enrolled for one semester or more, they must apply for readmission. If the student has been enrolled at another institution since the last attendance in the Ph.D. program, they must submit official transcripts from that institution to the department. A student on approved leave of absence from the program is not required to apply for readmission unless they are absent beyond the end of the approved leave period. Doctor of Philosophy students must complete all degree requirements within six years of the initial date of matriculation. Two years must be completed in residence at Mercer University. A student must be in residence at the time of completion of the dissertation.

*Cross Registration:* Mercer University is a member of the Atlanta Regional Consortium for Higher Education (ARCHE), a consortium of institutions in higher education in the Atlanta-Athens area. A Cross Registration Program permits a student at any member institution to register for an approved course at any ARCHE school and receive credit that may be applied to his/her degree program. Tuition costs are paid to the student's home institution; the grade in the course is reflected on the student's home institution transcript. Doctor of Philosophy students must have the approval of the Graduate Program Director and registrar. A statement of policies and procedures is available from the Registrar's Office.

*External Courses - Transfer Credit:* Upon approval by the Graduate Program Director, up to 15 semester hours of graduate-level credit may be transferred from other approved institutions. The student must supply a transcript and the necessary descriptive materials from each course to the graduate Program Director. The Graduate Program Director will determine the equivalent course and the number of credit hours accepted. Courses cannot be transferred for credit if: a) they have been applied in whole or in part toward another degree; b) they have been taken more than six years before admission into the Ph.D. Program; or c) a grade below B (or the equivalent) was earned.

*External Courses - Transient Credit:* Academic credit may be given for courses successfully completed with a grade of C or better at other pharmacy, medical, medically-related professional schools and graduate schools subject to the approval of the appropriate department chairperson and Dean. In such cases, no grade will appear on the student's transcript, but credit hours will be awarded.

## **Student Advising**

The Ph.D. Student Advising Program is under the direction of the Graduate Program Director and is comprised of three parts:

- A. *Program of Study*—The Program of Study Form serves a number of purposes. It permits the student, the advisor and the Department Chair/Graduate Program Director to engage in early planning of course offerings and it protects the student in the event of unexpected program or faculty changes. Every graduate student should file a Program of Study form with the Graduate Program Director at the earliest convenient date before the end of the second semester in residence. The form can be obtained from the Graduate Program Director or from the College's website.

Courses included in the Program of Study will be listed on the Program of Study form. This form serves as the student's permanent academic record form. In addition to coursework requirements and grades, the form also lists any other departmental requirements placed on the student and a record of courses for which transfer credit was granted. Any changes in the Program of Study (additions, deletions, or substitutions) must be submitted, with justification, to the Graduate Program Director.

- B. *Selection of Major Professor*—Unless an advisor has been selected before beginning graduate study, the student must select a major professor before the end of the second semester of study. To help in the selection of an advisor, the Graduate Program Director will arrange interviews between the student and a minimum of three graduate faculty members. Normally these are faculty in the area of interest of the student, but this is not a requirement. If the student remains unclear about the choice of an advisor following the interviews, a two-week research rotation can be scheduled under the supervision of any or all of the faculty that had been interviewed. In addition, the student has the option to interview additional faculty members.

The final choice of a major professor will be contingent upon the mutual consent of the student and that faculty member. The faculty member will notify the Graduate Program Director of the student's

decision. The Graduate Program Director will inform the Graduate Coordinator of the selection of the major professor. A change of the major professor for justifiable reasons is possible.

The major professor will:

1. Aid in the selection of coursework based on the student's background;
2. Serve as chair of the Dissertation Committee and aid in the selection of the remaining members;
3. Endorse the student's request to take the preliminary examination;
4. Guide the student in the selection and development of the dissertation problem and direct that problem to a logical conclusion;
5. Preside over the Preliminary Research Protocol Oral Presentation and the Dissertation Defense.

- C. *Ph.D. Dissertation Committee* —This committee shall consist of five voting members. At least three committee members must be Mercer University Graduate Faculty Members, and at least one must be from outside the Department of Pharmaceutical Sciences. In addition to the major professor, at least one of the Mercer University Graduate Faculty Members must be from within the student's discipline.

Two or more committee members must be Graduate Fellows of the Mercer University Graduate Faculty.

Because of the special knowledge and distinction in the area of the student's work, additional individuals from outside the University may be appointed to the Dissertation Committee with non-voting status. To appoint an individual from outside the University to a Dissertation Committee, the major professor will submit a request with justification to the Graduate Program Director for approval. Appeals may be made to the COP Graduate Faculty.

The major responsibilities of the Dissertation Committee are:

1. To suggest and review courses in the Program of Study;
2. To monitor the progress of the student through an annual meeting, or more frequently, if required;
3. To solicit questions, develop the scope and format, and grade the preliminary examination;
4. To approve the preliminary research protocol;
5. To provide advice during the conduct of the research;
6. To critically evaluate and approve the dissertation and final oral defense.



The Graduate Program director should be notified of the membership of this committee on the correct form (which may be obtained from the Graduate Program Director or the College's website).

## ***Student Services***

### **Auxiliary Services/Bear Card**

(678) 547-6144

<http://departments.mercer.edu/auxiliary/>

2960 Flowers Road South, Suite 2400

Monday – Thursday, 9:00 a.m. – 6:00 p.m.; Friday, 9:00 a.m. – 2:30 p.m.

Auxiliary Services is responsible for many different functions on campus including: the Bear Card (the campus identification card and debit card program), Mercer Food Services—Meal Memberships, Campus Vending Services, Mercer Copy Center/Postal Services, Mercer Laundry Services (washers and dryers for University housing), Mercer Alarm Services, and the Mercer Bookstore.

### **Baptist Collegiate Ministry**

(678) 547-6722

The purpose of the Baptist Collegiate Ministry (BCM) is to provide friendship and opportunities for Christian spiritual growth. The BCM is open to all students. A variety of programs are provided.

Throughout the semester, the BCM hosts socials, worship, Bible studies and retreats.

### **Bookstore**

(678) 547-6350

<https://mercer-macon.bncollege.com>

2960 Flowers Road South, Suite 2300

Monday – Thursday, 9:00 a.m. – 6:00 p.m.; Friday, 9:00 a.m. – 3:00 p.m.

The Atlanta Campus Bookstore serves the campus community with all educational needs. Considered the first choice to purchase or rent textbooks, school supplies, and spirit merchandise; the bookstore also provides services such as UPS shipping, document faxing, and book reservations.

### **Bursar's Office**

(678) 547-6121

<http://bursar.mercer.edu/atlanta/>

2960 Flowers Road, Suite 2000

Monday–Wednesday, 8:30 a.m. – 4:30 p.m.; Thursday, 8:30 a.m. – 1:00 p.m., Friday, 8:30 a.m. – 4:30 p.m.

The Bursar's Office, under the direction of the University Bursar, serves as both business office and payment office for students. This office is responsible for student billing, fee payment, refunds and the collection of various forms of University revenue.

### **Campus Life / Student Affairs – Atlanta Campus**

(678) 547-6824

<http://atlstuaffairs.mercer.edu/>

Richard Stilley, Associate Dean of Students (stilley\_r@mercer.edu)  
Tangela Mitchell, Housing Assistant (mitchell\_ty@mercer.edu)  
208 Sheffield Student Center  
Monday – Friday, 9:00 a.m. – 5:00 p.m.

The Campus Life Office provides a variety of student services:

**ACCESS & Accommodations:** No matter if you live on or off campus, if you have a physical, mental or learning disability and require accommodation, please contact our office.

**Campus Activities:** Help plan activities of interest to you and your peers. Remember, “there’s more to your education than what goes on in the classroom”.

**Housing:** On-campus apartments house 184 students in one, two, or four bedroom units. For pricing, apartment pictures, and a list of amenities, please visit the housing website:  
<http://AtlStuAffairs.mercer.edu/housing>.

**Judicial Affairs:** Enforcement of rules and regulations specific to living on campus.

### **Center for Career and Professional Development**

(678) 547-6023

<http://www.mercerprofessional.org/>

3<sup>rd</sup> Floor, Suite 318, Atlanta Administration & Conference Center (AACC)

Monday – Friday 9:00 a.m. – 6:00 p.m. (or later by appointment)

Services provided by the Center for Career and Professional Development are available to all Mercer students and alumni. Services provided on an individual basis include career exploration; assessments; resume, CV, and cover letter assistance; interview preparation and mock interviews; job search preparation and resources; career transitioning; and salary negotiation skills.

### **Counseling Center**

(678) 547-6060

<http://atlstuaffairs.mercer.edu/shac/counseling-services.cfm>

Bates Canon, LPC, Director, Campus Health and Counseling (canon\_ab@mercer.edu)

215 Sheffield Student Center

Counseling is available to currently enrolled Mercer students at no charge. Call (678) 547-6060 for information and appointments. Walk-in hours are Mondays through Thursdays from 9:00 a.m. – 12:00 p.m. and 1:00 – 5:00 p.m. If you are seeking counseling outside of office hours, please call the Georgia Crisis & Access Line at 1-800-715-4225. Some examples of the kinds of issues students may discuss with a counselor include managing relationships, handling family problems, coping with stress and anxiety, grief and loss, decreasing depressed feelings, vocational/career issues, improving communication, study skills, time management, decision-making skills, and personal awareness and growth.

### **Food Service/Cafeteria/Catering**

Carlyle's Corporate Food Service currently operates in the Cafeteria building and provides catering for events on and off campus. Please call for the latest catering menus or go to our website at: [www.carlylescatering.com](http://www.carlylescatering.com).

Contact: [catering@carlylescatering.com](mailto:catering@carlylescatering.com)

Location: Pharmacy Administration / Cafeteria Building

Hours: Mercer Atlanta Cafeteria (MAC) Monday - Friday 7:00 a.m. – 2:00 p.m.

Starbucks Coffee (in MAC) Monday – Friday 7:00 a.m. – 3:00 p.m.

Evening Carts (ACC Bldg. & BE Bldg. Room 116) Monday – Thursday 4:00 p.m. – 8:00 p.m.

Hours of operation subject to change due to holidays and class schedules

### **International Students and Scholars Program**

(678) 547-6375

<https://international.mercer.edu>

Brenda Austrie-Cannaday, International Student Advisor ([austrie-cannaday\\_b@mercer.edu](mailto:austrie-cannaday_b@mercer.edu))

Cecil B. Day Hall Building

PLEASE CALL FOR AN APPOINTMENT

The International Programs Office initiates, processes, and issues documents necessary for international students to enter, transfer and continue their studies at Mercer University. This office is staffed with an immigration specialist who is knowledgeable in the up-to-date laws and regulations that affect the international student.

International students who have questions or concerns are welcome to visit the International Programs Office anytime during their educational career at Mercer University. This office works closely with all departments of the University to ensure that international students' needs are met and that they are compliant with immigration requirements.

### **Mercer Police**

(678) 547-6358 ~ EMERGENCY NUMBER: (678) 547-6911

<https://police.mercer.edu>

Major Willie Woolfolk, Associate Director ([woolfolk\\_w@mercer.edu](mailto:woolfolk_w@mercer.edu))

Pharmacy Administration/Cafeteria Building, Lower Level

The Mercer Police is staffed with professionally trained police officers (P.O.S.T. certified) and qualified dispatchers 24 hours daily. In addition to conducting routine mobile and foot patrols for your safety and convenience, the Police Department offers escorts to your car, jump-starts and access to cars with keys locked inside. The Police Department completes reports of all criminal, accident and miscellaneous incidents that occur on Mercer University property.

Parking decals can be obtained at the Police Department. All students/faculty/staff members must register their vehicle(s) with the Police Department and place their decals on their vehicle(s). Residential

students can pick up their decal through the Campus Life office. There is no charge for the parking decal. Decals enable you to park anywhere on campus except for visitor, handicap (unless you have a handicap decal), cycle and restricted parking areas. Parking at the on-campus apartments is restricted to residential students.

### **Registrar's Office**

(678) 547-6263

<http://registrar.mercer.edu/atlanta/>

Diana Hill, Registrar—Atlanta Campus

2960 Flowers Road, Suite 2200

Monday – Thursday, 8:30 a.m. – 5:00 p.m.; Friday, 8:30 a.m. – 4:30 p.m.

The Registrar's Office provides many services to students, faculty and staff of the University, including publication of the schedule of classes and University catalogs, coordination of the registration process, recording of semester grades, facilitation of degree audits and coordination of graduation. The Registrar's Office also assists students with transcript requests, enrollment verifications (via the National Student Clearinghouse), name and address changes, transient and cross registration requests and the evaluation of transfer credit. Requests for Mercer transcripts are free, but must be in writing and signed by the student as required by the Family Educational Privacy Act of 1974.

### **Student Financial Planning**

(678) 547-6444

<https://financialaid.mercer.edu/atlanta-campus/>

Maria Hammett, Associate Vice President for Student Financial Planning

2960 Flowers Road, Suite 2100

Monday – Thursday, 9:00 a.m. – 5:00 p.m.; Friday, 9:00 a.m. – 12:30 p.m.

Extended office hours available by appointment.

Mercer University's Office of Student Financial Planning is available to provide information and assistance to students who need financial aid in order to attend the University. Financial aid may include a combination of loans, scholarships, grants and part-time employment. It is important that students apply for financial assistance as early as possible so that forms may be processed and the financial need of each applicant determined. All necessary forms and applications can be obtained from the Office of Student Financial Planning or at Mercer's website. Students may speak with a financial aid advisor during office hours with no appointment necessary. Students who would like to make appointments may do so by calling (678) 547-6444. Additional information is available online at <http://atlanta.merceraid.com/>.

### **Campus Health**

(678) 547-6130

Fax: (678) 547-6054

<http://atlstuaffairs.mercer.edu/shac/health-services.cfm>

206 Sheffield Center

Clinic Hours are Monday – Friday, 8:00 a.m. – 4:00 p.m.

Campus Health is designed to provide limited services for acute illnesses, and treatments and medications during regular hours of operation for currently enrolled students. Students should come in, check in at the desk and be seated until called.

Campus Health is staffed by advance practice nurse practitioners and/or physicians.

In the event of a serious illness or accident when the clinic is closed, the student should report to Piedmont Urgent Care by WellStreet or the nearest Urgent Care Facility, or to Emergency room for immediate treatment. The student must contact Campus Health within 48 hours to obtain an Emergency Referral, which can defray the costs of off campus treatment. The Mercer Police must be notified of any injury occurring on campus. They may be reached at (678) 547-6358 or by using a Mercer phone and dialing 6911. Someone should stay with the injured person until the Mercer Police arrive.

Appointments are encouraged, but walk-ins are welcome. On the first visit, all students will receive a copy of the current HIPAA policy and will need to sign a statement of receipt of the HIPAA policy. Students need to submit student ID card and Insurance card to be copied and placed on student's chart. Office visits are free to currently enrolled students. There is a minimal charge for prescription drugs, immunizations, TB tests and laboratory fees. It is the responsibility of the student to pay fees at the time services are rendered.

Services provided include administration of immunizations and Tuberculin testing, evaluation and treatment of illnesses, and, if necessary, referrals to off-campus resources for chronic medical problems or for problems outside the staff's scope of practice. Current pricing for the clinic's services is available online: <http://atlstuaffairs.mercer.edu/shac/lab-tests.cfm>.

### **Swilley Library**

(678) 547-6280

<http://libraries.mercer.edu/swilley>

Dr. Jeffrey Waldrop, Dean

Reference: (678) 547-6282

Checkout: (678) 547-6284

Please check website for hours: <http://libraries.mercer.edu/about-us/library-hours/university-libraries-hours#monroe-f--swilley-library---atlanta>

One of four full service libraries within the University, the Monroe F. Swilley, Jr. Library serves as the library for Mercer's Atlanta campus. Library collections, faculty and staff support all the graduates and undergraduates on campus. Librarians are responsible for a collection of 155,000 cataloged volumes,

over 36,072 subscriptions in both electronic and paper format, and almost two million documents in microform. The Special Collections and Archives Room houses rare or unusual titles in pharmacy, theology, nursing, and literature.

The library offers seating for approximately 280 users, 22 group study rooms, a computer simulation presentation room, the Brown Gallery for art exhibitions, and the Dr. Jean Hendricks Library Classroom. An after-hours study area in the cafeteria is available for those students who wish to pursue their studies after the library closes in the cafeteria.

#### *Checking Out Materials*

A Mercer ID card (Bear Card) is required to check out library materials. Circulating books are checked out for three weeks. Videos, DVD's, CD's, and Reserve items vary. Laptops are available for checkout for use within the library and audio visual equipment is available for check out for three days. Online renewal at <http://library.mercer.edu/patroninfo/> or telephone renewal of materials is often possible; call 678-547-6284 for assistance. Reference materials and periodicals may not be taken from the library.

#### *Fines*

Regular circulating three week items do not incur fines. However, replacement costs are assigned if an item is lost or damaged. Videos and DVDs are \$1.00 per day with a maximum fine of \$100.00 per item plus replacement or the replacement cost, whichever is less. Two-hour reserves have \$2.00 per hour per item late fees and up to the \$100.00 per item maximum. Overdue notices are sent as a courtesy. Failure to receive an overdue notice does not change the obligation of the borrower. Please see <http://swilley.mercer.edu/circulation.asp> for more details.

#### *Lost Materials*

Please notify the library as soon as you discover an item is lost or damaged. The replacement cost for a lost or damaged item is \$65 or the current market price whichever is higher, plus a \$10.00 processing fee. If the material is found in the same fiscal year and has not already been re-ordered, the cost of the item will be refunded. Processing fees are non-refundable.

#### *Copies*

Photocopiers are available for student use. Photocopies cost 10 cents per page with a Bear Card or 15 cents per page using coins.

#### *Printing*

Colored prints are 20 cents per page. Black and white prints are 8 cents per page. Microform reader printers are 10 cents per page.

#### *Other Services*

Library services include a student information commons with twenty student computers equipped with MS Office Suite as well as access to library subscription databases and electronic journals. Library services also include interlibrary loan - available electronically, reference assistance, Virtual Reference

email/instant messaging, and library research instruction. The Library is also equipped for wireless computer technology. Mercer students with a Wi-Fi compatible device may access the wireless network by logging into the MU-Student wireless network. The Library's website [[swilley.mercer.edu](http://swilley.mercer.edu)] is designed with LibGuides specifically for each college/school on campus and the classes taught in those. All basic research needs for students who study on the Atlanta campus are approached via these individual LibGuides. This should be one of every student's first places to begin his/her research.

Thanks in part to participation in the statewide consortium, GALILEO; the Library offers access to over 184 electronic databases for student research. Most of these databases plus the computerized catalog of the library's books and current journals are searchable from home or office as well. Check with a reference librarian for passwords.

The Swilley Library belongs to several local consortia. Most prominent is the Atlanta Regional Council for Higher Education (ARCHE). This organization gives members access to library services at several Atlanta university libraries. Please consult the reference librarians concerning information regarding these or other Swilley Library services. The Library also belongs to the Atlanta Health Sciences Library Consortium, the North Georgia Associated Libraries Group, Georgia Interactive Network (GaIN), and the American Theological Library Association

### **Information Technology**

(478) 301-7000

<http://it.mercer.edu/>

Visit the [IT website](#) for information on how to contact use for assistance:

[http://it.mercer.edu/student/contact\\_us.htm](http://it.mercer.edu/student/contact_us.htm)

### **Getting Started**

The Information Technology [website](#) is a great place to start. They provide information about all of your technology needs to be successful at Mercer.

### **Computer Recommendations**

Mercer IT recommends that all computers purchased for student use meet basic criteria in order to be compatible with university networks. Click [here](#) to view the basic recommendations. Students may purchase computers through the retail venue of their choice; however, special student rates are available on certain computers from select retailers; for more information see [Student Discounts](#) on the IT website.

### **Network Access**

All students have access to Mercer's wireless network (MU\_Student). Students may access the wireless network using the same username and password used to access *MyMercer*.

### **MyMercer**

[MyMercer](#) is an online self-service portal that allows students to manage courses, schedules, grades,



financial aid, payments, and academic or administrative holds. You will continue to use *MyMercer* throughout your time at Mercer. Your username is your eight-digit Mercer ID Number (MUID), and your initial password will be sent to the secondary email listed in your student record. You can change your password via Mercer's [Password Self-Service](#) website.

