Mercer University
College of Pharmacy
Student Handbook
2026-2027

Master of Science Program
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 graduate and professional 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. *The University Student Handbook supersedes all College and Program Student Handbooks.* 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 Academic and 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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MERCER UNIVERSITY
COLLEGE OF PHARMACY

Dear Students,

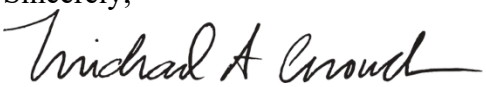
Welcome to Mercer University College of Pharmacy! Congratulations on advancing to this stage of your professional education. You should be proud of this achievement.

Our distinction is an unwavering commitment to academic excellence, student-centered learning, and a caring approach that supports your growth and well-being. Mercer Pharmacy's tradition of excellence and legacy of caring ensure that our program not only provides you with the knowledge, skills, and abilities required for your chosen career but also cultivates the behaviors, attitudes, and values that help you advance health through innovations in teaching, research, patient-centered care, and service.

The Student Handbook is a crucial resource that provides essential information about your program. To support your success, I encourage you to review the entire handbook. The faculty and administration are available to answer any questions and provide support.

We're pleased you're here and part of the Mercer College of Pharmacy family. I'm personally excited to get to know each of you, and my door is always open.

Sincerely,



Michael A. Crouch, PharmD, MBA, FASHP
Dean and Professor

Calendar

Fall 2026

PharmD Orientation	August 12 – 14
Classes Start	August 17
COS Fall Picnic	August 18
Drop/Add	August 17 – 24
Labor Day	September 7
Application Deadline for Spring/Summer Graduation	October 1
Last day to Withdraw with grade W	October 15 for semester-long courses; midpoint for blocked courses
Registration for Spring Begins	October 29
Thanksgiving Break	November 23 – 27
Classes and Exams End	December 7
Fall semester grades due	December 14 by noon
Fall intercession	December 8 – December 30
Fall intercession grades due	January 6 by noon

Spring 2027

January-class PharmD Orientation	January 4 – 5
Classes Start	January 4
Drop/Add	January 4 – 11
Martin Luther King, Jr. Day Holiday	January 18
Honors Luncheon	February 24
Spring Break	March 1 – 5
Last Day to Withdraw with grade W	March 17 for semester-long courses; midpoint for blocked courses
Van Greene Lecture	March 24 (tentative)
Good Friday	March 26
Registration for Summer and Fall Begins	April 1
Next Steps Celebration	April 23
Classes and Exams End	April 30
Spring semester grades due	May 4 at noon
Pinning Ceremony	May 10
White Coat Ceremony	May 12
Hooding Ceremony	May 14
Commencement	May 15

Summer 2027

P1-January-class

Classes Begin	May 10
Drop/Add	May 10 – 17
Memorial Day Holiday	May 25
Last Day to Withdraw with grade W	June 28 for semester-long courses; midpoint for blocked courses
Independence Day	July 5
Classes and Exams End	August 2
Last Day of Term	August 6
Grades Due	August 9 at noon

Session I (P3 remediation)

Classes Begin	May 18

Drop/Add	May 18 – 25
Memorial Day Holiday	May 31
Classes End	June 12
Grades Due from Faculty	June 17 at noon

Session II (P1-Traditional, P2 remediation)

Classes Begin	May 18
Drop/Add	May 18 – 25
Memorial Day Holiday	May 31
Independence Day Holiday	July 5
Classes End	August 6
Grades Due from Faculty	August 9 at noon

Community IPPE Scheduling Options

Four-week Community IPPE	Block A: May 18 – June 12, 2026 Block B: June 22, 2026 – July 17, 2026 Block C: July 20, 2026 – August 14, 2026

Institutional IPPE Scheduling Options

Three-week Institutional IPPE	Block A: May 18 – June 5, 2026 Block B: June 8 – June 26, 2026 Block C: June 29 – July 17, 2026 Block D: July 20 – August 7, 2026 Block E: December 8 – December 30, 2026

Health and Wellness IPPE (One week) Scheduling Options

40-hour IPPE	Student may complete during P2 or P3 year Summer semester 2026, Fall semester 202, Spring semester 2027 Fall intercession (December 8 – December 30) Spring break (March 1 – 5)