### **Email**

All students are provided Mercer [email accounts](#). These accounts support communication between students, faculty, and staff. Students enrolled at Mercer University are expected to use their assigned Mercer email account for official University correspondence. You may access your Mercer email via the internet at <https://www.office.com>. Enter your Mercer University ID number followed by @live.mercer.edu. (e.g., [12345678@live.mercer.edu](mailto:12345678@live.mercer.edu)) and the same password used to access *MyMercer*.

### **Canvas**

[Canvas](#) is an online course system that supports supplementary learning tools in an online environment. Students can download course materials (e.g., course syllabus, supplemental readings), view course announcements, review course calendars, track grades, or participate in online discussion boards using Canvas. You may access Canvas using the same username and password used to access *MyMercer*.

### **Computer labs**

Mercer IT operates several [computer labs](#) on the campuses. Labs are not identical – lab capacity, staffing availability, number of workstations, and computer resources vary. (Some colleges/departments also operate computer labs; these resources are also listed on this page for your convenience.) Some labs may be reserved for class meetings. To reserve a lab, contact the operating college/department.

**Note:** The College of Pharmacy operates a computer laboratory located in the Teaching, Research and Education Center building, room 177A.

### **IT Help Desk Support**

The IT Help Desk can assist you with the following technological needs:

- Help establish your connection to the Internet via the Mercer network
- Accessing your Mercer email account
- Accessing your *MyMercer* account
- Accessing your Canvas account
- Computer recommendations
- Computer problem evaluation

Due to liability reasons, we cannot assist with hardware repairs, virus removals or operating system installations. Please review the [Student Computer Repair Policy](#) for details.

Visit the [IT website](#) for information on how to contact us for assistance:

[http://it.mercer.edu/student/contact\\_us.htm](http://it.mercer.edu/student/contact_us.htm)

### **Wellness and Recreation**

(678) 547-6415

<http://atlstuaffairs.mercer.edu/wellness/>

Karen Reynolds, Assistant Director (reynolds\_kr@mercercer.edu)

Margie Bowen, Activities Coordinator (bowen\_mw@mercercer.edu)

Sheffield Center, Lower Level

Please check the website for hours.

Wellness and Recreation is located in the lower level of the Sheffield Student Center. It is comprised of four major program areas: fitness/wellness, sport clubs, aquatics, and employee wellness benefits. The space includes a basketball court, pool and weight room with many cardio, free weights and strength training machines. A variety of fitness classes are also offered each semester to help promote a healthy lifestyle. The Department also offers sports clubs and outdoor recreation opportunities throughout the year for students.

The Sheffield gym is available for use by Mercer University students, faculty, and staff who hold a valid Mercer ID (Bear card) and their immediate family members. Members of the community may pay to use the gym on a space available basis. Guests may accompany bear card or membership card holders for \$5.00 per visit.

Use of the facility is governed by the rules posted at the check-in desk. Each patron is responsible for reading and adhering to the rules.

## **Student Organizations**

Mercer University recognizes the significant role of students in institutional decision-making. Students in the University's schools and colleges serve with faculty and staff on many committees. Various student government organizations serve as the voice of the students and are liaisons with the administration and faculty. Students at the College of Pharmacy are encouraged to cultivate involvement in professional organizations and extracurricular activities while enrolled. A variety of student organizations are available:

### **Academy of Managed Care Pharmacy (AMCP)**

The mission of the student chapter of the Academy of Managed Care Pharmacy is to encourage education, development, and promotion of the principles and practices of managed care pharmacy. The Mercer chapter was founded in 1997. All Doctor of Pharmacy students, Pharmacy residents, and Pharmaceutical Sciences graduate students at Mercer are eligible for membership.

### **American Association of Pharmaceutical Scientists (AAPS)**

The AAPS-Mercer University Student Chapter was established in the summer of 2003 with several goals: Actively participate in the activities of AAPS at the local, regional and national levels; Conduct regional level conferences related to pharmaceutical research and prove the leadership qualities of the graduate program; Increase student awareness of career opportunities in the pharmaceutical sciences by conducting seminars with experts in the pharmaceutical industry; To keep students abreast with the latest developments in the research of pharmaceutical sciences by conducting seminars with experts in academia; Maintain good social relations with the pharmacy community at the university by conducting recreational and competitive activities; Provide students in the pharmaceutical sciences with opportunities for professional advancement and leadership development; and participate in outreach activities that further the goals and objectives of AAPS.

### **American College of Clinical Pharmacy – Student College of Clinical Pharmacy (ACCP-SCCP)**

ACCP (American College of Clinical Pharmacy) is a national organization that supports clinical practice, research, and education in the field of pharmacy. The ACCP-SCCP (Student College of Clinical Pharmacy) student chapter provides opportunities and guidance for those students who are clinically-oriented and plan to do post-graduate training. The chapter and the opportunities offered assist students in gaining the knowledge, experience, skills, and networking necessary to become well-trained clinical practitioners in their future careers via residencies and fellowships.

### **American Pharmacists Association (APhA) Academy of Student Pharmacists (ASP)**

Membership in the Academy of Student Pharmacists is open to all students in the College of Pharmacy and encourages professional unity. Its purpose is to provide the pharmacy student/pharmacist with a forum to express his/her views concerning pharmacy and to insure he/she has a voice in determining the future directions that the profession will take.

Members keep abreast of professional information by meetings, by reading and discussing the bulletins issued from the Washington headquarters of the American Pharmacists Association, and by reading the

Journal of the Association that each member receives. Many members also attend regional and national conventions that place them in contact with peer practitioners.

Student members of ASP also receive membership in the Georgia Pharmacy Association (GPhA). In conjunction with the Academy of Student Pharmacists, students have an opportunity to discuss both national and local issues pertaining to pharmacy. Members are encouraged to read the various state publications and to participate in the activities of the parent organization. GPhA, and the national organization, APhA, strives to provide representation for pharmacists in all practice settings.

### **Christian Pharmacists Fellowship International (CPFI)**

The Mercer chapter of CPFI is an interdenominational organization that provides an opportunity for students and faculty to meet together and help each other deal with problems that they face in and/or outside school. A variety of speakers are presented at meetings including ministers from local churches, pharmacists, faculty members, and students. The regularly scheduled fellowship gatherings are open to all students, staff and faculty, regardless of religious affiliation.

### **Council of Students (COS)**

The Council of Students is an organization of elected COP students working for the furtherment of existing programs set forth by the preceding councils and for the attainment of various new goals set forth by the present council. All students of the College of Pharmacy are included in the student body organization. The Council of Students meets twice a month and acts as the official voice of the student body. Its objectives include establishing two-way communication expressing views on pharmaceutical education between students and educators. The Council strives to promote and perpetuate professionalism in all endeavors with adherence to the principles of ethical practice in all fields of healthcare. COS is available to all students for consultation and advice when needed and endeavors to consider all student opinions. Student involvement in institutional decision processes is also sought by student participation on various college committees. Activities sponsored by the organization include the Fall and Spring Picnics.

### **Georgia Society of Health-System Pharmacists (GSHP)**

The student chapter of the Georgia Society of Health-System Pharmacists is an affiliate of the American Society of Health-System Pharmacists, which was formed to provide opportunities for pharmacy students to become informed about institutional pharmacy practice; to encourage postgraduate involvement in pharmacy organizations; and to provide a forum for interchange of information among students interested in institutional practice. Student members of GSHP also receive membership in the American Society of Health-System Pharmacists (ASHP).

ASHP is a pharmacy association that places emphasis on the hospital pharmacy practice setting as well as clinical pharmacy and pharmaceutical care. This organization is responsible for accrediting pharmacy residency programs. Many pharmacy students plan to extend their training beyond the Doctor of Pharmacy level by completing one or more residencies.

### **Inter-Fraternity Council (IFC)**

The Inter-Fraternity Council, consisting of three members from each of the professional pharmaceutical fraternities on the campus, is the student regulatory body for all member fraternities at the College. Its purpose is to provide for the general welfare, promote scholastic, professional, social and recreational activities and insure the cooperation of its member fraternities. The IFC also acts to interpret the fraternity system of this College to the administration and faculty and to the community in order that the fraternities' function in an atmosphere of healthy approval from the College authorities and the general public.

### **Industry Pharmacists Organization (IPhO)**

The student chapter of IPhO, established in 2019, believes that pharmacists' scientific training, medical expertise, clinical acumen, patient focus, and experiences as healthcare providers position them as leading candidates for pharmaceutical industry careers.

### **International Society for Pharmacoeconomics and Outcomes Research (ISPOR) Student Chapter**

The Mercer University International Society for Pharmacoeconomics and Outcomes Research (MU-ISPOR) promotes the science of Pharmacoeconomics (health economics) and outcomes research (the scientific discipline that evaluates the effect of health care interventions on patient well-being including clinical, economic, and patient-centered outcomes) and facilitates the translation of this research into useful information for healthcare decision-makers to increase the efficiency, effectiveness, and fairness of health care to improve health. The Mercer chapter, MU-ISPOR, was founded in 2012.

### **Kappa Epsilon**

Kappa Epsilon is a national pharmacy fraternity for women that was founded at the State University of Iowa in Iowa City in 1921. The Alpha Delta chapter was installed at the College of Pharmacy in May 1960. Kappa Epsilon was organized to advance scholarship among women students of pharmacy, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship.

### **Kappa Psi**

The Kappa Psi pharmaceutical fraternity was founded in 1879. It seeks to improve the moral, ethical and scholastic standards of its members. The Gamma Psi chapter was chartered at the College of Pharmacy in 1953. In addition to sports participation and social activities, the chapter sponsors projects for the betterment of the College.

### **National Community Pharmacists Association (NCPA)**

This organization is dedicated to preserving the practice of independent community pharmacy. The Mercer chapter of American College of Apothecaries (ACA) was chartered in 1978 as the first student chapter. In 1991, the Mercer chapter became the first combined ACA/NARD (National Association of Retail Druggists) Chapter. In 1996, the chapter adopted the NCPA name. All students are encouraged to become members and participate in activities which include visiting local independent community pharmacies; providing community health services; and bridging the gap between the academic and practical aspects of pharmacy.

Members are kept aware of current topics in the practice of pharmacy through numerous publications from the parent organization.

### **Phi Delta Chi**

The Phi Delta Chi fraternity was founded in 1883. It strives to promote professionalism, scholarship and brotherhood among its members and to foster the advancement of the profession of pharmacy. The Alpha Rho Chapter was chartered at the College of Pharmacy in 1951. The Chapter participates in sports, social activities and special local, state and national projects, and encourages professional and fraternity achievements by presentation of awards to outstanding members and other students each year.

### **Phi Lambda Sigma**

Phi Lambda Sigma pharmacy leadership society was organized at Auburn University in March 1965 to recognize those individuals in the student body who, through leadership and conscientious service have contributed to the professional advancement of pharmacy. The second chapter was established at Samford University in March 1971, and the third, Gamma Chapter, was established in 1974 at Mercer University College of Pharmacy. The Society seeks to identify not only those students who achieve a leadership role while in College but also those who demonstrate potential for answering a leadership role in the profession upon graduation. Criteria considered for membership includes grade point average, professional activities, church activities and community and civic involvement. Membership is granted to a nominee when the nominee receives a minimum seventy-five percent positive vote of the membership.

### **Rho Chi Society**

The Gamma Alpha Chapter of Rho Chi was established at Mercer University in 1967. Charters for chapters of this organization are granted only to groups in schools or colleges that are members in good standing of the American Association of Colleges of Pharmacy. Eligibility for membership in the society is based on high attainment in scholarship, character, personality, and leadership. To be selected for membership in the chapter is the highest scholastic honor awarded to a student of the profession of pharmacy. All candidates selected for membership must have completed seven semesters or their equivalent of scholastic work applicable toward a professional pharmacy degree. They must be in the top 20 percent of their class and have attained a B average in both their overall university work and their professional coursework.

### **Student National Pharmaceutical Association (SNPhA)**

The Student National Pharmaceutical Association is an educational and service association of students who are concerned about pharmacy issues, professional development, and the emphasis on minority representation in pharmacy and other health-related professions. The Mercer Chapter was chartered in 1982 with the expressed purpose to plan, organize, coordinate and execute programs geared toward the improvement of health, education and the social environment of minority communities.

## ***Student Organization Officers 2022-2023***

### **Council of Students (COS)**

President – Janese Bibbs  
President-Elect – Kendall Johnson  
Secretary – Jermiya Jackson  
Treasurer – Gaige Griffin  
Parliamentarian – Anthony Than  
Historian – Chasity Mosby  
Faculty Advisor – Dr. C. Lea Winkles

### **American College of Clinical Pharmacy (ACCP)**

President – Kendra Langham  
President-Elect – Alyssa DeAngelo  
Secretary – Katie Williams  
Treasurer – Marquia Edwards  
COS Representative – Taylor Justice  
Fundraising Chair – Kendall Johnson  
Marketing Chair – Hyo Kim  
Membership Chair – Andre Golshir  
Program Planning Co-Chairs – Tyesha Ofton and Rachel Lukavsky  
Research Chair – Tiffany Vu  
Service-Learning Chair – Shiv Bhagat  
Chapter Meeting Chair – Rosemary Mwangi  
Faculty Advisors – Dr. T. Vivial Liao

### **Academy of Managed Care Pharmacy (AMCP)**

President – Mariazoila Torres  
President-Elect – Vi Nguyen  
Secretary – Jermiya Jackson  
Treasurer – Josiah Moore  
COS Representative – Vida Ndifor  
Membership Chair – TBD  
Symposium Chairs – Claire Groce and Vanessa Lee  
Faculty Advisor – Dr. Jill Augustine

### **American Pharmacists Association – Academy of Student Pharmacists (ASP/APhA)**

President – Emily Bennett  
President-Elect – Abdullah Al Anbari  
Vice President of Communications – Tiffany Vu  
Vice President of Finances – Sade Blackwood  
Vice President of Membership – Jill Shallenberger  
Vice President of Patient Care – Shelly Vyas  
Vice President-Elect of Patient Care – Fauzia Khan  
Vice President of Policy – Daria Gibson  
COS Representative – Breonna Stringer  
Faculty Advisor – Dr. Jill Augustine

**American Association of Pharmaceutical Scientists (AAPS)  
Mercer University Student Chapter Association (MUSCA)**

Chair – Farzana Zerín

COS Representative – Tanishka Saraf

Faculty Advisors – Dr. Martin D’Souza and Dr. Nasir Uddin

**Christian Pharmacists Fellowship International (CPFI)**

President – Foluso Odeyemi

Vice President – Precious Ekwebelem

Secretary – Desiree Adams

Treasurer – Erica Chilagorom

COS Representative/Historian – Chaycie Goggins

Service-Learning Chair – Sherique Murphy

Faculty Advisor – Dr. Katelynn Mayberry

**Georgia Society of Health-System Pharmacists (GSHP/SSHP)**

President – Shelly Vyas

President-Elect – Breanna Rhodes

Vice President – Jenny Hollingsworth

Secretary – Rachel Dunn

Treasurer – Ramtin Karimaei

COS Representative – Chanecia Jackson

Education Chair – Taylor Justice

Fundraising Co-Chairs – Tyasha Ofton

Membership Chair – Ha Nguyen Trinh

Publicist – Tiffany Vu

SOAPe Chair – Anthony Tran

Journal Club Chair – Rachel Lukavsky

Faculty Advisors – Dr. Lori Dupree and Dr. Maria Thurston

**Inter-Fraternity Council (IFC)**

President – Vivica Al-Haleem

Vice President – Kendra Langham

Secretary/Treasurer – Kriss Kalu

Faculty Advisory – Dr. C. Lea Winkles

**Industry Pharmacists Organization (IPhO)**

President – Josiah Moore

President-Elect – Logan Anderson

Director of Communications – Janese Bibbs

Director of Finances and Fundraising – Alyssa Leonard

Director of National Engagement – Amela Ljaljic

Director of Professional Programming – TBD

Director of Social Media and Marketing – Foluso Odeyemi

COS Representative – Kriss Kalu

Faculty Advisor – Dr. Lorenzo Villa Zapata



**International Society for Pharmacoeconomics and Outcomes Research (ISPOR)**

President – Allison Georgescu  
President-Elect – Kyla Egbe  
Secretary – Bailee Yoels  
Treasurer – Amela Ljaljic  
Historian – Janese Bibbs  
Fundraising Chair – Alyssa Leonard  
Research Activities Chair – Logan Anderson  
Service-Learning Chair – Anthony Than  
Social Chair – Kriss Kalu  
COS Representative – Carson Kantoris  
Faculty Advisor – Dr. Lorenzo Villa Zapata

**Kappa Epsilon**

President – Chasity Mosby  
Vice President of Committees – Richa Bhagat  
Vice President of Membership & Recruitment – Tiffany Vu  
Membership and Recruitment Assistant – Tatiyahna Belton  
Secretary – Whitney Ofton  
Treasurer – Reshma Patel  
Alumni Liaison – Rachel Dunn  
Historian/COS Representative – Shelly Vyas  
IFC Representatives – Tysha Ofton and Breonna Stringer  
Social Chair – Tyesha Ofton  
Breast Cancer Chair(s) – Janese Bibbs and Daria Gibson  
Ovarian Cancer Chair – Glennessa Hodge  
Fundraising Chair – Kimberly Wadkins  
Sisterhood Chair – Nikita Kakkad  
Faculty Advisors – Dr. Christine Klein

**Kappa Psi**

Regent – Utoy Wong  
Vice-Regent – Josiah Moore  
Secretary – Logan Anderson  
Treasurer – Anthony Than  
COS Representative – Logan Anderson  
Pledgemaster – Kriss Kalu  
Historian – Logan Anderson  
Newsletter Editor – Evan Hardbeck  
Parliamentarian – Kriss Kalu  
Webmaster – Evan Hardbeck  
Alumni Liaison(s) – Kingsley Aguebor and Jamarius Carvin  
IFC Representatives – Logan Anderson and Jonathan Vincent  
Faculty Advisor – TBD

**National Community Pharmacists Association (NCPA)**

President – Natalie Novak

President-Elect – Sam Smith  
Secretary – Katie Holland  
Treasurer – Tyler Brock  
COS Representative – Kaitlyn Moss  
Director of Community Outreach – Brooke Stephen  
Director of Membership – Benjamin Brady  
Faculty Advisor – Dr. C. Lea Winkles

### **Phi Delta Chi**

Worthy Chief Counselor – Sade Blackwood  
Worthy Vice Counselor – Adriana Peat  
Worthy Keeper of Records and Seals – Chantel Strahorn  
Worthy Masters of Arms – TBD  
Worthy Masters of Arms Assistant – TBD  
Worthy Keeper of Finance – Abdullah Al Anbari  
Worthy Correspondent – TBD  
Worthy Prelate – Precious Ekwebelem  
Worthy Alumni Liaison – Rachel Deryck  
Worthy Inner Guard – Erica Chilagorom  
COS Representative – Vivica Al-Haleem  
IFC Representative – Le’Shar Grant and Chantel Strahorn  
Faculty Advisors – Dr. Nader Moniri and Dr. C. Lea Winkles

### **Phi Lambda Sigma**

President – Taylor Justice  
Vice President – Shelly Vyas  
Secretary/COS Representative – Hayley Harrod  
Treasurer – Josiah Moore  
Faculty Advisor – Dr. Angela Nwaeseai

### **Rho Chi**

President – Whitney Ofton  
Vice President – Natalie Novak  
Secretary – Ha Nguyen Trinh  
Treasurer – Jacqueline Tran  
COS Representative/Historian – Anh Huynh  
Get SMART Coordinator – Emily Bennett  
Faculty Advisor – Dr. T. Vivian Liao

### **Student National Pharmaceutical Association (SNPhA)**

President – Ashlea Gordon  
President-Elect – Brianna Watkins  
Vice President – Jermiya Jackson  
Secretary – Chantel Strahorn  
Treasurer – Alyssa Leonard  
Historian – Whitney Ofton

COS Representative – Thomas Dick  
Chaplain – Precious Ekwebelem  
Chronic Kidney Disease Chair – TBD  
Education Chair – TBD  
Legislative Chair – TBD  
Mental Health Co-Chairs – Antoinette Hutchinson and Jermiya Jackson  
Operation Diabetes Co-Chairs – Stephanie Rivera-Correa and Jacqueline Tran  
Operation Immunization Co-Chairs – Hiral Patel and Raveena Patel  
Power to End Strokes Chair – Daria Gibson  
Remember the Ribbon Chair – Tanyaradza Mambo  
Mental Health Chair – Jenny Hollingsworth  
Faculty Advisors – Dr. Pamela Moye-Dickerson

### ***Class Officers – Doctor of Pharmacy***

#### **Doctor of Pharmacy—Class of 2023**

President – Grayson Layton  
Vice-President – Steffanny Marcellina  
Secretary – Megan Macfarlane  
Treasurer – Nathan Falls  
Historian – Claire Groce  
COS Representative – Marlee Clements  
Faculty Advisor – Dr. Clint Canal

#### **Doctor of Pharmacy—Class of 2024**

President – Hayley Harrod  
Vice-President – Thomas Dick  
Secretary – Jenny Hollingsworth  
Treasurer – Chasity Mosby  
Historian – TBD  
COS Representative – Richa Bhagat  
Faculty Advisor – Dr. C. Lea Winkles

#### **Doctor of Pharmacy—Class of 2025**

President – Nicole Tislow  
Vice-President – Abdullah Al Anbari  
Secretary – Arshdeep Ranthor  
Treasurer – Anthony Than  
Historian – Kendall Johnson  
COS Representative – Tysha Ofton  
Faculty Advisor – Dr. Raquib Hasan

#### **Doctor of Pharmacy—Class of 2026**

President Pro-Tem – Tyler Dick  
Faculty Advisor – Dr. Katelynn Mayberry

**Honor Council**

P4 Honor Council Representative – Jessica Bergman  
P4 Honor Council Representative – Morgan Daniel  
P4 Honor Council Representative – Katie Debary  
P3 Honor Council Representative – Sahar Amouzegar-Asli  
P3 Honor Council Representative – Trevor Bruno  
P3 Honor Council Representative – Eyerusalem Haile  
P2 Honor Council Representative – Logan Anderson  
P2 Honor Council Representative – Nick Ehmann  
P2 Honor Council Representative – Glennessa Hodge  
P1 Honor Council Representative (Class of 2023) – Utoy Wong  
P1 Honor Council Representative (Class of 2024) – Abigail McBryer  
P1 Honor Council Representative (Class of 2025) – Brianna Watkins  
Faculty Advisor – Dr. Martin D’Souza

## ***Campus Student Organizations and Activities***

There are a variety of clubs and organizations on campus specific to each college/school. There are a growing number of campus-wide groups that you can also join. To get involved, share a program idea, or if you are interested in starting a new organization that would be open to the campus community, please contact the Associate Dean of Students for the Atlanta campus.