Fourth Professional Year

APPE 1	May 18 – June 19, 2026
APPE 2	June 22 – July 24, 2026
APPE 3	July 27 – August 28, 2026
APPE 4	August 31 – October 2, 2026
APPE 5	October 5 – November 6, 2026
APPE 6	November 9 – December 10, 2026
APPE 7	January 4 – February 5, 2027

February 8-12, 2027; P4 students are off to accommodate residency and job interviews

APPE 8	February 15 – March 19, 2027
APPE 9	March 22 – April 23, 2027
PHA 622 Capstone Week	April 26 – April 30, 2027

Holidays and Special Events for 2026-2027

August 18	COS Fall Picnic
September 7	Labor Day

November 23 – 27	Thanksgiving Break
January 18	Martin Luther King, Jr. Day
February 24	Honors Luncheon
March 1 – 5	Spring Break
March 24 (tentative)	Van Greene Lecture
March 26	Good Friday
April 23	Next Steps Celebration
May 10	Pinning Ceremony
May 12	White Coat Ceremony
May 14	Hooding Ceremony
May 15	Commencement
May 31	Memorial Day
July 5	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. Reuben 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.

The College of Pharmacy offers the Bachelor of Science in Pharmaceutical Sciences milestone degree, and the Master of Science, Doctor of Pharmacy, and Doctor of Philosophy degrees.

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.

Academic Administration

President, Mercer University	Penny Elkins, Ph.D.
Executive Vice President for Academic Affairs and Provost, Mercer University	Lisa M. Lundquist, Pharm.D.
Dean	Michael A. Crouch, Pharm.D., MBA, FASHP
Associate Dean for Research	Nader H. Moniri, Ph.D.
Associate Dean for Academic and Student Affairs	C. Lea Winkles, Pharm.D.
Chair, Pharmacy Practice	Pamela M. Moye, Pharm.D., BCPS
Vice Chair for Experiential Education	Christine M. Klein, Pharm.D., FASCP
Chair, Pharmaceutical Sciences	Ajay K. Banga, Ph.D.

Dean's Office

(678) 547-6304

Crouch, Michael A., Pharm.D., MBA, FASHP	Dean
Moniri, Nader H., Ph.D.	Associate Dean for Research
Winkles, C. Lea, Pharm.D.	Associate Dean for Academic and Student Affairs
Williams, Aaron	Director of Communications & Marketing
Williams, Zachary	Multimedia Specialist
Yancey, Antonio	Finance and Operations Administrator
Germinal, Sarabelle	Executive Assistant to the Dean
McKinnon, Adam	Academic Success Services Coordinator

Office of Student Affairs and Admissions

(678) 547-6232

Mensah, Philip S., Pharm.D.	Director of Student Affairs
Berry, Jordana, MBA	Director of Admissions; Director of Pharm.D./MBA Program
James, Stacey, MBA	Admissions Counselor
Reams, Sarah	Enrollment and Student Services Specialist

Pharmaceutical Sciences

(678) 547-6237

Banga, Ajay K., Ph.D.	Chair and Professor
Augustine, Jill, Pharm.D., Ph.D., MPH	Associate Professor; Director of Assessment
Bloemer, Jenna, Pharm.D., Ph.D.	Assistant Professor
Bowen, J. Phillip, Ph.D.	Professor
Canal, Clinton E., Ph.D.	Associate Professor
Chougule, Mahavir, Ph.D.	Associate Professor
D'Souza, Martin, Ph.D.	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
Hafez, Sherif, Ph.D.	Associate Professor; Director of the Vivarium
Hasan, S. M. Raquibul, Ph.D.	Associate Professor
Hayslett Rowe, Renee, Ph.D.	Associate Professor; Director of Curriculum
Holbrook, John M., Ph.D.	Professor Emeritus