### **Alpha Kappa Alpha**

Alpha Kappa Alpha Sorority, Incorporated (AKA) is an international service organization that was founded on the campus of Howard University in Washington, D.C. in 1908. It is the oldest Greek-lettered organization established by African-American college-educated women.

### **Bethel Campus Fellowship (BCF)**

Bethel Campus Fellowship is an interdenominational organization established to proclaim the Lordship of our Lord Jesus Christ on college campuses. The mission of BCF is “Leading Students to Christ and preparing them to become reliable men and women that God can entrust with His word for the next generation.” BCF holds a weekly bible Study.

### **Black Student Union – Mercer Atlanta (BSUMA)**

The vision of the Black Student Union – Mercer Atlanta is to promote and enhance activities of common interest, to serve as an inclusive network for professionals in various areas, provide culture and educational benefits that bring awareness to the Mercer (Atlanta) campus while addressing societal issues.

### **Golden Cure**

Golden Cure is an organization that serves to foster the development who are interested in pediatrics and oncology. This organization gives students the opportunity to get involved with educating others about pediatric cancer and general cancer prevention with lifestyle changes. Golden Cur is also dedicated to raising funds for Camp Sunshine, a camp that provides programs through the year to give children with cancer the opportunity to enjoy normal activities like swimming, horseback riding, and making friends. This organization is open to any student who has been affected by cancer or has the desire to help fight cancer.

### **Medical Campus Outreach (MCO)**

Medical Campus Outreach exists to glorify God by training a new generation of healthcare providers to bring the healing power of the gospel of Jesus Christ to the world. MCP is a discipleship based, nondenominational ministry focusing on sharing the good news of Jesus to the students at Mercer University in Atlanta, establishing new believers in the faith and equipping believers to bring the gospel to the world through healthcare.

### **Mercer Gaming Group**

Board game enthusiasts come together weekly for fun and fellowship.

**Student Advisory Board (SAB)**

The Student Advisory Board allows students the opportunity to meet with administration to bring about change and to help build community on the Atlanta campus. Each year, programs/school deans and directors nominate individuals they feel will be a good representation of their population who will provide relevant and meaningful feedback regarding their Mercer Atlanta experience. Three to four meetings are held each year.

**Toastmasters International**

Toastmasters International is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network. Headquartered in Englewood, Colorado, the organizations membership exceed 358,000 in 143 countries. Toastmasters International has helped people from diverse backgrounds become more confident speakers, communicators, and leaders.

## **The Mercer Alma Mater**

*On the city's western border  
Reared against the sky  
Proudly stands our Alma Mater  
As the years roll by*

*(Chorus)*

*Forward ever be thy watchword  
Conquer and prevail.  
Hail to thee, O Alma Mater!  
Mercer, Hail, all Hail!*

*Cherished by thy sons and daughters  
Mem'ries sweet shall throng  
Round our hearts, O Alma Mater  
As we sing our song.*

## Quick Reference

Where do I go if I have a question about...?

Atlanta attractions and activities

Campus Life Office in Sheffield Center; [www.accessatlanta.com](http://www.accessatlanta.com), [www.creativeloafing.com](http://www.creativeloafing.com)

Campus recreational facilities (Gym, tennis court, softball field, soccer field)

Wellness/Recreation Office, Lower Level Sheffield Center

Enrollment verification (proof of enrollment)

MyMercer portal (<https://my.mercer.edu/>)

<http://www2.mercer.edu/NR/rdonlyres/F602585C-C89C-483A-A6E7-162D36FCC5DD/0/CertifRequ.pdf>

Health Services (Medical and Counseling)

Campus Health, 206 Sheffield Center

Housing, on- or off-campus

Housing/Campus Life Office, 212 Sheffield Center

Identification Card (Bear Card ID)

Auxiliary Services (Lofts at Mercer Atlanta)

International Student/Immigration Issues

International Programs Office, Cecil B. Day Building

Internship Applications

Georgia Board of Pharmacy (<https://gbp.georgia.gov>)

COP Associate Dean for Student Affairs (Office of Student Affairs and Admissions)

Lockers in Pharmacy Building

COP Associate Dean for Student Affairs (Office of Student Affairs and Admissions)

Messages

Getting a message to a professor

Department Secretary; COP Executive Associate Dean

Getting a message to you from off-campus source

COP Associate Dean for Student Affairs (Office of Student Affairs & Admissions)

Name badges

COP Associate Dean for Student Affairs (Office of Student Affairs & Admissions)

Notary

COP Associate Dean for Student Affairs (Office of Student Affairs and Admissions)



Parking decals; vehicle problems (keys locked in, headlights left on)  
Mercer Police Department; Lower Level, Pharmacy Administration/Cafeteria Building

Photocopies  
Swilley Library; Copy Center/Mailroom (Lofts at Mercer Atlanta)

Postage stamps  
Copy Center/Mailroom (Lofts at Mercer Atlanta)

General concern – academic  
Focus group; Council of Students meeting; Executive Associate Dean (Office of the Dean)

General concern – non-academic  
Council of Students meeting; Associate Dean for Student Affairs (Office of Student Affairs and Admissions)

Student Academic Performance issue  
PDN advisors; Executive Associate Dean (Office of the Dean)

Student Non-academic/Professional/Behavioral Performance issue  
PDN advisors; Associate Dean for Student Affairs (Office of Student Affairs and Admissions)

Transcripts  
Registrar's Office (Lofts at Mercer Atlanta)

Tuition (payments, deferment, questions about bill)  
Bursar's Office (Lofts at Mercer Atlanta)

## **Appendix A**

### ***Attendance—Professional Meetings***

The College acknowledges that viable professional organizations are essential to the wellbeing of the profession and contribute to the maintenance of high professional standards, thereby assisting in assuring that healthcare professionals provide their patients with state-of-the-art health care. Students may request to be excused from scheduled class to attend local, state, regional, and/or national professional organization conferences and meetings.

#### **Excused Absences**

In order to be excused from class and/or other scheduled activities, student organization liaisons must follow the process outlined below in order for travel to be considered. Students on Professional Probation are not granted excused absences for professional meeting and/or conference attendance.

#### **Request for Reimbursement**

The College of Pharmacy may provide funding to student organizations to support the attendance of the organization's president and/or president-elect and those who have parent organization assigned conference duties and responsibilities (documentation required) for one meeting/professional conference per year. Generally, this is the parent organization's annual national conference. Request for travel support must be submitted to the Office of Student Affairs in accordance with published deadlines and the processes outlined below. Student organizations will be notified if their reimbursement request was approved by September 1. For those approved to attend and receive reimbursement, students may be reimbursed for early-bird registration and up to three nights of lodging at a rate of \$50 per night for up to three nights. All expenses are paid in advance by the student.

Students representing the College as a team member at a state or national level competition may be reimbursed for expenses incurred. The student's reimbursement is limited to the least expensive method of transportation to and from the event, along with meals and lodging for up to 2 days/nights. All expenses are paid in advance by the student.

Students traveling to a professional meeting/conference for the purpose of presenting research (poster or platform), may be eligible for reimbursement of expenses incurred through funds made available by the Office of the Provost. Policies related to this type of request may be found at <https://provost.mercer.edu/resources/university-student-travel.cfm>.

#### **Travel Request Step-by-Step Process**

1. The student organization liaison must submit a list of attendees to the Associate Dean for Student Affairs (Doctor of Pharmacy program) or the Graduate Program Director (Doctor of Philosophy program) at least 30 days prior to travel. The list of attendees should be submitted using the Attendee List spreadsheet found on the Office of Student Affairs Canvas page. Additional documentation for students requesting travel reimbursement should accompany the request.

2. The Associate Dean for Student Affairs (or Graduate Program Director, as applicable) will transfer the request and provide the above list of student names and dates electronically to the course coordinator(s) for affected courses along with the course responsibility form for students attending professional meetings. Professional Development Network faculty advisors will also be provided the list of names.
3. For each affected course, the course coordinator(s) will complete the course responsibility form and return it to the Associate Dean for Student Affairs (or Graduate Program Director, as applicable).
4. The Associate Dean for Student Affairs (or Graduate Program Director, as applicable) will provide copies of the completed course responsibility forms to the student liaison and to the faculty advisor to the professional organization. The student liaison will disseminate copies of the completed course responsibility forms to the students who plan to attend the professional meeting.
5. Any request by a student to adjust the list of students attending (add or delete a name) will be made electronically by the affected student to the relevant course coordinator(s) with a copy to the Associate Dean for Student Affairs (or Graduate Program Director, as applicable), the student liaison, and the faculty advisor to the professional organization. The course coordinator(s) will respond electronically to the request copying the same individuals. If the course coordinator approves adding a student to the list of those attending, it is the student's responsibility to find out what activities will be missed and how they can be made up. The student should contact the student liaison and obtain a copy of the relevant completed course responsibility forms.
6. Students register for the approved professional meeting and incur all expenses upfront.
7. Within 10 calendar days of returning from the professional meeting, the student liaison must complete the Student Organization Request for Travel Reimbursement Form for those students approved in advance to receive reimbursement. The form along with one copy of the conference agenda, original meeting registration receipts, and hotel receipts (if applicable) are returned to the Associate Dean for Student Affairs. The student organization treasurer's signature and the Faculty Advisor's signature are required before submitting to the Associate Dean for Student Affairs.
  - a. Hotel or other home-sharing receipts (e.g., Airbnb, VRBO) must have all student names listed for lodging. Names that are handwritten on the receipt are not acceptable.
  - b. Lodging booked through travel sites such as Expedia, Booking.com, TripAdvisor, etc. that do NOT itemize expenses (e.g., taxes, cleaning fees) will NOT be accepted. It is the students' responsibility to ensure prior to booking that an itemized receipt will be provided.
  - c. All receipts must show a zero (\$0) balance due and the method of payment.

8. Expect to receive a reimbursement check in 4-6 weeks. The Office of Student Affairs staff will notify the student organization treasurer by email when the reimbursement check has been received and is available for pick up.

## Appendix B

### ***Standard Professional Attire***

Mercer University College of Pharmacy promotes a culture of professionalism among students, faculty, staff, and alumni. Professional appearance and attire can affect how patients and other healthcare professionals perceive knowledge and abilities and it may also impact one's own attitude/behavior. Students in the Doctor of Pharmacy Program are expected to adhere to the College's Standard Professional Attire when in class, in lab, at experiential practice sites, and when fulfilling any other responsibilities as a member of the Mercer University College of Pharmacy student body, (e.g., service learning, professional organization activities).

#### **General Personal Care Standards:**

1. At all times, students should appear neat and professional.
2. Students should take steps to ensure adequate personal hygiene (e.g., regular bathing, dental hygiene).
3. Hair should be neat and clean, styled-off the face and out of the eyes. Nonstandard hair colors (e.g., pink, green) are not permitted. If in close contact with patients (e.g., physical assessment), hair longer than shoulder length should be pulled back and neatly secured. Beards and mustaches must be clean and well groomed.
4. Cologne, perfume, and/or scented aftershave is not recommended in patient-care settings due to allergies and sensitivities.
5. Fingernails must be kept moderately short. No nails other than one's own natural nails are allowed. Colorless or natural polish may be used if acceptable at the experiential practice site.
6. Jewelry designed to permanently alter a student's appearance (e.g., ear gauges, lip gauges) are not allowed. Jewelry and other accessories should be non-distracting.

#### **Standards of Attire Appropriate for the Classroom and Skills-based/Compounding Laboratory:**

1. Pants:
  - a. No excessively tattered or worn pants, frayed hemlines, and/or clothing with holes.
  - b. No shorts.
  - c. No leggings/jeggings, unless worn under a tunic length garment, dress, or skirt.
  - d. Spandex and lycra are not allowed.
  - e. Pants should not be cut too low or worn in a manner that results in skin or underwear being exposed.
  - f. Denim jeans are allowed during the P1-P3 years in the classroom setting only. Denim jeans are not allowed in skills lab.
2. Shirts:
  - a. No revealing clothing, including low cut blouses that expose cleavage, tank tops, spaghetti strap tops, midriff tops, off-the-shoulder tops, or spandex tops.

- b. Shirts and t-shirts must be free of pictures or writing that is discriminatory or derogative in nature. Sweatshirts, fraternity jerseys, and t-shirts/shirts sold by student organizations that may contain College logos are allowed.
  - c. Clean, hemmed “polo-styled” shirts are allowed.
- 3. Dresses/Skirts:
  - a. Should be of appropriate length and conservative enough in length to allow free movement without being revealing.
- 4. Shoes:
  - a. No flip-flops, sandals without back straps, beach or shower shoes, bare feet or excessively high-heeled shoes.
  - b. Closed-toe shoes are required in skills-lab when performing some activities (e.g., immunizations, sterile IV preparation)
- 5. No baseball caps, stocking caps, hoods, or hats with brims worn indoors. Head coverings considered a part of religious or cultural dress are permitted.
- 6. No athletic wear, sweatpants, pajamas, or other lounge wear. Sweatshirts as described above in 2b are permitted.
- 7. Undergarments should be covered at all times.
- 8. When deemed appropriate by skills lab faculty, a clean, hemmed scrub set is permitted.
- 9. Earbuds and headphones may not be worn in class or in lab.
- 10. Goggles must be worn in compounding lab if the student wears contact lenses. Contact lenses wear is discouraged.

**Standards of Attire Appropriate for Pharmacy Practice Experiences:**

- 1. All students must wear a clean, pressed white lab coat with the College of Pharmacy patch and College of Pharmacy name tag that is of appropriate student-length. Name tags and/or lab coats from places of employment are not permitted.
- 2. All students must wear appropriate professional attire which includes the following:
  - a. Dress slacks or dress skirts of appropriate length
  - b. Collared dress shirt with tie
  - c. Dress blouse with appropriate chest coverage
  - d. Closed-toe dress shoes

3. Jeans, shorts, athletic shoes, flip-flops, excessively high-heeled shoes, and T-shirts are not appropriate.
4. To adhere to Occupational Safety and Health Administration safety standards, students must wear shoes that are appropriate to the specific practice site. In patient-care areas, closed-toe shoes are required. For experiences with no direct patient care, open-toe shoes may be acceptable (as approved by the preceptor and/or practice site).
5. Good personal hygiene must be maintained at all times.
6. Visible piercings other than those in the ears are not allowed. Students may wear small stud earrings if allowed by the site. Tongue, lip, nose, and brow piercings are not permitted. Jewelry designed to permanently alter a student's appearance (e.g., ear gauges, lip gauges) are not allowed.
7. Visible tattoos must be covered while on site.
8. Facial hair neatly trimmed and be consistent with site-specific policies. Experiential sites may require student pharmacists to be clean-shaven at all times.
9. Earbuds and headphones may not be worn while at the practice site.
10. Depending on site-specific guidelines and responsibilities, preceptors reserve the right to modify the dress code as necessary.

**Standards of Attire Appropriate for College Ceremonies:**

1. All students must wear appropriate professional attire which includes the following:
  - a. Dress slacks or dress skirts of appropriate length. Dresses or skirts should be long enough that undergarments are not seen if/when a student pharmacist bends at the waist.
  - b. Collared dress shirt with tie
  - c. Dress blouse with appropriate chest coverage
2. When lab coats are required (such as the White Coat or Pinning Ceremony), students must wear a clean, pressed white lab coat with the College of Pharmacy patch and College of Pharmacy name tag that is of appropriate student-length. Name tags and/or lab coats from places of employment are not permitted.
3. Jeans, shorts, athletic shoes, flip-flops, excessively high-heeled shoes, and T-shirts are not appropriate.

**Compliance:**

- Student pharmacists in inappropriate attire, as stated above, will be reported to the Associate Dean for Student Affairs and will be required to leave the premises and not return until dressed properly. Repeated failure to comply with the College's Standard Professional Attire will be considered a violation of the Student Code of Professional Conduct and subject to disciplinary action.
- Students, faculty, and staff are responsible for reporting violations of the Standards of Attire to the Associate Dean for Student Affairs when observed. Alternatively, students can lodge their report through their class leadership or a faculty member, who will then notify the Associate Dean for Student Affairs.



## Appendix C

### ***Mercer University Student Code of Conduct and College of Pharmacy Student Code of Professional Conduct***

Changes may be made to the Student Code of Conduct during the school year. The most up-to-date and complete version can be found in the University Student Handbook at <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

#### **COMMUNITY OF RESPECT**

Mercer University strives to be a Community of Respect where everyone is held in mutual high regard. Because every human being is created in the image of God, each person deserves to be treated with respect and civility. Standards of conduct are based on the values of mutual respect:

##### *Respect for Academic Integrity*

We value a community that encourages an academic atmosphere. We believe that honesty is important to learning.

##### *Respect for Other Persons*

We value the worth of every individual in the community and we respect the dignity of each member in the community. We take responsibility for the consideration of the rights of others.

##### *Respect for the University Community*

We value showing respect for the rights and property of others. We take responsibility to act to maintain University property.

##### *Respect for Community Authority*

We acknowledge and value our privileges and rights as members of the University community. We take responsibility for acting to uphold community standards.

These values are codified into the following Student Code of Conduct, which includes a general overview of the process, a listing of unacceptable student conduct, possible sanctions, and other key information. This Student Code of Conduct applies to all students on all campuses, including online programs, and supersedes any student conduct policies and procedures previously used by colleges or programs. Program-specific regulations and policies (including professional standards) may apply to students beyond those outlined here and may be found in supplemental handbooks. Nothing in this policy prohibits these academic programs from pursuing additional review and action of professional standards as appropriate to their professions. Students are expected to be aware of and conduct themselves in a manner that is in compliance with all applicable policies found in the University Student Handbook and related campus supplements. Academic violations are handled through a separate process found in the academic Honor Code.

## **GENERAL POLICY**

Mercer University is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. The University invites students to participate in the formulation of behavioral policies and to share in the responsibility for judicial decisions. These standards and procedures have been established to protect the University's educational purpose, to foster a sense of responsibility to the community, to provide for orderly conduct of its activities, to protect the members of the University from disrespect, and to safeguard the interest of the University community. Student conduct is expected to be lawful and in accordance with all federal, state, and local laws and University regulations.

In keeping with Mercer University's values, sanctions imposed on students found to be in violation of the Student Code of Conduct are designed to promote the University's educational mission, maintain community standards, and promote individual civility and positive growth.

Sanctions are also intended to maintain the safety of the University environment and the integrity of the University community. The processes for adjudicating violations of federal, state, and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another. The University distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students both on campus and in the wider community is ordinarily of University concern when (a) the conduct interferes with the University's responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives, (b) the conduct interferes with the University's responsibility to protect the health, safety and general welfare of persons in the University community, or (c) the conduct negatively impacts the University's image and/or academic integrity. The University is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

The Student Code of Conduct applies to all University students in settings, which includes, but is not limited to, study abroad, international travel, online, and off-campus educational opportunities. The Vice President and Dean of Students (or designee) may modify non-substantive procedures in the effort to adjudicate violations.

Student organizations will be held responsible for the behavior of their members, alumni, or guests, when their actions evolve from or are in any way related to their association with activities of the organization on or off campus. Student organizations may be adjudicated in addition to any charges levied against the individual members. Student organizations that condone or encourage behavior that violates University or state regulations may be held responsible for such violations. See Non-Academic Misconduct Process for Student Organizations.

Authority for student discipline ultimately rests with the University President. For cases involving non-academic conduct violations, the President delegates the authority to the Vice President and Dean of Students (or designee), to oversee, review, and pursue violations of the Student Code of Conduct.

Students enrolled in online courses will be adjudicated in Macon or Atlanta as determined by the educational program in which they are enrolled. Should conflicts arise, that location will be determined by the Vice President and Dean of Students Affairs. Modifications to procedures to adapt to the physical location of the student may be implemented as long as the student is notified of the charges against them and provided with an opportunity to respond to the charges.

The Vice President and Dean of Students (or designee) has the authority to notify the person listed as the student's emergency contact (or other appropriate person) in cases of emergency or life-threatening incidents.

The Vice President and Dean of Students (or designee) may order any student or organization to cease and desist from any activity adjudged to be disruptive to the University. If the student or organization fails to cease and desist from such activity, the Vice President and Dean of Students (or designee) may immediately suspend the student pending a judicial hearing. Student organizations should refer to the Non-Academic Misconduct Process for Student Organizations.

## **RESPONSIBLE ACTION GUIDELINES**

The health and safety of students under the influence of alcohol and/or drugs should always supersede concerns related to conduct violations and/or subsequent University action. The University urges all students to recognize that violations of the law and University policy have consequences, but that these possible consequences should never outweigh or override the decision for providing proper care for the health and wellbeing of a fellow student in crisis.

In a health crisis situation involving alcohol and/or drugs, students are expected to notify appropriate staff to evaluate the situation immediately. Amnesty for minor violations of the student code of conduct will be considered in cases where a student is acting in good faith to rectify a situation, or when the situation involves a more egregious infraction that warrants reporting (for example, sexual misconduct and relationship violence). Amnesty may mean waiving formal judicial action, or imposing less harsh sanctions, and is at the discretion of the Vice President and Dean of Students, Associate Dean of Students, or designee.

## **DEFINITIONS**

University: Mercer University includes the main campus, all branch campuses, centers, and University international programs.

Student: Includes all persons either registered or taking courses at Mercer University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Mercer University or who may reside in Mercer University

residence halls. This includes nondegree seeking students. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Mercer University are considered students (i.e. students enrolled in another college for a term, between semesters, internships, etc.)

Charged Student: Any student who has been formally charged with an alleged violation of the Student Code of Conduct.

Reporting Party: An individual reporting an alleged violation.

Responding Party: An individual alleged/ suspected of violating a university policy.

Faculty Member: Any person hired by Mercer University to conduct classroom activities.

Staff Member: Any person hired by Mercer University in a professional position to conduct University activities.

Member of the Mercer University Community: Any person who is a student, faculty member, or employee of Mercer University.

Mercer University Premises: Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Mercer University (including adjacent streets and sidewalks).

Organization: Any group who has been formally recognized by Mercer University as an organization.

Hearing Body: Any Mercer University official or panel authorized to review and evaluate student conduct charges and to impose sanctions upon students found to have violated the Student Code of Conduct.

Appeals: Appeals can be heard by any person or persons authorized by the Vice President and Dean of Students to consider an appeal from a hearing body's determination that the student has violated the Student Code of Conduct.

Student Justice: Student members trained in the procedures of the adjudication process and in the mechanics of preparing for a case.

Faculty/Staff Justice: Faculty/Staff members trained in the procedures of the adjudication process and in the mechanics of preparing for a case.

Shall: Is used in the imperative sense.

May: Is used in the permissive sense.

Preponderance of the Evidence: The weight of evidence used to adjudicate student conduct violations. This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred or did not occur.

Investigator(s): The person assigned by the University to gather the facts and details related to an alleged violation of the Student Code of Conduct. Investigators may serve as witnesses to any case for which they investigated.

## **NON-ACADEMIC MISCONDUCT PROCESS FOR STUDENT ORGANIZATIONS**

Student organizations are expected to operate in accordance with the law, student organizational guidelines (as outlined by the Office of Campus Life), and with all University policies including the Student Code of Conduct. Student organizational recognition is not a right and can be evaluated and rescinded by the University at any time for any reason.

When the University becomes aware of any allegation of misconduct by a student organization, the Dean of Students in Macon or the Associate Dean of Students in Atlanta (depending on the primary location in which the organization exists) will assign a staff member to investigate and review the allegation(s) by meeting with any individual the staff member determines is warranted. In cases involving sensitive or confidential reporting (e.g., cases involving hazing, sexual misconduct, hospitalizations, etc.), the staff member investigating the case may use appropriate discretion in releasing information placed in the report to protect the identity and confidentiality of the reporting or involved student or witness. That staff member will meet with the organization to review the allegations related to the organization before making a recommendation back to the Dean of Students or Associate Dean of Students on their evaluation of policy infraction(s) and proposed sanctions, if any (including suspension or expulsion of an organization). The prior disciplinary history of the organization, the forthrightness and cooperation of the organization and its members during the proceedings, and the severity of the allegations may all be evaluated as part of this recommendation.

The Dean of Students or Associate Dean of Students will then choose to accept that recommendation, modify it, or conduct further inquiry on their own before finalizing the decision. This decision will then be communicated to the organization in writing. This decision is final; however, in cases in which a group can clearly substantiate that an egregious and obvious error occurred at some point in the determination, it may request the Vice President and Dean of Students to review the decision. This request must be made in writing within three days of receiving the decision and clearly outline and substantiate the error that was made. The Vice President and Dean of Students may then choose, but is not obligated, to review the case and make any modifications as deemed appropriate.

Nothing in this section prohibits the University from implementing an “interim suspension” as outlined in the Student Code of Conduct while the case is being investigated. Nothing in this policy prohibits the Associate Dean in Macon, the Associate Dean in Atlanta, or Vice President and Dean of Students from reviewing a case directly at any point.

## **NON-ACADEMIC MISCONDUCT PROCESS FOR STUDENTS**

### Procedure for Reporting Violations

All students and student organizations are expected to adhere to the standards of the Community of Respect. In affirmation to these standards, every student subscribes to the following pledge:

**"Having been accepted as a member of the Community of Respect of Mercer University, I pledge myself: to hold each person in high mutual regard; to uphold, respect, and defend the rights of every individual in the community; and to respect the community as a whole. I further pledge that I will not allow to go unreported any violation of the standards of our community."**

Each student is responsible for reporting any and all infractions of the standards valued by the Community of Respect. All students accept this responsibility when they enroll. If a student sees, knows, or hears of a violation, they are responsible for reporting the suspected violation to Mercer Police, the Vice President and Dean of Students, or an appropriate faculty/staff member of Mercer University.

Organizations are expected to investigate and self-report any violations of the Student Code of Conduct. Please refer to the Campus Life web page <http://campuslife.mercer.edu/atlanta/student-orgs/policy>.

### Reporting a Violation

This process for review is initiated by either (1) the filing of a police report with Mercer University Police Department (or other law enforcement agency), (2) providing a signed written statement directly to the Vice President and Dean of Students (or designee), or (3) by filing an incident report or written statement with the Office of Housing and Residence Life. This information will then be reviewed by the designated authority (listed above) to determine the most appropriate action to be taken. This may result in conducting further investigation into the incident, resolving the conflict in an informal manner, referring the case to Housing, or initiating charges in accordance with the procedures contained in this code. Charges should be filed within ten (10) working days after receipt of all available information regarding the complaint. Charges cannot be filed that exceed one (1) year after the discovery of the incident.

In compliance with Title IX and other related federal mandates, cases involving Sexual Misconduct and Relationship Violence may require and involve additional investigatory, procedural, and adjudication standards that supersede any listed here. Please refer to the procedures outlined in the Sexual Misconduct and Relationship Violence Policy for complete information on these procedures. Should any policy or procedural guidelines conflict between these two policies, the Vice President of Students in consultation with the Title IX Coordinator is the final arbiter of procedural decisions. (Please refer to the Sexual Misconduct and Relationship Violence Policy in the University Handbook for complete policies and procedures).

### Charges

When a determination to charge is made, the designated office (primary designee) shall notify the student in writing of the charge(s) and the allegation(s) on which the charge(s) are based. This notice shall inform the student that they have five (5) regular business days in which to contact the designated office outlined in their charge letter to schedule an informational session, and to select the type of hearing forum in which to adjudicate the violation (unless preselected by the University). The informational session is a courtesy to students. If a student does not contact the University during this

time, the University shall make a determination regarding the choice of hearing and will proceed with adjudication.

### **HEARING BOARD OPTIONS**

The charged student or organization may have charges heard by a University Hearing Board or by a designated University Administrator selected and trained by the Associate/Associate Dean of Students in Macon or Atlanta. The Hearing Board or Administrator will review the case and make a recommendation to the Associate/Associate Dean of Students on the Macon and/or Atlanta campus (depending on primary location of the academic program related to the charged student) with regard to responsibility and sanctioning. In electing one hearing forum, the student waives the right to the other. The University retains the right to pre-select the hearing forum at any point in the process. University Hearing Boards consist of two faculty/staff and one student trained in university judicial proceedings. However, in cases involving especially serious charges that potentially could result in expulsion or suspension, the

University may in its discretion require the charges to be heard at a specific campus location, and by a University panel that includes two faculty/staff, one student, and at least one representative from outside the University, to be selected by the University, with experience in contested adversarial hearings.

When two or more individual cases stem from the same incident, the same hearing body shall hear all cases, when possible. Procedural modifications are permitted when incidents involve more than one individual or corresponding organizational charges. In such cases, the University may either pre-select the hearing body or consult with the students involved before making the determination. This hearing body will hear individual cases separately. In cases involving multiple students or organizations charged from the same incident, information obtained at one hearing may be used at another hearing provided that the charged student or organization involved has the opportunity to review and to respond to any information that will be used against them, when possible.

For cases handled by the University's Office of Judicial Education in Macon, a board consisting of all students is an additional option for adjudicating student and organizational cases. This Student Hearing Board primarily adjudicates organizational violations and minor student violations as determined by the Associate Dean of Students.

Decisions of all hearing bodies (University Hearing Boards and University Administrator) are recommendations to the Associate/Associate Dean of Students on the corresponding Macon or Atlanta campus, who in the interest of fairness, clarity, or consistency may choose to accept or modify the recommendations as necessary or refer a case back to the hearing body for further review. The Associate/Associate Dean of Students may consult with appropriate staff or the academic dean of a particular academic program before accepting or modifying the recommendation of a student in that program.

## **Rights of the Charged Students**

1. Notice. Students or organizations charged with violations of the Student Code of Conduct will be provided notice via their official university e-mail address of the charge(s) against them and the allegations upon which the charge is based.
2. Hearing. Students or organizations shall be entitled to a prompt hearing. Students will be given an opportunity to present information, including witnesses during a fair and impartial hearing. The students may inspect all documentary evidence presented at the hearing, may hear and question all available adverse witnesses testifying at the hearing, and may present evidence and call witnesses. If a called witness does not appear, the hearing body may consider their written or taped statements. However, the statement shall be weighted accordingly by the hearing body as the charged student has no opportunity to cross examine the witness making the written or recorded statement. Student questioning of witnesses may be modified in cases involving violations of the Sexual Misconduct and Relationship Violence Policy (see next section). Witnesses for the hearing will be required to wait outside of the hearing until their point of participation. The University may require any student or employee with information relevant to the charges to attend the hearing and present that information to the hearing panel for consideration.

In compliance with Title IX and related federal mandates, additional procedural rights for student complainants and respondents involving violations of the Sexual Misconduct and Relationship Violence Policy apply and are outlined below.

### **Supplemental Rights for Cases Involving Sexual Misconduct and Relationship Violence**

When complaints are resolved through the University student judicial process related to sexual harassment, sexual assault, sexual exploitation, stalking, dating violation and domestic violence, the following rights will apply to both the complainant and to the respondent:

1. To be accompanied by an advisor or person of support of their choice. (See additional advisement information in the “Conduct Hearing Guidelines” in the Student Code of Conduct).
2. To have an equal opportunity to present witnesses and evidence, as well as to speak on one’s behalf.
3. To be made aware that responsibility for charges is determined using the “preponderance of the evidence” standard.
4. To have similar and timely access to information. All information is subject to FERPA protection and stipulations.



5. To submit questions to the hearing body to consider posing to the complainant, respondent, and/or witnesses.
6. For the complainant to be able to request alternative methods of inquiry (e.g. written questions or video conferencing) if needed when presenting testimony.
7. To have any non-relevant sexual history exempt from review. Decisions regarding relevancy issues will be determined by the hearing body.
8. To be notified in writing regarding the outcome of the complaint at every step of the process (i.e. Initial hearing and any appeals). The University will not impose any "non-disclosure requirement" on either party as a condition for sharing this information.
9. To have the right to appeal the outcome as outlined in the appeal process. Both the complainant and respondent are permitted one appeal.
10. To be free from harassment and/or retaliation during the process. This includes harassment and retaliation through third parties.
11. To submit an impact statement to be considered by the hearing body before the sanctioning phase to be used if the respondent is found responsible.

#### **CONDUCT HEARING GUIDELINES**

All hearings are governed by the following guidelines. Procedures may be modified to expedite the proceeding as long as they do not jeopardize the charged student's fundamental rights or the fairness of the hearing.

1. **Burden of Proof:** The burden of proof rests with the University. The standard of proof shall be the "preponderance of the evidence." This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred.
2. **Pre-Hearing Informational Session:** To assist the student in preparing for the hearing, a pre-hearing informational session will be available for the student. The informational session is a courtesy to students and not a requirement. This informational session will discuss the hearing procedures, inform the student of their rights and responsibilities, and allow the student the opportunity to review the available written information that will be presented at the hearing by the University. The student and their advisor shall have the opportunity to inspect the information at least three (3) regular business days in advance of the hearing whenever possible. Upon notification of the student's choice for a hearing body, the University shall schedule a hearing and notify the student in writing of the date, time, and location of the hearing at least three (3) regular business days in advance. A student may choose to waive, in writing, the three (3) regular business day notice and proceed with a hearing.

3. Decisions: Decisions of “responsible” or “not responsible” on the charge(s) shall be based solely on the evidence presented at the hearing. When multiple students are charged with the same violation and it is determined that an individual identified was not responsible for that specific violation, but was present and/or had knowledge that the violation was occurring, the Hearing Board/officer has the authority to find that student responsible for the lesser charge of “failure to report” without recharging the student and having a separate hearing.
4. Confidentiality: All hearings shall be closed and confidential. To protect the integrity of the judicial process, no audio or visual recordings of the hearing may be made other than by the hearing body
5. Failure to Appear: If the charged student fails to appear at the hearing, the hearing may proceed in the student’s absence and a decision rendered provided that the student has been properly notified of the hearing.
6. Official Record: An official record of the hearing shall be made by the presiding hearing officer for internal University use only. The record of the hearing may exist in written or audible form. No transcript is made. Students may request to inspect their record of testimony and case file after the hearing is closed. Records will be redacted to protect other students’ FERPA rights. Written records are kept on file for seven (7) years.
7. Deliberations: Deliberations are closed and shall include only those members involved in the decision making process (including anyone assisting the University with the judicial process).
8. Notice of Decision: A written decision shall be available to the student within seven (7) regular business days following the hearing. This time may be extended in cases in which additional time is necessary for deliberations. If additional time is necessary, the charged student shall be notified. The decision letter shall contain a decision on each charge, the finding of fact and any recommended sanctions (if applicable).
9. Hold on Student’s Records: The University may place a hold on the transcripts and/or registration of any student who fails to respond to a judicial notice or to ensure resolution of the case prior to transfer or graduation. All pending judicial matters must be resolved prior to a student’s graduation, transfer from, or continued education at Mercer University. Holds may also be placed on records after graduation if the University becomes aware of any unresolved disciplinary issues.
10. Disabilities: Any student with a documented disability may request that reasonable accommodations be provided during the judicial process. This request must be made at least three (3) regular business days in advance of the hearing, and the accommodations must be approved by the Office of ACCESS and Accommodation and the Associate Dean of Students.
11. Advisement: Students charged with a violation are permitted to bring one advisor of their choice to the hearing. The advisor shall serve as a consultant and cannot speak on behalf of the student

during the proceedings. Students are required to address the hearing body in person on their own behalf. Consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not serve as a witness or be charged in the case. Students must notify the Dean/Associate Dean of Students on the applicable campus at least five (5) class days prior to the hearing if they will be bringing an attorney as an advisor. When multiple students are charged from the same incident (or a related incident), students are not allowed to have the same advisor and/or person of support at any point during the judicial proceedings.

12. Witness: A witness is any student, staff, faculty member, or individual who has, or is believed to have, relevant knowledge to an event related to an alleged violation of the Student Code of Conduct.

13. Testimony: Testimony is expected to be provided orally in person. Relevancy of testimony is determined by the presiding hearing officer. In situations where a witness is unable to be physically present, testimony may be obtained via telephone or video-conferencing. In cases where a witness cannot testify in person, their written statement and/or the testimony provided to a University investigator may be utilized and weighted accordingly. The University reserves the right to exempt certain witnesses from being called to provide testimony.

#### **VIOLATIONS OF THE VALUES OF THE COMMUNITY OF RESPECT**

Violation of any of the following, or the aiding, abetting, condoning, or attempting to commit these offenses by a student, constitutes an offense that will result in disciplinary action. Please consult with the online University Student Handbook found at <http://provost.mercer.edu/handbooks/studenthandbook.cfm> for the most up-to-date and applicable definitions.

1. Forgery: Alteration or misuse of documents, records, or electronic communications.
2. Alcohol Misconduct:
  - A. Possession and/or consumption of alcoholic beverages including empty containers on Mercer University property or at University-sponsored events. (Professional and graduate programs may adopt polices related to alcohol that are more in line with the profile of their student body, as long as these policies are reviewed and approved in advance by the Provost).
  - B. Any conduct taken under the influence of alcohol that endangers one's own health or safety or the safety of others.
  - C. Buying, selling, or distributing alcohol beverages to individuals under the age of 21.
  - D. Possession and/or consumption of alcohol or alcohol paraphernalia by individuals under the age of 21.

3. Threatening and Harassing Behavior:
  - A. Threatening Behavior: Intimidation, hostility, coercion, or threats of physical violence.
  - B. Harassment: Language and/or physical acts which degrade, insult, taunt, or challenge another person by any means of communication. This includes communication of threats, defamation of character, use of profanity, verbal assaults, derogatory comments, racist remarks, or behavior that places another person in a state of fear, anxiety, or emotional distress.
  - C. Bullying: Aggressive behavior where one person (or group of people) deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Acts of bullying can be physical, verbal, or relational.
  - D. Cyberbullying: Aggressive behavior where one person (or group of people) deliberately intimidates, abuses, degrades, insults, taunts, challenges, or coerces an individual with the intention to hurt that person physically or emotionally, that occurs through digital technology, such as text messages, e-mail, and/or material posted on social media sites.
4. Physical Assault: To injure or harm another person using violence or force (which includes fighting).
5. Endangerment: Actions that endanger one's own health or safety, the health or safety of another person, or the community.
6. Sexual Harassment: Unwelcome sex-based and/or gender-based verbal, non-verbal, written, online, and/or physical conduct of a sexual nature that is:
  - sufficiently severe, or
  - persistent or pervasive, and
  - objectively offensive that it:

Unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the University's educational, employment, social, and/or residential program from both a subjective (the reporting party) and objective (reasonable person) point of view.

Sexual harassment can occur when submission to the conduct is made a term or condition of employment, status in a course, program, or activity; or submission to or rejection of such conduct is used as the basis for an academic, employment or placement decision affecting the individual. In these cases (quid pro quo), there is generally a power differential. Sexual harassment can also occur when the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive environment for working or learning (hostile environment).

Sexual harassment can occur regardless of the relationship, job title or respective sex and/or gender of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or harassment by a subordinate employee of a supervisor.

7. Sexual Assault (defined as follows):

A. Non-Consensual Sexual Intercourse:

- any sexual intercourse
- however slight
- of any part of one person's body with any part of another person's body or an object
- that is without consent and/or by force

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact (by one person upon another person regardless of sex or gender).

B. Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- of any part of one person's body with any part of another person's body or an object,
- that is without consent and/or by force,

Sexual contact includes:

- intentional contact includes but is not limited to the breasts, buttocks, groin, upper thigh, or genitals, or touching another with any of these body parts, or making one person sexually touch another person or themselves with or on any of these body parts; or
- any intentional bodily contact in a sexual manner (by one person upon another person regardless of sex or gender).

8. Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another individual;
- non-consensual observation, either by direct observation or digital, video or audio recording of nudity or sexual activity;
- unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- knowingly exposing someone to or transmitting an STI (Sexually Transmitted Infection) or HIV (Human Immunodeficiency Virus) to another person;
- intentionally or recklessly exposing one's genitals in non-consensual circumstances and/or inducing another to expose that individual's genitals.

9. Stalking: A course and/or pattern of conduct

- directed at a specific person

- that is unwelcome, and
- would cause a reasonable person to fear for that individual's or others' safety or to suffer substantial emotional distress.

Such conduct includes two or more acts by which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes their property.

10. Intimate Partner Violence (IPV): Any physical violence or psychological aggression occurring between intimate partners. Intimate partners include current or former spouses, a person whom the reporting party shares a child with, boyfriends or girlfriends, casual dating partners, romantic partners, and/or sexual partners. IPV can occur between heterosexual or same-sex couples and does not require sexual intimacy. IPV can manifest through both physical violence and/or psychological aggression and can vary in frequency and severity.
- A. Physical Violence is the intentional use of physical force with the potential for causing death, disability, injury, or harm. Physical violence includes, but is not limited to, scratching; pushing; shoving; throwing; grabbing; biting; strangulation; shaking; aggressive hair pulling; slapping; punching; hitting; burning; use of a weapon; and use of restraints or one's body, size, or strength against another person. Physical violence also includes coercing other people to commit any of the above acts.
- B. Psychological Aggression is the use of verbal and non-verbal communication which impacts another person mentally or emotionally and/or to exert control over another person. Psychological aggression can include expressive aggression (e.g., name-calling, humiliating); coercive control (e.g., limiting access to transportation, money, friends, and family; excessive monitoring of whereabouts); threats of physical or sexual violence; control of reproductive or sexual health (e.g., refusal to use birth control; coerced pregnancy termination); exploitation of vulnerability (e.g., immigration status, disability); and presenting false information to the victim with the intent of making them doubt their own memory or perception (e.g., mind games, manipulation).
11. Gender-based Harassment: Acts of verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, gender identity or expression, but not involving conduct of a sexual nature, when a reasonable person would find such conduct:
- sufficiently severe, or
  - persistent or pervasive, and
  - objectively offensive that it:

Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational, employment, social, and/or residential program from both a subjective (the reporting party) and objective (reasonable person) point of view. Exclusion from an activity based on sexual orientation or gender identity or persistent disparagement of a

person based on a perceived lack of stereotypical masculinity or femininity may also violate this policy.

12. Retaliation: Any adverse action taken in response to an individual who has filed a report, testified, assisted, or participated in any manner in an investigation or proceeding under any University Policy (including the Academic Honor Code, Student Code of Conduct, or Sexual Misconduct and Relationship Policy). Retaliation includes intimidation, threats, harassment, or any type of adverse action taken against an individual in the attempt to deter them from addressing, reporting, or testifying on adverse conduct. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.
13. Destruction/Damage of Property: Destruction, damaging or misuse of public or private property.
14. Theft or Possession of Stolen Property: Taking, possessing, or using property without proper authorization or permission.
15. Drug Misconduct:
  - A. Possession and/or consumption of drugs or any controlled substance prohibited by law.
  - B. Manufacturing, buying, selling, or distributing drugs or any controlled substance prohibited by law.
  - C. Possession of drug paraphernalia.
  - D. Any conduct taken under the influence of drugs that endangers one's own health or safety or the safety of others.
16. Possession and/or Use of Weapons, Firearms: Unauthorized possession or use of weapons, firearms, fireworks, or explosive devices (except for use in the Department of Military Science and in the rifle range). This includes, but is not limited to: BB guns, stun guns/Taser, air rifles, air pistols, paintball guns, edged weapons (i.e. blades no more than 2 inches), bow and arrows, and martial arts weapons. \*\*Weapons may be stored at Mercer Police. They may not be left in personal vehicles.
17. Disorderly/Disruptive Conduct: Acting in a violent manner in a public place toward another person causing reasonable fear of safety or conduct that puts a person's property in danger of being damaged or destroyed. It also includes use of abusive or inciting words toward another person intended to provoke violence or escalate a situation (also called "fighting words") without provocation. It also includes using obscene and/or vulgar language in a public setting or when communicating with professional staff and/or interrupting an event, program, academic, or living environment without appropriate cause.

18. Conduct Unbecoming: Any conduct which is determined to be potentially detrimental to the University's reputation or is in violation of the University's Community of Respect statement. This includes the display of indecent or offensive material, or engaging in indecent or lewd conduct and/or speech.
19. Hate Offenses: Offenses against a person or property motivated in part or in whole by an offender's bias against a race, disability, religion, ethnic origin or sexual orientation.
20. Failure to Report: Being present or having knowledge that a violation has occurred and failing to report the incident. [The University retains the right to find a student responsible for this charge in lieu of another if the hearing body determines that the student(s) involvement was sufficiently passive and/or warrants consideration for this lesser charge for any reason. In such cases, the University is not required to recharge the student or rehear the case to find the student responsible for this charge.]
21. Computer Misuse/Unauthorized Access: Any misuse of or unauthorized access to a computer, distribution of falsified documents, computer system, network, software or data; or the unauthorized alteration, copying or distribution of software or data.
22. Hazing: Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is a violation of this rule. Specific examples of hazing include but are not limited to:
  - A. Acts that embarrass, harass, or ridicule an individual
  - B. Acts that create excessive fatigue
  - C. Physical or psychological shocks
  - D. Morally degrading or humiliating games or activities
  - E. The wearing of signs or advertisements
  - F. Activities that involve late or early work sessions (not affiliated with a University academic program)
  - G. Quests, treasure, or scavenger hunts
  - H. Acts of servitudeFurther information about Hazing can be found in the Office of Campus Life.
23. Unauthorized Entry or Use of Facilities: The unauthorized access to an area, room, or building.



24. Fire Alarms and Fire Safety Misconduct:

- A. Inappropriate activation of any emergency warning equipment or the false reporting of any fire emergency.
- B. Removal, damage, or tampering with fire safety or other emergency warning equipment belonging to a student, student organization, the University, or the Macon community.
- C. Initiating and/or igniting of a fire.
- D. Failure to evacuate during a fire alarm.

25. Possession and/or use of Fireworks and Explosive Devices: Unauthorized possession and/or use of fireworks or explosive devices.

26. Furnishing False Information: Knowingly providing false or misleading information to a University official, to a hearing body, on a University document, or to a law enforcement agent or agency.

27. Failure to Comply: Noncompliance with the reasonable direction of University officials acting in the performance of their duties.

28. Campus Elections and Referendums Misconduct: Casting more than one ballot in any campus election or referendum or otherwise circumventing the prescribed procedures in an election process.

29. Student Identification Misconduct:

- A. Failure of a student to carry their Mercer identification cards at all times or to allow anyone else to use their identification card.
- B. False Identification. Using an ID in any form that is forged, altered, or otherwise intends to establish the false identity of a student. It includes knowingly using a fake ID to obtain access to events and/or resources or to purposely provide a false identity verbally.
- C. Identity Theft. Deceptively using another student, non-student, or faculty/staff member's identification to access resources on or off campus, which includes ID cards, credit cards, email addresses, passwords, etc.
- D. Unauthorized Representation. Unauthorized representation is when a student or organization falsely uses an emblem/name or falsely claims membership or affiliation with an organization such as any benevolent, fraternal, social, humane, or charitable organization which is entitled to the exclusive use of that name or emblem. This includes but is not limited to wearing badges, buttons, paraphernalia, logos as well as the unauthorized use of letterhead, symbols, or hand gestures associated with the organization being falsely represented.

30. Refusal to Vacate: Refusal to vacate a building, sidewalk, driveway, or private facility being used by the University for a student or department-sponsored activity when directed to do so by an authorized officer of the University.
31. Advertising/Media Misuse: Circulation or display of any media (i.e. electronic or paper) that contains matter that violates or is contrary to University policies or community values. This includes but is not limited to the display or promotion of alcoholic liquors, wines, or beers. This also includes displaying materials or information without proper approval from the University.
32. Solicitation/Fundraising: The solicitation of sales, services, memberships or gifts on campus without the permission of the Office of Campus Life.
33. Unauthorized Visitation/Campus Housing: No unauthorized student, group of students, or organization shall enter or remain in restricted areas of residential facilities during non-visitation hours as published in the Housing Handbook.
34. Contempt and/or Disregard for Judicial Procedures:
  - A. Failure to fully comply with all instructions and imposed sanctions of the University judicial system and Honor Council.
  - B. Coercing a student or organization member to give false information.
  - C. Engaging in conduct that disrupts the proceedings, lessens their authority or dignity, or otherwise obstructs justice on campus.
35. Unsanitary or Unsafe Facilities: Failure to maintain a student organization, facilities, property, or surrounding property so as to prevent a potential danger to the health and safety of members of the University community.
36. Cruelty to Animals: Intentionally or recklessly causing physical abuse or any form of suffering to animals.
37. Gambling: Games of chance or bets in which participants commit money or anything of value in order to participate.
38. Violation of Published University Regulations: Violation of any published Mercer University policies, rules, or regulations. This includes but is not limited to housing policies, computer policies, or other University policies directly related to departments, organizations, or clubs.
39. Violation of Local, State, or Federal Law: Any violation of any local, state, or federal law.
40. Greek Policy Violation and/or Unauthorized Recruitment/Membership Intake:

- A. Failure to comply with all the instructions that guide membership into Greek organizations, which includes but is not limited to recruitment, timelines, events, activities, documentation, etc.
- B. Participating, arranging, or engaging in unauthorized recruitment or intake processes known as “underground pledging.” This includes coercing a student or organization to facilitate a process as well as students willingly engaging in a process not approved by the University or the affiliated national organization.

## **SANCTIONS**

The determination of sanctions is made in light of the unique facts and circumstances surrounding each individual case and the previous conduct history of the student. Students found responsible of violation(s) of the Student Code of Conduct will be subject to one or more of the following sanctions:

1. Warning: Formal written notice to the student and official recognition that a violation has occurred.
2. Counseling Assessment: A recommendation to be evaluated by psychological services to help the student deal more effectively with their conduct issue.
3. Community Service: Performance of a preapproved service location for a prescribed number of hours to the local or University community.
4. Creative/Educational Sanctions: Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, research papers, and other educational activities related to the violation.
5. Restriction: The withdrawal of specified privilege(s) for a definite period of time. Restrictions may include but are not limited to requirements such as not entering certain areas of housing or the campus, not contacting a certain individual or group, or not operating a motor vehicle on campus. Students may also be restricted from holding office in any student organization or participating in some activities.
6. Fines: Not to exceed \$150 per individual or \$300 per student organization.
7. Restitution: A payment of financial injury in cases involving theft, destruction of property, or deception.
8. Probation: A period of time during which any further violations of the Student Code of Conduct may impact or jeopardize the student’s status in a specific manner. The four types of probation that can be imposed are as follows:

- A. **Conduct Probation:** A specified period of time in which any future violations of the Student Code of Conduct can result in increased sanctions being imposed that exceed those of a student who is not on conduct probation.
  - B. **Housing Probation:** A specified period of time in which any future violations of the Student Code of Conduct will result in the termination of housing privileges and access to any University owned housing facilities.
  - C. **Social Probation:** Notice to an organization or student that all or a portion of social functions must cease for a designated period of time.
  - D. **University Probation:** A specified period of time during which any further violation of the Student Code of Conduct may result in suspension or expulsion. As part of this probation, students may be restricted from holding certain leadership positions or participating in some activities.
9. **Forced Change of Residence:** The temporary or permanent relocation of a student within housing.
  10. **Eviction from University Housing:** Permanent removal from the housing system.
  11. **Suspension:** The termination of the student's attendance or an organization's representation at the University for an indefinite or specified period of time. A suspension means that students may not be on University property or that an organization is prohibited from being recognized at any time without prior approval from the Vice President of Students or designee. Stipulations may be applied to either the student or organization as a condition for ending the suspension.
  12. **Expulsion:** The permanent separation of the student from the University.
  13. **Deferred Degree:** The holding of an academic degree for a specified period of time with or without conditions.
  14. **Withholding Degree:** The withholding of a student's diploma for a specified period of time and/or denying a student participation in commencement activities if the student has a grievance pending, or as a sanction if the student is found responsible for an alleged violation.
  15. **Revocation of Degree:** Revoking a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

## **APPEALS PROCEDURE**

For cases involving non-academic appeals, a student may appeal the original decision to the Vice President of Students within three (3) working days after receipt of the written decision (additional time may be requested for extenuating circumstances). The Vice President may choose to hear the appeal or designate an appropriate staff member from the academic program or location in which the student is

enrolled to review the appeal and make a recommendation. No person may hear or decide an appeal if he or she participated in the hearing process. The appeal shall consist of a review of the prior proceedings; it shall not be another hearing. The student shall receive a written decision regarding the appeal.

Grounds for appealing a decision are:

1. A significant error in adhering to Mercer's procedural process, which prejudiced the accused to the extent that the student was denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the verdict or sanction will be considered.
2. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision of the hearing body.
3. The imposition of sanctions which are disproportionate to the offense.

Student Status: The student's status on campus will remain unchanged pending the final decision and appeals process, except in cases involving interim suspensions (see Interim Suspension). The Vice President and Dean of Students shall have the authority to act de novo to determine the issues of both responsibility and sanction(s). The decision of the Vice President and Dean of Students is final.

### **INTERIM SUSPENSION OF A STUDENT OR ORGANIZATION**

In certain circumstances involving a student's or organization's actions that may affect the safety, health, or general welfare of the student or the University community, the Vice President and Dean of Students, the Associate/Associate Dean of Students, or Student Affairs designee on each campus may impose an interim suspension prior to the student's or organization's conduct hearing. The Vice President and Dean of Students, the Associate/Associate Dean of Students, Student Affairs designee on each campus, and the Director of Housing and Residence Life have the authority to cancel a student's University housing contract under a separate process.

An interim suspension means that a student cannot be on University property, cannot attend classes, and cannot use University facilities unless otherwise stipulated. An interim suspension requires that the student or organization be notified in writing by the University. For organizations, it means immediate suspension of all or some of the activities associated with the organization as determined by the University.

The student or organization has the right to request a hearing on the interim suspension with the Vice President and Dean of Students. If requested, the hearing will be conducted within three (3) regular business days from the receipt of the student's written request by the Vice President and Dean of Students or designee. The scope of this hearing is solely on whether the interim suspension should continue until a hearing is conducted on the facts of the case. Student disciplinary charges will be filed

either when the interim suspension is imposed or as soon as possible thereafter. Student organizations should refer to the Student Organization Policy.

For cases in which a student is placed on interim suspension but subsequently found not responsible for all violations, the University will take the following steps: (1) correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and (2) refund to the student a pro rata portion of any fees, charges for tuition, or other University specific fees and charges, as appropriate due to the temporary change in enrollment status.

### **PARENTAL NOTIFICATION POLICY**

Mercer University, like many other colleges and universities, is concerned about the health and safety of its students specifically where there is use and abuse of drugs and alcohol. Under the Family Educational Rights and Privacy Act (FERPA), institutions are permitted to release any and all information to parents, without the consent of the student, "if the student is a dependent for tax purposes under the IRS rules." FERPA allows colleges and universities to disclose information to parents if there is a health or safety emergency involving their student as well as to disclose information if the student is under the age of 21 and "has violated any law or policy concerning the use or possession of alcohol or a controlled substance." The Vice President and Dean of Students or designee will be the responsible University official to contact the parent or guardian. Students whose parents are divorced or separated have the option of designating the parent to be contacted. The Vice President and Dean of Students or designee may use discretion regarding parental notification in incidents where it is determined that extenuating circumstances exist that would directly and conclusively impact the situation negatively. Alternative guardian contact determinations will be made by the Vice President and Dean of Students or designee. The process of adjudicating any violations will be handled in accordance with the Student Code of Conduct.

Mercer University has opted to contact parents and/or legal guardians under the following conditions:

1. Mercer students, under the age of 21, found responsible for first time minor offenses involving alcohol in accordance with the Student Code of Conduct, will be dealt with directly without notification of their parents. "Minor offenses" are defined as non-life-threatening, non-threatening to the community, and not involving any other significant violations of the law or the Student Code of Conduct.
2. Enrolled students, under the age of 21, found responsible for two or more offenses involving alcohol will result in parental notification.
3. Enrolled students, under the age of 21, found responsible for offenses involving drugs will result in parental notification.
4. Incidents related to alcohol and/or drugs that are determined to be life threatening to the student, threatening to the community, or involving other significant violations of the law or the Student Code of Conduct may result in parental notification regardless of the number of

offenses. An incident in which a student is transported to the hospital as a result of alcohol and/or drugs may also be determined to be threatening to the campus community depending on the circumstances.

## **NON-ACADEMIC CONDUCT RECORDS**

The Office of the Vice President and Dean of Students in Macon and Associate Dean of Students in Atlanta are the official custodians of all records involving non-academic misconduct. Student files involving cases that do not result in suspensions or expulsions shall be expunged seven (7) years after a decision is reached on a charge. Cases that result in suspensions or expulsions will be kept permanently. Statistical data and database information may be kept permanently at the University. Students have the right to view their files. Students found “not responsible” or cases in which charges are dropped are considered not to have a judicial record.

## ***COLLEGE OF PHARMACY STUDENT CODE OF PROFESSIONAL CONDUCT***

### ***I. Preamble***

The students, faculty, and administration of Mercer University College of Pharmacy cultivate professional and ethical standards by upholding the core values which are: caring, commitment, excellence, innovation, integrity, learning, and professionalism. The vision and goals of the College are intended to create an atmosphere conducive to the professionalism of all members of the community. That atmosphere is supported and promoted by mutual respect and trust between students, faculty, and administration. This code, set by administration, faculty, and students, is a set of professional and ethical behaviors befitting a member of our professional community. Everyone in this community is responsible for upholding the standards in this Code of Professional Conduct. Each student, faculty, and staff are responsible for reporting any and all infractions of the Code of Professional Conduct. All students accept this responsibility when they enroll. If anyone sees, knows, or hears of a violation, they are responsible for reporting the suspected violation. Therefore, any conduct determined as having an adverse effect on the Mercer community may be subject to disciplinary action. Students enrolled in the College of Pharmacy are subject to both University and College policies and procedure until their degree is conferred. University policies and processes will supersede College of Pharmacy policies and processes when applicable.

### ***II. Professional Conduct***

As members of the College of Pharmacy and the professional healthcare community, students are expected to create and sustain a professional identity founded on our core values. Adherence to these principles is vital to the assurance of the development of a professional relationship between the healthcare provider and society. These principles must become a part of a student’s everyday life.

To accomplish the goals of professional development, students must:

- Develop a sense of loyalty, duty, and accept accountability to their chosen healthcare profession and accept accountability for membership in the profession.
- Recognize the confidentiality of healthcare information provided by patients and recorded on their behalf.
- Hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- Respect and promote the value of diversity while ensuring equal treatment of all people who seek their care.
- Foster professional competency through life-long learning, creativity, and innovation in practice and by striving for high ideals, teamwork, and unity within the profession in order to provide compassionate and effective patient care.
- Commit themselves and actively encourage their professional colleagues' commitment to ethical practices as set forth by the healthcare professions.
- Dedicate their lives and practice to excellence, which includes ongoing assessment of personal and professional values.

Faculty and administration are responsible for upholding similar professional standards as applicable to their roles within the community.

A. *Conduct in College-related Activities in the Classroom and On Campus*

The classroom, online learning environment, and campus environment are primary settings for teaching and learning. As such, it is the responsibility of students and faculty to maintain an atmosphere that is conducive to teaching and learning. Behaviors are expected to adhere to professional standards and to contribute in a positive way to the learning process. Attendance and engagement in all learning activities is expected. Behaviors that are rude, disruptive, or that infringe on the rights of faculty or other students to effectively engage in the teaching/learning process will not be tolerated.

B. *Conduct in College-related Activities Off Campus*

This Code of Professional Conduct extends beyond the classroom and campus to hospitals, community pharmacies, study abroad, international travel, and various other practice settings where our students and faculty may engage in professional activities. Patient confidentiality and sensitivity of the needs of all patients, including those with different cultural backgrounds, are critical in order to contribute maximally to patient care. In practice settings, preceptors are treated as members of the community, and as such, are also responsible for upholding the standards included in this Code.



C. *Professional Appearance/Attire*

Additional professional standards include appropriate dress and proper attention to personal hygiene. As students who are preparing for careers in a health profession, there is an expectation and requirement for particular attire and appearance. Students are expected to adhere to the Standards of Attire set forth by the College.

D. *Communication*

Additional professional standards include appropriate verbal and written communication, including but not limited to written, verbal, and electronic communication and social media platforms. As students who are preparing for careers in a health profession, there is an expectation and requirement for students to avoid communication that is unprofessional or derogatory. Students must be aware of and adhere to communication expectations and standards set forth by the College.

E. *Academic Integrity*

Mutual trust is a basic component of any community. Mercer University expects students, as members of the academic community, to take seriously their position in that community. Students are expected to ensure the continuance of trust among themselves and the faculty by accepting responsibility for their own work. The University considers breaches of this trust and responsibility to be serious offenses. A student who engages in academic dishonesty is subject to disciplinary action under the Honor Code, which is published in the Student Handbook Appendix G.

F. *Chemical Dependence/Impairment*

Chemical dependency is a disease that affects all of society. Healthcare professionals are faced with the challenges of chemical impairment. Students need to be aware of these challenges and acknowledge that the College of Pharmacy administration will take steps to assist chemically impaired students. The College's Chemical Dependence and Impairment Policy is published in the Student Handbook Appendix D.

G. *Non-Academic Disciplinary Procedures*

Any student who violates the Code of Professional Conduct is subject to disciplinary action under the Non-Academic Judicial Policies, which are published in this handbook.

Any student who violates the University Student Code of Conduct is subject to disciplinary action under the process outlined in the University Handbook. Where violations overlap or may be concurrent, the Associate Dean for Student Affairs for the College of Pharmacy will confer with the University Vice President and Dean of Students (or designee) on the proper venue and process for investigating and adjudicating the allegation. This may involve deferring the process

to the Office of Student Conduct Resolution or Title IX Office, delaying review of professional standards until after the University process has concluded, or the University abdicating the review entirely to the College of Pharmacy. In accordance with the University Student Handbook, nothing in the University Student Handbook prohibits academic programs from pursuing additional review and action of professional standards as appropriate to their profession (see “Community of Respect” statement in the University Student handbook).

### **III. *Non-Academic Judicial Procedures (Violations of the Code of Professional Conduct adjudicated solely by the College of Pharmacy)***

- A. Any member of the University community may report an alleged violation against any student for alleged professional misconduct. Reports of alleged professional misconduct shall be prepared in writing and directed to the Associate Dean for Student Affairs for the College of Pharmacy. Any report should be submitted as soon as possible after the event takes place. In certain circumstances involving a student’s actions that may seriously affect the safety, health, or general welfare of the student, other students, patients, University community members, or University affiliates, the Associate Dean for Student Affairs for the College of Pharmacy may, in consultation with appropriate faculty, immediately suspend the student from further University or College of Pharmacy related activities subject to a complete investigation of the alleged professional misconduct.
- B. The Associate Dean for Student Affairs for the College of Pharmacy in his/her sole discretion may conduct an immediate investigation to determine if the report has merit or wait until multiple reports of unprofessional behavior of a student have been received, based on the nature of the report. If the Associate Dean for Student Affairs for the College of Pharmacy determines administrative action is warranted under the provisions hereof, the following action(s) will be based on the severity and frequency of the alleged infraction(s).
  - a. **Minor Infractions:** Minor infractions are generally defined as but shall not be limited to situations involving lapses in meeting required deadlines, communicating appropriately (to include all forms of verbal, written, electronic, and social media communication, refrains from vulgar speech), adhering to COVID-19 protocols, as well as habitual and/or excessive absences and tardiness to learning activities.
    - i. Upon report of a Minor Infraction, the Associate Dean for Student Affairs for the College of Pharmacy may meet with the student to conduct an investigation, issue an immediate administrative disposition (e.g., professional warning, probation), or refer the student to the Professionalism Committee for adjudication.

The Associate Dean for Student Affairs may issue an administrative disposition generally consisting of either professionalism warning or professional probation, if warranted. If the student is placed on professional probation, then the probation period will be for a period of no less than 6 calendar months and no

more than 12 calendar months. Any lapse in enrollment in the College of Pharmacy is not included in the probationary period. Students on Professional Probation are ineligible to 1) run for or serve as an elected or appointed student leader, 2) attend professional meetings and/or conferences, 3) receive reimbursement by the College for any reason, and/or 4) be inducted into Rho Chi, Phi Lambda Sigma, or Phi Kappa Phi.

- ii. The Associate Dean for Student Affairs for the College of Pharmacy reserves the right to refer any Minor Infraction directly to the Chair of the Professionalism Committee for resolution and request the Professionalism Committee to convene to hear the matter pursuant to the terms of this section and render a decision.
- iii. Violations related to University and College's policies and procedures for COVID-19 may or may not be considered a minor infraction due to the egregiousness of the alleged offense.

b. **Moderate Infractions:** Moderate infractions are generally defined as but shall not be limited to situations involving drugs and alcohol, but may include COVID-related events.

- i. Upon report of a Moderate Infraction, the Associate Dean for Student Affairs for the College of Pharmacy, in addition to notifying the University Vice President and Dean of Students, will meet with the student to discuss the behavior. Students are required to report any arrest to the Associate Dean for Student Affairs for the College of Pharmacy within 72 hours of the arrest, regardless of the reason for the arrest.

In the event of an alcohol- or drug-related arrest, students must also report the arrest to the Georgia Board of Pharmacy within 10 days via certified letter. Students must likewise provide documentation related to any arrest and the final adjudication of the arrest to the Associate Dean for Student Affairs for the College of Pharmacy. The student will be placed on immediate Professional Probation for a period of no less than 12 calendar months. Any lapse in enrollment in the College of Pharmacy is not included in the probationary period. Students on Professional Probation are ineligible to 1) run for or serve as an elected leader, 2) attend professional meetings and/or conferences, 3) receive reimbursement by the College for any reason, and/or 4) be inducted into Rho Chi, Phi Lambda Sigma, or Phi Kappa Phi.

- ii. For subsequent reports of a Moderate Infraction for a specific student during the current academic year, the Associate Dean for Student Affairs for the College of Pharmacy will notify the University Vice President and Dean of Students and the Chair of the Professionalism Committee. The Associate Dean for Student Affairs for the College of Pharmacy will request that the

Professionalism Committee convene to hear the matter pursuant to the terms of this section and render a decision.

- c. **Major Infractions:** Major infractions are generally defined as but shall not be limited to situations involving documented theft of medications including illicit and/or controlled substances; illegal use or possession of illicit and/or controlled substances; convictions related to illicit and/or controlled substances; physical endangerment; subsequent DUI conviction(s); or any felony conviction. Major Infractions may be subject to immediate dismissal from the College.
  - i. Following a report of a Major Infraction, the Associate Dean for Student Affairs for the College of Pharmacy, in addition to notifying the University Vice President and Dean of Students, will meet with the student to discuss the behavior.
    - 1. If the reported behavior involves illicit and/or controlled substances, then the College's Chemical Dependency/Impairment Policy and procedures will be followed.
    - 2. If the reported behavior does not involve illicit and/or controlled substances, then the Associate Dean for Student Affairs for the College of Pharmacy will notify the Chair of the Professionalism Committee and request that the Professionalism Committee convene to hear the matter pursuant to the terms of this section and render a decision.
- C. When a charge is made and forwarded to the Professionalism Committee for adjudication, the Associate Dean for Student Affairs for the College of Pharmacy shall notify the Chair of the Professionalism Committee and the student in writing of the charge(s) and the allegation(s) based on which the charge(s) is/are based. If a hearing is convened by the Professionalism Committee, then a hearing shall be set at a time no less than five class days after the student has been notified of the charges.
- D. Hearings shall be conducted by the Professionalism Committee according to the following guidelines:
  - 1. Hearings normally shall be conducted in private.
  - 2. Admission of any person to the hearing shall be at the discretion of the Professionalism Committee.
  - 3. The complainant and the respondent may present written evidence and witnesses, subject to cross-examination by the Professionalism Committee.
  - 4. Hearings shall be conducted under informal procedures. All procedural questions are subject to the final determination the Chair of the Professionalism Committee.

5. Students charged with an infraction are permitted to bring one advisor of their choice to the hearing. The advisor shall serve as a consultant, but cannot speak on behalf of the student during the proceedings. Students are required to address the hearing body in person on their own behalf. Consultations between student and advisor must take place in a manner that does not disrupt the proceedings. The advisor shall not serve as a witness or be charged as a respondent in the case. Students must notify the Associate Dean for Student Affairs for the College of Pharmacy at least five class days prior to the hearing if they will be bringing an advisor. When multiple students are charged from the same incident (or a related incident), students are not allowed to have the same advisor and/or person of support at any point during the proceedings.
  6. After the hearing has concluded, the Professionalism Committee shall adjudicate by majority vote whether the student has violated the College of Pharmacy Student Code of Professional Conduct, and if so, shall impose appropriate sanctions. The Professionalism Committee's determination shall be based on the preponderance of the evidence standard of proof.
- E. A single verbatim record, such as an electronic recording, shall be made of all hearings before the Professionalism Committee. The record shall be the property of the University.
- F. The following sanctions and/or actions may be imposed in any combination by the Associate Dean for Student Affairs for the College of Pharmacy and/or the Professionalism Committee for violations of the College of Pharmacy Student Code of Professional Conduct:
1. Warning—a written notice that the student has violated institutional regulations.
  2. Counseling Assessment—a recommendation to be evaluated by psychological services to help the student deal more effectively with their behavior.
  3. Community Service—performance of a preapproved service at a designated location for a prescribed number of hours to the local or University community.
  4. Creative/Educational Sanctions—attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, research papers, and other educational activities related to the infraction.
  5. Restriction—the withdrawal of specified privilege(s) for a definitive period of time. Restrictions may include but are not limited to requirements such as not entering certain areas of housing or campus, not contacting a certain individual or group, or not operating a motor vehicle on campus.
  6. Probation—a written reprimand for violation of specified regulations, with notice that further violations during the probationary period may include the issuance of more severe and increased sanctions. When a student is placed on Professional Probation, the student's

professional progress is continually reviewed throughout the probationary period. Any lapse in enrollment in the College of Pharmacy is not included in the probationary period.

Students on Professional Probation are ineligible to 1) run for office or serve as an elected or appointed leader, 2) attend professional meetings and/or conferences, 3) receive reimbursement by the College for any reason, and/or 4) be inducted into Rho Chi, Phi Lambda Sigma, or Phi Kappa Phi.

7. Loss of Privilege—denial of specific privileges.
8. Fines—\$150 per offense.
9. Restitution—compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.
10. Suspension—temporary separation of the student from the University and College of Pharmacy for a specified period of time. Conditions for readmission may be specified.
11. Expulsion—permanent separation of the student from the University and College of Pharmacy.

*For future repeat violations, stricter and progressive sanctions may be imposed, including but not limited to suspension or expulsion.*

- G. If the charged student fails to appear at the hearing, the hearing may proceed in the student's absence and a decision may be rendered provided that the student has been properly notified of the hearing.

Non-Academic disciplinary sanctions related to the College of Pharmacy's Code of Professional Conduct shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record maintained by the Office of Student Affairs. Upon graduation, the student's confidential record shall be expunged of disciplinary actions other than suspension or expulsion. Suspension or expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

#### **IV. Appeals**

- A. Students have two (2) business days to appeal an administrative disposition imposed by the Associate Dean for Student Affairs.
  1. Appeals of this nature must be made in writing, stating the reason(s) for the appeal, and delivered to the Chair of the Professionalism Committee.
  2. When an appeal is received, the Chair of the Professionalism Committee will convene the committee to review the facts surrounding the event and the administration

disposition. The Professionalism Committee reserves the right to make a decision with or without holding a hearing.

- B. A decision reached or a sanction imposed by the Professionalism Committee may be appealed by the student to the Executive Associate Dean for the College of Pharmacy. Appeals must be in writing, stating the reason(s) for the appeal, and delivered to the Executive Associate Dean for the College of Pharmacy within two (2) days of the student's receipt of notice of the decision or sanction.
- C. An appeal shall be strictly limited to review of the record for one or more of the following purposes:
  - 1. To determine whether the administrative disposition or original hearing was conducted fairly in light of the charges and evidence presented in accordance with prescribed procedures.
  - 2. To determine whether the evidence reviewed and/or presented was sufficient to support the decision.
  - 3. To determine whether the sanction(s) imposed was (were) appropriate for the infraction.
  - 4. To consider new evidence or facts not known to the Associate Dean for Student Affairs, the Professionalism Committee, or the appealing party at the time the administration disposition was issued or at the time of the hearing.
- D. In cases involving appeals by a student, review of the sanction(s) upon appeal may not result in more severe sanctions for the respondent than those imposed by the Associate Dean for Student Affairs or the Professionalism Committee.

## **Appendix D**

### ***Chemical Dependence/Impairment Policy***

#### ***Position Statement***

The Mercer University College of Pharmacy:

- recognizes that chemical dependency (including alcoholism) is a disease that affects all of society.
- attempts to assist chemically impaired students and their immediate families towards recovery.
- attempts to support students in their recovery from co-dependent relationships with chemically impaired individuals.
- advocates referral of chemically impaired students to recovery programs in the state when possible and other support programs, which may include counseling or formal treatment programs, for appropriate evaluation and referral for treatment.
- recognizes the need for cooperation with the Georgia Board of Pharmacy wherever public safety may be endangered by impaired students.
- accepts responsibility for providing professional education concerning chemical dependency disease in entry-level programs of the College.
- encourages research in chemical dependency in healthcare.
- encourages school participation in public education and prevention programs concerning chemical dependency diseases.
- accepts responsibility for restricting alcohol use promotions within the College.
- accepts responsibility for the development and dissemination of policies which prohibit illicit drug use by students enrolled in the College.

#### ***General Goals for the Chemical Impairment Programs***

1. Provide compassionate assistance for chemically impaired or co-dependent students and their families.
2. Afford recovering students who are not legally restricted and are no longer chemically-impaired the opportunity to continue their professional education without stigma or penalty.
3. Protect society from harm that impaired students may cause.



## ***Definitions***

As used in these Policies and Procedures, unless the context otherwise requires:

1. Chemical dependence or chemical impairment shall mean a chronic, progressive illness which involves the use of alcohol and/or other drugs to a degree that it interferes in the functional life of an individual as manifested by health, family, job, legal, financial or emotional problems.
2. Chemically impaired student shall mean a student suffering from chemical impairment whose use of alcohol or other drugs diminishes or affects his or her ability to perform the duties of his or her profession to an extent likely to be harmful to the public health, safety, or welfare or threatens the student's normal academic progression.
3. Drug shall mean a chemical substance alone, or in combination, including alcohol.

## ***Procedures***

1. It is the intent of the College to assist any student chemically impaired by reason of improper use of drugs and/or alcohol from such dependency. Successful recovery will assure re-entry to the College at a time deemed appropriate by the College. Conditions may be placed on re-entry.
2. A student who voluntarily seeks such assistance will be afforded the opportunity to enter a drug treatment program. Upon the recommendation of the addictionologist, the student will be granted re-entry to College.
3. Any student who does not voluntarily seek such assistance or who resists such assistance will be subject to the following procedure:
  - a. The College will first discuss the problem with the student.
  - b. If this discussion is not fruitful, the College will discuss this situation with the student's spouse and/or parents or guardian.
  - c. The College will require an evaluation by an appropriate health care professional.
  - d. The student must adhere to the recommendation of the health care professional or be dismissed from College.
  - e. The College may notify the appropriate licensing board.
  - f. Notify other colleges of pharmacy should the student seek to transfer to such colleges.
  - g. Successful recovery will allow for re-entry to College
4. Students may be required to sign a form signifying that they understand these policies and procedures and agree to abide by them, but failure to sign such a form does not affect the College's right to act in accordance with these policies.

5. The Associate Dean for Student Affairs will investigate all cases of suspected chemical dependence/ impairment and will have authority to discuss suspected cases of chemical dependence/impairment with the student, the student's parents and/or spouse and/or guardian, to require the student to undergo a drug screen and/or require the student to submit to an appropriate evaluation. The Associate Dean for Student Affairs shall accept the recommendations of the attending health professionals in such cases.

The student may appeal any decision of the Associate Dean for Student Affairs to the dean. In cases of appeal, the dean's decision is final.

6. A condition for re-entry shall be that the student shall not again misuse and/or abuse drugs. Violation of this condition will result in the permanent dismissal of the student from College.
7. Students may be suspected of improperly using and/or abusing drugs on the basis of one or more of the following:
  - a. Possession of an illegal substance(s)
  - b. Conviction of a drug related crime
  - c. Theft of a drug product of abuse potential
  - d. Alcohol intoxication at school or a school-sponsored function
  - e. Unexplained decrease in class attendance
  - f. Concern expressed by a faculty member, staff member, fellow student, preceptor, health professional, police authority, etc.
  - g. Positive drug screen as a result of experiential education requirements
8. A preliminary investigation of available evidence will be undertaken, without involving the suspected student. If in the opinion of the Associate Dean for Student Affairs there is not sufficient reason to justify further action, the investigation will cease and no further action will be taken. If the preliminary investigation indicates probable cause for improper use and/or abuse of drugs, an in-depth investigation will commence including an interview with the student. Students with a positive drug screen may be required to undergo additional testing to rule out the potential for false-positive results.
9. The College will establish a liaison with:
  - a. A psychologist and/or psychiatrist and/or firm qualified to evaluate individuals as to chemical dependence and/or the need for in-patient or outpatient treatment.
  - b. Should the report of the above addictionologist indicate the need for treatment, the student shall be required to submit to such treatment at the student's expense.

10. In cases in which outpatient treatment is recommended, the student will be allowed to continue his/her academic program if such is deemed appropriate and in the best interest of both the student and College. The Associate Dean of Student Affairs in consultation with the Executive Associate Dean will have the authority to allow the student to continue or not continue his/her academic program. In reaching a decision, the College Administration will give major consideration to the report and recommendation of the attending addictionologist.
11. In cases in which in-patient treatment is recommended, the student must agree to such treatment, successfully complete such treatment, and obtain a recommendation for return to College from the attending addictionologist as conditions for consideration for readmission to College. Petitions for readmission shall be made to the Executive Associate Dean in consultation with the Associate Dean for Student Affairs which shall have the authority to re-admit or deny re-admission.

## **Appendix E**

### ***Doctor of Pharmacy Program Technical Standards for Admission, Promotion, and Graduation***

The mission of the College of Pharmacy is to prepare its professional and postgraduate students to effectively contribute to and improve healthcare through excellence in patient-centered care and research. These technical standards describe the non-academic abilities and skills required, in addition to academic performance standards, which the College faculty consider essential for admission, promotion, and graduation in the Doctor of Pharmacy (Pharm.D.) degree program. These standards include skills and attributes that are necessary for the practice of pharmacy.

The College acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL-336, the 1993 Americans with Disabilities Act (ADA) and is committed to enabling students with identified disabilities by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree. The College reserves the right, however, not to admit any applicant who is unable to meet the Technical Standards with reasonable accommodations.

The applicant should evaluate him or herself in regard to compliance with these technical standards prior to submission of an application.

#### **Behavioral, Social, and Ethical Attributes**

Students must possess the emotional and mental health required for full use of their intellectual abilities, to exercise sound judgment, and to promptly and carefully complete all responsibilities pertaining to pharmacy practice. Students must also be able to develop and maintain mature, sensitive, and effective relationships with people of diverse backgrounds and cultures.

Students also must understand and use the power, special privileges, and trust inherent in the patient/healthcare provider relationship for the patient's benefit and know how to avoid the behaviors that constitute misuse of this power. Students are expected to uphold ethical standards set forth by the pharmacy profession. Good moral character, values, and principled judgment are vital attributes for being a professional.

Students must possess adequate endurance and flexibility to be able to tolerate physically, intellectually, and emotionally taxing workloads and to function effectively under stress or with distracting situations. Students must cultivate and maintain a professional demeanor that is not affected by long hours, personal fatigue, dissatisfied patients, or unreasonable colleagues. As part of this professional demeanor, students must also be able to accept appropriate suggestions and constructive criticism and, if necessary, modify their behavior accordingly.

## **Communication Skills**

Appropriate communication between a patient and members of the healthcare team demonstrates respect and empowers the patient to make healthcare decisions. Students must be able to communicate effectively, sensitively, clearly, and efficiently with patients, caregivers, preceptors, faculty, and other members of the healthcare team.

Effective communication skills include the ability to ask questions, to receive information perceptively, to record and disseminate information. Students must understand the impact of verbal and non-verbal communication and be able to decipher changes in mood, activity, and posture. Communication skills include not only the ability to speak, but also the ability to read and write proficiently in English. Students must develop the ability to provide appropriate care for all patients, irrespective of nationality and ability to speak English and understand that issues such as empowerment, advocacy and confidentiality need to be considered in relation to caring for non-English-speaking patients.

## **Intellectual Skills**

Students must be able to possess a sufficient range of intellectual skills, including conceptual, integrative, and quantitative abilities that allow him/her to complete a rigorous and complex didactic and experiential curriculum.

Problem solving and critical skills involving measurement, calculation reasoning, analysis, synthesis and evaluation are essential to appropriately and efficiently develop effective treatment plans to improve drug therapy and patient outcomes. The ability to incorporate new information from peers, faculty, and other professional or scholarly sources in formulating pharmaceutical care plans is vital, as is the practice of sound judgment in patient assessment and therapeutic planning.

Students must be able to identify and remedy the limits of their knowledge where appropriate. Students must be able to learn effectively through a variety of educational methods including, but not limited to classroom instruction, small group discussion, individual study, preparation and presentation of written and oral reports, and use of technology.

## **Visual, Auditory, Tactile and Motor Competencies**

Students must possess sufficient visual, auditory, tactile and motor abilities to allow him/her to gather data from printed and electronic resources, from oral presentations, and from observation of demonstrations and experiments in the basic, pharmaceutical, and applied sciences. Additionally, students must be able to accurately observe a patient at a distance and close at hand. This requires students be alert and attentive at all times in all pharmacy educational settings.

## **Appendix F**

### ***Council of Students Constitution***

#### **ARTICLE I**

##### **NAME**

Section 1. The name of this organization shall be formally recognized as the COUNCIL OF STUDENTS.

#### **ARTICLE II**

##### **NATURE**

Section 1. The Council of Students is an organization of elected COP students working for the furtherment of existing programs set forth by the preceding councils and for the attainment of various new goals set forth by the present council. Each member shall perform his/her specific duty according to his/her conscience and understanding of the Constitution and Bylaws of the Council of Students.

#### **ARTICLE III**

##### **OBJECTIVES**

Section 1. The objectives of the Council of Students shall be:

- (a) To participate in and contribute to the accomplishments of the aims and purposes of the Council of Students;
- (b) To promote and perpetuate professionalism in all endeavors pertaining to the students of Mercer's College of Pharmacy;
- (c) To inculcate a sense of individual obligation to the community, state, and nation, transmitting to posterity the principles of ethical practice in all healthcare fields;
- (d) To be available to students for consultation and advice when needed, and to consider all student opinions;
- (e) To establish two-way communication expressing views on healthcare education between students and educators.

#### **ARTICLE IV**

##### **MEMBERSHIP AND ORGANIZATION**

Section 1. Eligibility

Membership in the Council of Students shall be limited to students with an overall grade point average of 2.85 or better and are not on academic probation, with conduct in accordance with the code of conduct contained in the Constitution and Bylaws of the Council of Students.

Section 2. Membership

The membership of the Council of Students shall consist of no more than those listed below, constituted by each representative group and/or office.

- (a) There shall be no more than five offices, and the number of these offices shall not be expanded for the purpose of governing the Council of Students;
- (b) Delegates-at-Large shall be composed of the presidents of each of the fraternities, classes or recognized organizations, and a member selected at the discretion of the organization he/she is to represent;

OFFICERS:      President  
                      President-Elect  
                      Secretary  
                      Treasurer  
                      Parliamentarian  
                      Historian

### Section 3. Faculty Advisor

The faculty advisor shall have a seat on the Council of Students serving in an advisory capacity only; i.e., a non-voting member. He/she should be available for consultation with any Council of Students representative, and should be at all Council of Students meetings.

### Section 4. Judgment

The Council of Students shall be the judge of its own membership, with the reservation that expulsion of a member may take place only if the member's qualifications no longer comply with the eligibility requirements or the code of conduct set forth by the Constitution and Bylaws of the Council of Students, or said member stands in neglect of his duties.

Attendance is mandatory at all Council of Students meetings. No one is allowed more than one unexcused absence from the scheduled meetings per semester. If a member has two unexcused absences, the organization is responsible for replacing the member or forgoing their seat on the Council of Students.

### Section 5. New Organization Approval

Each prospective new organization shall be evaluated by the Council of Students in the same manner, based on the following guidelines:

- (a) There should be a parent organization.
- (b) The organization should be pharmacy-related.
- (c) The survival of the organization needs to be long term. It should not be based on a mission of an individual.

- (d) The organization should reaffirm the mission of the College of Pharmacy.
- (e) There should be a unique reason for the organization's existence that cannot be met by other organizations.
- (f) The organization should strengthen the Council of Students.
- (g) The organization's membership in COS should not establish an undesired precedent.

## **ARTICLE V**

### **STUDENT BODY ELECTIONS**

#### Section 1. Student Council Elections

- (a) The length of the offices listed above will be from May 1 to April 30, one year in length;
- (b) Council of Students officers shall be nominated on the first Monday of the sixth week of class of the spring semester. Each candidate shall obtain, that day, a copy of the Constitution and Bylaws of the Council of Students from the Council of Students Parliamentarian;
- (c) Elections shall be the following Monday of the seventh week of class of the spring semester. All students enrolled at Mercer's College of Pharmacy are eligible to vote;
- (d) If necessary, run-off election may be held on the first Thursday after the initial election day;
- (e) All Council of Students' officers must have an overall grade point average of 2.85 or better and must not be on academic probation. Each officer must maintain this level of academic performance during his/her term of office.
- (f) All Council of Students' officers shall have obtained a majority of votes; i.e., over 50 percent of the votes cast, in order to be elected. There shall be at least two hours available for the casting of ballots in Council of Students elections;
- (g) The offices of Secretary, Treasurer, and Parliamentarian respectively may be held by the same person for a maximum of two years;
- (h) No officers on the council shall hold the office of President or Council of Students Representative in any other organization in the College of Pharmacy;
- (i) Write-in candidates are prohibited;
- (j) If only one person runs for office, they automatically hold that office.

#### Section 2. Class Officers

- (a) Elections of officers of fraternities, organizations, and/or recognized societies shall be held at a time designated by that particular organization, etc., with the reservation that it fall at a date



subsequent to the above elections. In the event of a run-off election within the Council of Students, elections of officers of all fraternities, organizations, and/or recognized societies shall be postponed until the Council of Students elections are complete;

- (b) Elected Vice President of the third year pharmacy (P3) will serve as president of the first year pharmacy class (P1) from May 1 to April 30.
- (c) Nomination/elections/run-off for pharmacy class officers will begin the seventh week of spring semester after Council of Students elections are complete;
- (d) P2, P3, and P4 officers serve from May 1 to April 30.
- (e) All organization officers and committee chairs shall be limited to students who have an overall grade point average of 2.85 or better and are not on academic probation. Each member must maintain this level of academic performance during his/her term of office. Members must also conduct themselves in accordance with the College's Code of Professional Conduct.

### Section 3. Verification of All Student Elections

- (a) The Council of Students' Parliamentarians shall be available to provide information to all student organizations prior to nominations and elections of officers. They shall directly oversee elections for all classes.
- (b) It shall be the responsibility of the current President of the council, class, fraternity and recognized societies to submit a list of candidates to the Parliamentarians for verification of each candidate's grade point average prior to the said election with the Associate Dean for Student Affairs. In case of an unqualified candidate, he shall be asked to withdraw his name from the ballot prior to the election.
- (c) Any and all election results involving students shall be submitted to the Parliamentarian of the Council within seven days after the election. A listing of all officers and their phone numbers shall be compiled and held by the Council during each year for each organization.
- (d) No student shall hold the office of President and/or Council of Students Representative for more than one organization.
- (e) A list of all organization officers shall be submitted to the Dean's Office.
- (f) To win an election, a candidate must have over 50 percent of the votes cast.
- (g) In the event of an elected officer's not enrolling in College during his/her term of office or vacancy of his/her office due to any reason, the Council of Students shall have the authority to call a special election for the purpose of filling the vacant office. The elected officer of the organization must meet the eligibility requirements of the council in order to serve in that capacity; i.e., have a seat on the council.

- (h) There shall be no campaigning the day of the election; i.e., poster, fliers, speech making, etc. All campaign material shall be removed the day before the election.
- (i) A voter must be present during the appointed election time in order to cast a ballot; proxy voting or absentee ballots via US mail, email, etc. will not be allowed.
- (j) No student will be allowed to run for more than one office within the same organization/class during the same College year.
- (k) A candidate must be present, or have someone present to speak for him/her at time of nomination to be eligible for election.

## **ARTICLE VI**

### **QUORUM**

Section 1. A quorum for the Council of Students shall be constituted by three officers of the council and fifteen delegates-at-large representing at least five of the organizations. A quorum must be present for the COS to conduct business.

## **ARTICLE VII**

### **DUTIES OF THE OFFICERS**

#### **Section 1. President**

It shall be the duty of the President of the Council of Students to preside at all meetings of the Council of Students. He/she shall chair the Executive Committee, appoint members of standing committees and create such other committee and appoint members thereon as he deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Council of Students Executive Committee. He/she shall be an ex-officio member of all standing Council of Students committees.

The President shall recommend student(s) to the Associate Dean for Student Affairs for College committees.

He/she shall be charged with the responsibility of executing the mandates of the Council of Students. He/she shall not waive his/her rights to any other officer or person having a seat on the council. It shall be the duty of the President of the Council of Students to serve as a liaison in all matters involving the student body as a whole and the faculty and/or administration of Mercer University.

It shall be the duty of the President to provide a skeleton budget for the coming fiscal year to be presented to the Finance Committee by or at the first Council of Students meeting of the academic year.

It shall be the duty of the outgoing President to transfer to the newly elected council all papers and information concerning any business of the previous Council of Students.

#### **Section 2. President-Elect**

The President-Elect of the Council of Students shall assume the duties of the President in the President's absence, after his/her dismissal or after his/her resignation from the council. He/she shall be Chairman of the Activities Committee and shall have monthly reports to the Council of Students as to the activities planned or scheduled by that committee. He/she shall keep a calendar (up-to-date) of all events posted on the student bulletin board as to the activities scheduled by that committee and COS member organizations.

### Section 3. Secretary

The Secretary of the Council of Students shall conduct all official correspondence under the direction of the President of the Council of Students. The Secretary shall also keep a record of the proceedings of the council and the Executive Committee meetings. He/she shall transmit reports and bulletins of all council standing committees, and send out all literature and calls of meetings, as well as e-mail the minutes of each COS meeting to the student body and post them on the student bulletin board. The Secretary shall maintain records of attendance for all meetings and shall notify the Parliamentarian of unexcused absence(s) of any COS member. The Secretary shall keep all records and perform all other duties incidental to the office.

### Section 4. Treasurer

The Treasurer of the Council of Students shall be the custodian of the funds of the Council of Students, and he/she shall account for the same. He/she shall sign all requests for funds for distribution from the Council of Students. It will also be the responsibility of the Treasurer to provide reports upon the condition of the treasury when called upon to do so.

It will be the duty of the Treasurer and the faculty advisor to request all funds through the university to finance the activities of the council and any of their supported activities. He/she shall turn over to his/her successor all vouchers, books and papers belonging to the council at the end of his term of office.

### Section 5. Parliamentarian

The Parliamentarian of the Council of Students shall be responsible for obtaining adequate knowledge of parliamentary procedure according to Robert's Rules of Order. He/she shall also be custodian and guardian of the Constitution and Bylaws of the Council of Students. It will be his/her responsibility to pass the Constitution to the following council each May.

The Parliamentarian shall derive all his duties insofar as overseeing any elections from the Constitution, Article V.

The Parliamentarian shall be charged with keeping order at all times during the meetings of the Council.

### Section 6. Historian

The COS Historian shall have primary responsibility for coordinating documentation of all COS events and accomplishments. He/She shall work with the President-Elect to keep the platforms of technology up to date for all of the student organizations. He/She must submit a list of all organization officers to the Office of Student Affairs and Admissions and Dean's Office after all student elections.

He/She must perform all other duties that may arise to the office that would apply under the position of Historian.

## **ARTICLE VIII**

### **STANDING COMMITTEE OF THE COUNCIL OF STUDENTS**

#### **Section 1. Executive Committee**

This committee shall be composed of the officers of the Council of Students. It shall be chaired by the President of the council. The Executive Committee shall be the legislative branch of the council. It shall have the power to make decisions and perform acts between sessions of the full Council of Students.

#### **Section 2. Activities Committee**

The Activities Committee shall be charged with the responsibility of creating worthwhile cultural, educational, and entertaining programs and/or activities for the benefit of each student of Mercer University College of Pharmacy. This committee shall keep its activities within the guidelines of the university's rules and regulations. This committee is also charged with the responsibility of trying to keep close ties with the other campuses of Mercer University.

#### **Section 3. Finances**

- (a) Council funds shall be used for council-sponsored activities. Funds shall also be available to member organizations as set forth and approved in each new academic year's budget. The following conditions apply:
- (b) The COS budget year will run from July 1st to June 30th.
- (c) COS will pay for COS sponsored events that are open to the entire student body.

Original receipts are necessary and COS will not pay for alcoholic beverages nor sales tax.

- (d) No miscellaneous categories will be allowed in budgets.
- (e) All budgets shall be itemized and detailed.
- (f) Original receipts must be submitted for reimbursement. Neither tax nor alcohol purchases will be reimbursed.
- (g) The expenses necessary for the performance of official duties shall be paid by the council funds according to the rules prescribed by the University for reimbursement.

(h) Reimbursement for convention expenses is at the discretion of the Dean of the College of Pharmacy.

## **ARTICLE IX**

### **PARLIAMENTARY RULING**

Section 1. The Council of Students shall be governed by Robert's Rules of Order, Revised in all points not covered by this Constitution and Bylaws.

## **ARTICLE X**

### **RESOLUTIONS**

Section 1. All resolutions presented to the Council of Students for action must be in the hands of the Executive Committee one week prior to the meeting of the council.

Section 2. Enough copies of the resolution(s) for all members of the council shall be required and these must bear the signature of at least three members of the council.

Section 3. Resolutions concerning business deemed by the President and President-elect as being of an emergency nature may be presented to the council for action with no notice.

Section 4. All resolutions presented to the council relative to the expenditure of money shall be submitted at least one week in advance to the Treasurer of the council for study by the Finance Committee. Resolutions should be within reason and if possible documented.

## **ARTICLE XI**

### **AMENDMENTS**

Section 1. The Bylaws of the Council of Students may be amended at any meeting of the Council of Students by a vote of a two-thirds majority with a quorum of members present.

All proposed amendments must be a subject to a reading at the previous council meeting prior to the meeting in which the amendment is being voted on.

## **ARTICLE XII**

### **DELEGATE RESPONSIBILITIES**

Section 1. It shall be the responsibility of each delegate to report to the Council of Students any and all questions and concerns brought forth by their constituents, and report back to their organization pertinent information regarding actions of the Council of Students.

Section 2. It shall be the responsibility of each delegate to attend all COS meetings as delineated in Article IV, Section 4.

## **Appendix G**

### ***Honor Council Constitution***

#### **ARTICLE I**

##### **NAME**

Section 1. The name of this organization shall be the Honor Council of the Mercer University College of Pharmacy.

#### **ARTICLE II**

##### **PURPOSE**

Section 1. The purposes of this organization are to:

- (a) Investigate and hear all cases involving College of Pharmacy students accused of academic dishonesty/Honor Code violation;
- (b) Act as a judicial body and determine the guilt or innocence of students who have allegedly committed such violations;
- (c) Recommend the disciplinary action to be taken in all cases in which there has been a violation;
- (d) Work with the faculty, the Associate Dean for Student Affairs, the Executive Associate Dean, and the Dean in all matters regarding the administration of the Honor Code;
- (e) Educate the faculty and students on the Honor Code of the College of Pharmacy.

#### **ARTICLE III**

##### **HONOR CODE VIOLATIONS**

Section 1. Cheating, plagiarism, lying, academic theft, academic negligence, or other acts of dishonesty in the areas of academics and co-curricular activities are considered Honor Code violations. These violations serve as the basis for reporting cases to the Honor Council and by which the Honor Council will recommend the proper penalty or dismissal for each case presented.

- (a) Cheating—Cheating includes, but is not limited to, a deliberate submission of coursework, for a grade or credit, that is not one's own or that violates the professor's instructions for the assignment. Any other student or students who contribute to the submitted coursework in question will be held equally responsible for violating the Honor Code as the student who accepted and submitted the coursework. It includes but is not limited to:
  - 1. The unauthorized use of prior years' testing materials as a study guide.

2. Possessing or having in close proximity, any unauthorized materials or devices containing test information during an examination. This includes, but is not limited to, cell phones, smart watches/devices, and headphones.
  3. Any form of communication between students pertaining to exam information or answers during an examination.
- (b) Plagiarism—Plagiarism is the copying of words, phrases, ideas, or facts belonging to another individual without giving that individual proper acknowledgement. It includes but is not limited to:
1. Inserting sentence fragments, entire sentences, or paragraphs from another’s work without properly citing the original individual within one’s work.
  2. Rearranging words or replacing words with terms that are synonymous of another individual’s work without properly citing the original individual within one’s work.
- (c) Lying—Lying is to make a statement that one knows is false with the intent to deceive. It includes but is not limited to:
1. Lying to an administrator, faculty member, or Honor Council member about academic matters concerning an Honor Code violation.
  2. Falsifying any Mercer University document by word or symbol manipulation, addition, or deletion.
- (d) Academic Theft—Academic theft is the removal of academic materials depriving or preventing others from having equal learning opportunities. It includes but is not limited to:
1. Removal of an exam during examination periods.
  2. The unauthorized removal of an exam from a professor’s office.
  3. Computer theft of an exam.
  4. The unauthorized imaging or reproduction of an assignment or exam (cameras, phones, PDAs, or written).
- (e) Academic negligence – Academic negligence is unacceptable conduct of a student during an academic situation, including but not limited to examinations, outside assignments, papers, homework, and lab reports. It may include the student’s failure to adhere to the faculty member’s specific instructions. It includes but is not limited to:
- a. Failure to acknowledge another’s words or research due to misunderstanding or carelessness concerning rules of attribution or citation.
  - b. Working in a group to complete an assignment that should be completed individually.

## **ARTICLE IV**

### **PENALTIES**

Section 1. Upon determination of a violation of the Honor Code or admission of responsibility (regardless of whether proceedings were instigated through the Honor Council, Honor Council Advisor, or on the ACADEMIC INTEGRITY VIOLATION REPORT FORM) , The following penalties shall be assigned:

(a) First Offense

A grade of 0 (or the equivalent) on the exam or assignment in question or a grade of F for the course in question.

If the alleged violator accepts responsibility for the incident, the penalty is a 0 (or the equivalent) on the exam or assignment in question. If the alleged violator denies responsibility, but is determined by an Honor Council hearing to have violated the Honor Code, the penalty is an F in the course, or for the co-curricular activities the penalty is a 0 (or the equivalent).

(b) Second Offense

A grade of F for the course in question (if applicable) AND dismissal from the College of Pharmacy.

Section 2. The penalty imposed may be appealed to the Executive Associate Dean who may accept or negate the penalty.

## **ARTICLE V**

### **HONOR CODE OATH**

Section 1. Honor Code Oath—As a student of the College of Pharmacy of Mercer University, I give my oath that I will follow the Honor Code. I understand that any acts which violate the Honor Code will be held accountable under the penalties listed under Article IV Section 1 of the Honor Council Constitution.

Section 2. During the first year student orientation, each student must sign the Honor Code Oath stating that he/she will follow the Honor Code and understands the penalties for violations of the Honor Code. Violation of this statement constitutes a violation of the Honor Code. This statement may also be used by faculty on assignments or examinations for the students to sign before completion of the work.

Section 3. A violation of the Honor Code involves cheating, plagiarism, lying, academic theft, academic negligence, or other acts that compromise academic integrity. It is the responsibility of the student to ascertain what would constitute a violation of the Honor Code in any given situation. One has an additional responsibility to understand fully an instructor's position in special situations, which may emerge in his or her course. Ignorance or disapproval of an instructor's expressed class policy is not an excuse for an Honor Code violation.

## **ARTICLE VI**

### **INSTIGATION OF PROCEEDINGS**



Section 1. All persons having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report personally the incident to a member of the Honor Council, the faculty advisor to the Honor Council, to the professor, or course coordinator involved within 30 College days of the alleged violation. (A College day shall be defined as a day in which COP classes are in session. Weekends, holidays, and breaks between semesters or rotations will not count towards the 30 College days). Even in cases where there is only suspicion, the details of the suspicion should be divulged to those parties listed above.

Section 2. In cases in which there is no physical evidence, two or more witnesses to the violation shall be required in order to support a conviction.

Section 3. The procedure of reporting cases to the Honor Council as stated in Section 1 of this article shall apply also to the faculty of the College of Pharmacy of Mercer University.

Section 4. If a faculty member observes an Honor Code violation, the faculty member in conjunction with the course coordinator may discuss the situation with the student(s) suspected of cheating. The faculty member should submit a completed ACADEMIC INTEGRITY VIOLATION REPORT FORM to the Executive Associate Dean. Every effort must be made to ensure that the student fully understands the Honor Code, including penalties and procedures.

If a student alerts a faculty member to possible cheating or any other Honor Code violation and the faculty member has not directly observed the alleged cheating, the faculty member should encourage the reporting student to take one of two actions:

- (a) Report the incident (verbally or in writing) to the Honor Council, or
- (b) Report the incident (verbally or in writing) to the faculty advisor to the Honor Council who will submit a completed ACADEMIC INTEGRITY VIOLATION FORM to the Executive Associate Dean.

Section 5. If the student accepts responsibility, the course coordinator shall assign a grade of 0 (or the equivalent) from Article IV of the Honor Code. The course coordinator shall inform the Executive Associate Dean in writing via the academic integrity violation report form of his/her decision.

Section 6. If the student maintains innocence and the faculty member wishes to pursue this matter, the faculty member will report the matter in writing to the Honor Council advisor for resolution. In such cases the faculty member, course coordinator, and student will be bound by the decision of the Honor Council.

Section 7. The student may appeal the decision of the Honor Council to the Executive Associate Dean according to proceedings outlined in the Honor Code.

## **ARTICLE VII**

### **PRE-HEARING PROCEDURE**

Section 1. Cases shall be acted upon within 30 College days of receiving information about a possible violation.

Three Honor Council representatives, including faculty and/or students, shall act as a prehearing review board. The students may not be from the same class as the student suspected of the violation. Any Honor Council faculty members involved in a case before the Council shall not serve on the pre-hearing review board. The pre-hearing review board's responsibilities shall be to interview witnesses, review evidence, and decide whether to present the case to the entire Honor Council in a full hearing.

- (a) Within seven College days of receiving the case, the pre-hearing review board shall decide by majority vote by secret ballot if there is sufficient evidence to proceed with a hearing. If the majority vote is negative, the case will be dropped. If the majority vote is positive, the case will be presented to the Council.
- (b) If the case is accepted for a full hearing, the faculty advisor will promptly notify the accused orally and in writing that he or she has been accused of a violation. The accused shall be informed in writing of his or her violations and rights as follows:
  1. The defendant will be allowed to speak on his or her own behalf regarding this incident. The defendant also has the option of not speaking on his or her own behalf, in which case his or her identity will not be revealed to the full Honor Council.
  2. The defendant may present information that supports his or her position in this alleged incident.
  3. The defendant can choose another College of Pharmacy student as his or her defense counsel.
  4. The defendant may bring others to serve as witnesses to speak specifically about the incident in question and present information to support the accused student's position. These people are limited to those having knowledge of or direct evidence surrounding the alleged incident of academic dishonesty. The defendant may not bring others to speak on his or her behalf regarding issues that are outside the scope of the alleged incident (i.e., character witnesses).
  5. The defendant will have the opportunity to question people who present information concerning the alleged incident of academic dishonesty if the criteria under Article VII Section 4 are met.
  6. The defendant will be informed of the existence of witnesses and evidence by the Honor Council faculty advisor without disclosing the identity of the witness(es) or specific evidence.
  7. Issues outside the scope of the alleged incident, including previous alleged violations of the Honor Code, academic performance, or past behaviors, may not be addressed by other participants in this proceeding.

8. Information from the hearing meeting shall not be disclosed to any outside individuals as such disclosure shall be considered a violation of the Honor Code.

(c) All participants in the pre-hearing and hearing process shall not reveal any details of the alleged incident. Disclosure to outsiders of any information about the case by any participant shall be considered a violation of the Honor Code.

## Section 2. Further Procedures

(a) Upon notification of allegation, the accused may waive his or her right to a full hearing by entering a plea of guilty to the charges which indicates the student's acceptance of the penalties stated in Article IV.

(b) If the accused chooses to waive his or her rights to a full hearing by entering a plea of guilty to the charges, then the student body and faculty will be informed of a violation of the Honor Code. The notice will include the alleged violation, the alleged violator's class, the outcome, and the penalty. Identifying information concerning all participants will not be included in the notice and will remain confidential. This violation will be submitted to the student body and faculty by some expedient means, including electronic (via email) or public display (via bulletin board). If the original violation went through the Honor Council, then the president of the Honor Council will be the one to inform the student body and faculty. If the original violation bypassed the Honor Council by means of the ACADEMIC INTEGRITY VIOLATION REPORT FORM, then the Executive Associate Dean shall be the one to inform the student body and faculty.

## **ARTICLE VIII**

### **FULL HEARING PROCEDURE**

Section 1. A full hearing of the Honor Council may be called to determine the responsibility of an alleged violator of the Honor Code, and to assign a penalty if judged guilty. All representatives of the Honor Council will be invited to attend a full hearing. A quorum consisting of one half of the Honor Council members will be required for a full hearing. Any Honor Council Faculty member serving as witness in a case before the Council shall recuse himself/herself from the trial and only serve as a witness. At least one of the three pre-hearing review board members should be present. In addition to Honor Council members, presence at a full hearing will be limited to the faculty advisor, defendant, College of Pharmacy student serving as defense counsel, and witnesses to the alleged incident.

Section 2. Hearings of the full Honor Council will be closed. Witnesses to the alleged incident will be interviewed separately in the presence of the alleged violator.

Section 3. Identity of witnesses and the alleged violator.

(a) The alleged violator will not be informed of the identity of the witness(es) unless ALL of the following conditions are met:

1. The alleged violator requests to confront the witness during a Council meeting;

2. The Honor Council is using the witnesses' testimony in determining the responsibility of the alleged violator;
3. The witnesses agree to be confronted by the alleged violator. If the witness refuses to confront the accused as part of a full Honor Council hearing, his/her testimony cannot be used.

Section 4. The procedure for conducting a trial shall be as follows:

- (a) The Honor Council representatives will assemble. A quorum will be established, and a member will be selected to document the proceedings in writing. Additionally, the proceedings of the full hearing will be recorded (audio or video).
- (b) The President of the Honor Council will preside over the hearing. In the absence of the President, the Secretary shall preside.
- (c) The President of the Honor Council or presiding officer shall inform all members that no information regarding the violator(s) academic performance or character shall be mentioned or questioned during the proceedings.
- (d) Members of the pre-hearing review board present their findings regarding the alleged incident to the other members present.
- (e) The alleged violator will be called into the room. The alleged violator may be assisted by one other COP student serving as defense counsel. This student may not act as a witness on the alleged violator's behalf.
- (f) The Honor Council President or officer presiding over the hearing will introduce the violator to the members present, indicate the date and time of the hearing, and indicate the nature of the alleged violation.
- (g) The presiding officer will ask if the alleged violator accepts responsibility for the incident, and the violator will respond. The response will be recorded in writing. If the alleged violator accepts responsibility, actions will proceed as stated under Article VI Section 1 and the trial will be terminated. If the alleged violator does not accept responsibility, the trial shall proceed.
- (h) Witnesses to the alleged incident will be called into the room individually.
- (i) The President of the Honor Council shall inform the witnesses that information will be restricted to pertain to the alleged incident. Information about the violator's character, academic performance, past behavior or previous Honor Code violations will not be allowed. Honor Council representatives will begin questioning of witnesses.
- (j) The Council may allow the introduction of evidence other than testimony of witnesses if the Council determines that the evidence is relevant to the alleged incident.

- (k) The alleged violator and College of Pharmacy student defense counsel will have opportunity to question witnesses and examine other evidence. Questions will be limited to the alleged incident. Information about the witnesses' character, academic performance, past behavior or previous Honor Code violations will not be allowed.
- (l) The President of the Honor Council or presiding officer shall direct and regulate the alleged violator when to question the witnesses and examine evidence. At the discretion of the presiding officer, the Honor Council or alleged violator may have the opportunity to further question the witnesses and examine evidence.
- (m) After hearing all testimony and reviewing all relevant evidence, the alleged violator and all witnesses will be excused while the Honor Council deliberates.
- (n) The Honor Council shall ask the question: "Is the alleged violator responsible for this incident of academic dishonesty?" Honor Council members will vote by secret ballot, with a vote of YES to find the violator responsible or a vote of NO finding the violator not responsible.
- (o) Two-thirds majority of the Honor Council representatives present must vote YES to find the alleged violator responsible of academic dishonesty and to impose a penalty outlined in Article IV. The votes will be tallied by the Honor Council secretary (if present, and not presiding over the hearing) or another member designated by the presiding officer. The member designated to record the hearings in writing will not tally the votes.
- (p) The alleged violator will be recalled and informed of the outcome of the vote by the presiding officer. If guilt has been determined, the presiding officer will also then inform the violator of the penalty recommended and the course of action available.
- (q) The Honor Council Advisor shall notify the violator of the judgment of the Honor Council in writing. The faculty advisor will also verify the penalty and advise the violator about the appeals process. The Faculty Advisor to the Honor Council will also formally notify the Executive Associate Dean of the outcome and the penalty.
- (r) Written and recorded proceedings shall be signed by the presiding officer. If the alleged violator has been determined responsible, the proceedings will be provided to the Executive Associate Dean with the formal notification of hearing outcome. Access to the written and recorded proceedings will be limited to the Executive Associate Dean.
- (s) In cases in which the alleged violator is determined to be not responsible for academic dishonesty, all transcriptions and tapes shall be destroyed immediately.
- (t) A notice of the outcome of a full Honor Council hearing will be distributed to the student body and faculty by some expedient means, including electronic (via email) or public display (via bulletin board). The notice will include the alleged violation, the alleged violator's class, the date of the Honor Council hearing, the outcome, and the penalty. Identifying information concerning

all participants will not be included. The Executive Associate Dean will be the one to distribute this information to the student body and faculty in the case of a full hearing of the Honor Council resulting in a verdict of guilty.

#### Section 5. Appeal of an Honor Council Determination

- (a) In cases where the alleged violator has been found responsible for academic dishonesty in a full hearing of the Honor Council, the defendant may appeal the decision of the Honor Council to the Executive Associate Dean, who may uphold or negate the Council's decision.
- (b) The appeal process shall be initiated no more than 30 College days following the determination of the full Honor Council.

#### Section 6. Confidentiality of the Hearing Process

- (a) Hearing proceedings will remain confidential. Individuals who will have access to information from an Honor Council hearing, other than the Honor Council members present, include the violator and those individuals in the College or University administration who may be involved in carrying out a disciplinary action.
- (b) Faculty and administrators likewise will keep information confidential. Faculty members who may be privy to information from an Honor Council hearing are the Faculty Advisor to the Honor Council; faculty members of the Honor Council; any faculty member acting as a witness to an alleged incident of dishonesty; any faculty member asked to impose a penalty recommended by the Honor Council; and the Executive Associate Dean.
- (c) Revealing confidential information related to any Honor Council hearing will be considered to be a violation of the Honor Code.

### **ARTICLE IX**

#### **AUTHORITY**

Section 1. The authority to revise and enforce the Honor Council Constitution lies with the Executive Associate Dean. Any changes to Article IV penalties require faculty approval.

### **ARTICLE X**

#### **MEMBERSHIP**

Section 1. The Honor Council voting members shall consist of 12 elected members, three members from each professional year class, and two appointed faculty members appointed by the Dean of the College of Pharmacy.

Section 2. Vacancies for elected positions of the Honor Council shall be filled by special election.

Section 3. The duties of the members are to:

- (a) Attend all meetings of the Honor Council (absences must be approved by the Honor Council President in order to not be considered unexcused);
- (b) Participate in trial procedures;
- (c) Educate students and faculty on the Honor Code of the College of Pharmacy;
- (d) Keep all matters discussed at closed meetings confidential.

Section 4. The following exceptions may be made to participation of members in trial procedures:

- (a) If, for a special reason, a member of the Honor Council considers that he/she should not take part in the decision of a particular case, he/she should report the fact to the President of the Council.
- (b) If the President considers that, for some special reason, one of the members should not sit on a particular case; he/she shall inform him/her accordingly.
- (c) If the Council considers, for some special reason, that the President should not sit on a particular case, they may remove him/her by a simple majority vote.
- (d) If, in any such case, a member and the President disagree, the question shall be decided by the Honor Council by a majority vote using a secret ballot process.

Section 5. Recall of Honor Council members will follow the procedures for the recall of members of the Council of Students, which are set forth in the COS Constitution.

Section 6. The Honor Council will have a faculty advisor who will be appointed by the Dean of the College of Pharmacy. The faculty advisor will not have a vote in Honor Council decisions. A faculty member cannot serve as the advisor if he/she is directly involved in a case before the Council. If the appointed advisor initiates an investigation of a student, the Dean will replace the advisor with another faculty member until that case is completed. The duties of the faculty advisor shall be to:

- (a) Advise the Honor Council on procedural matters;
- (b) Ensure that fair procedures are followed in all cases before the Honor Council, act as an advisor on matters of precedent and be present at all hearings;
- (c) Inform accused students regarding the Council's procedures and determinations throughout the progression of the case.

Section 7. All members of the council are expected to attend all meetings. A maximum of two unexcused absences will be allowed (one per semester). Failure to adhere to this requirement shall be considered neglect of office. A special election will be held to replace officers who neglect their office within two weeks.

## **ARTICLE XI**

### **OFFICERS**

Section 1. The officers of the Council shall consist of a President and a Secretary, who are student members of the Honor Council. These positions shall be elected by and for the Honor Council.

Section 2. The duties of the President shall be to:

- (a) Preside over all meetings;
- (b) Act as prosecutor at all trials;
- (c) Represent the Honor Council in all matters;
- (d) Supervise the investigation of all cases;
- (e) Ensure that the Honor Council follows established procedures in its operation.

Section 3. The duties of the Secretary shall be to:

- (a) Maintain written minutes of all Council meetings;
- (b) Keep a true and accurate record, by tape and in writing, of all trial proceedings;
- (c) Prepare written communications from the Council to accused students regarding violations and Council actions;
- (d) Prepare written communications to the Executive Associate Dean regarding Council actions;
- (e) Inform the members of the Council of all meetings

## **ARTICLE XII**

### **SCHEDULING MEETINGS**

Section 1. A meeting of the Honor Council shall be held to orient new members to their duties and responsibilities. At the end of spring term, the newly elected members shall meet to elect officers for the coming year.

Section 2. Meetings may be called at any time by the president who will determine the meeting time and place for all meetings.

Section 3. In the event that the Council must meet during regularly scheduled class time, the members of the council shall be excused from all classes and advanced practice experiences to attend the meetings

## **ARTICLE XIII**

### **AMENDMENTS**



Section 1. Amendments to the present statute may be proposed by the Honor Council or by petition of one-half of the members of the Council of Students of the College of Pharmacy. Such proposals shall become effective as amendments when ratified by two-thirds of the members of the Honor Council at the next meeting following the proposal of the amendment.

Section 2. Ratified amendments shall become effective thirty days after ratification unless a specific date is set in the amendment.

## Appendix H

### ***Electronic Test-Taking Procedures***

Students will be expected to adhere to the following procedures when taking electronic exams. Lack of adherence to these procedures may result in a violation of the Honor Council Constitution.

**A. All exams will be video recorded.**

Students will be informed at the start of each semester/course.

**B. Exam Proctoring Assistance**

In addition to course faculty, there will be additional proctors in each testing room.

**C. Each course will utilize a seating chart (containing the students' names and/or photos) for exam taking, and all students will be required to bring a picture ID for exams.**

Students will be required to keep their picture ID on their desk while taking exams. The proctors will serve as a check to ensure the seating chart/ID/student match up. This will serve as an expedient verification that the correct student is in the assigned seat/room.

**D. Utilize standard procedures for distributing and collecting *scratch paper* and for showing green "submission complete" screens and for exiting the room.**

- i. Each student will be required to print his/her name, MUID, and to sign all scratch paper indicating he/she will abide by the Honor Council Constitution. One sheet (if required for the exam) will be provided to each student after the examination has started.
- ii. When the student has completed the exam, the student should remain in his/her seat and raise his/her hand for the proctor to verify the "submission complete" screens (green screen). At that time, the proctor will collect the student's scratch paper.
- iii. When exiting the exam room, the student should swipe his/her Bear Card upon leaving the room. The Bear Card swipe serves as a final check that the submission time and exit time are consistent. One exception is for exams in Day Hall. Because of the theatre style seating, the proctors will not be able to check green screens at the students' desks. However, because there is only one exit point in Day Hall, the checking for green screens, collection of scratch paper, and Bear Card swiping will be done at the exit.

**E. Upon conclusion of the exam, course coordinators will ensure via ExamSoft that all students who downloaded the exam have uploaded the exam.**