Matesic, Diane, Ph.D.	Professor Emerita
Moniri, Nader H., Ph.D.	Associate Dean for Research; Professor
Pollock, Stanley, Ph.D.	Professor Emeritus
Strom, J. Grady, Ph.D.	Associate Professor Emeritus
Uddin, Mohammad, Ph.D.	Assistant Professor; Assistant Director of the Vivarium
Ahmed, Samiya	Academic Support Services Coordinator
Diaz, Esther	Animal Caretaker / Lab Assistant
Cheves, Shacarri	Academic Support Assistant
D'Souza, Cherilyn	Lab Coordinator
Seto, Jordan	Research Assistant
Pharmacy Practice	(678) 547-6254
Moye, Pamela M., Pharm.D., BCPS	Chair; Clinical Professor
Klein, Christine M., Pharm.D., FASCP	Vice Chair for Experiential Education; Clinical Associate Professor
Anderson, Robert J., Pharm.D.	Professor Emeritus
Ashworth, Laurel, Pharm.D.	Professor Emerita
Augustine, Jill, Pharm.D., Ph.D., MPH	Associate Professor; Director of Assessment; Director of Pharm.D./MPH Program
Barnett, Candace W., Ph.D.	Professor Emerita
Boyd, Tyler, Pharm.D.	Clinical Assistant Professor
Crabtree, Brian L., Pharm.D.	Professor Emeritus; Dean Emeritus
Dupree, Lori, Pharm.D.	Clinical Associate Professor
Gurr, Noah, Pharm.D.	Clinical Assistant Professor
Jackson, Richard A., Ph.D.	Professor Emeritus
Liao, T. Vivian, Pharm.D., BCPS, BCCCP	Clinical Associate Professor; Director of Clinical Skills and Simulation Laboratory
Marshall, Leisa L., Pharm.D., CGP	Clinical Professor Emerita
Mayberry, Katelynn, Pharm.D.	Clinical Associate Professor
Mensah, Philip, Pharm.D.	Clinical Assistant Professor
Metzger, Nicole L., Pharm.D., BCPS, FACCP	Clinical Professor
Miller, Susan W., Pharm.D., CGP, FASCP	Professor Emerita
Newsom, Lydia, Pharm.D.	Clinical Associate Professor
Pearson, Tonya, Pharm.D.	Clinical Assistant Professor; Director of Introductory Pharmacy Practice Experiences
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., BCPS	Clinical Professor
Thomas, Lincy Varughese, Pharm.D.	Clinical Assistant Professor
Thurston, Maria M., Pharm.D.	Clinical Professor
Ward, Earl S., Pharm.D.	Professor Emeritus
Ware, Kenrick, Pharm.D., MBA, AAHIVP	Clinical Associate Professor

Winkles, C. Lea, Pharm.D.	Associate Dean for Academic and Student Affairs; Clinical Professor
Bullay, Natasha	Academic Support Services Lead
Musa, Yayu	Pharmacy Technician
Scott, Matthew	Education Coordinator for Pharmacy Practice Experiences
Thomas-Barber, Renel	Program Specialist

General Student Policies

The following policies have been adopted by Mercer University and the College of Pharmacy for all COP 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. The University Student Handbook supersedes all College and Program Student Handbooks.

Academic Integrity

Mercer University strives to be a community of respect that includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations in the form of, but not limited to, cheating, plagiarism, 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, while unauthorized recording of any assessment is considered academic dishonesty and/or theft. 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 B. Master of Science and 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.

Access and Accommodation Services

Mercer University is committed to making all of its programs, services, and activities fully accessible to all students. Students requesting accommodation for a diagnosed physical, medical (chronic health condition), psychological, or learning disability and temporary injuries must first self-identify by applying for accommodations with the Office of Access and Accommodation. For more information about policies and procedures regarding access and accommodation, please refer to the Mercer University Student Handbook available on the Mercer website at: http://provost.mercer.edu/handbooks/studenthandbook/cfm.

Artificial Intelligence

The College of Pharmacy recognizes that Artificial Intelligence (AI), (e.g., ChatGPT, Meta glasses) are resources that offer an immense amount of easily accessible knowledge and the ability to communicate it in clear, concise language that can be copied and shared. However, using AI to create content for final work submitted in course assignments or evaluations without expressed instructor permission is prohibited. If the use of AI is approved in advance or required by an instructor, it must be properly cited. Any unauthorized use of an AI device to copy, record, or share academic content is considered academic dishonesty and/or theft. Failure to follow rules regarding AI will be considered an honor code violation according to the College of Pharmacy's Honor Code or Graduate Honor System.

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 the Director of Student Affairs (Doctor of Pharmacy) or Director of Graduate Programs (Master of Science, Doctor of Philosophy), to be excused from classes/examinations. If approved, students are excused from class on days of published student programming only. 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 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 Appendix C.

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 enrolled in the College of Pharmacy are expected to adhere to the College's Standards of 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 body, (e.g., service learning, professional organization activities, TA and lab activities). The Standards of Professional Attire Policy appears in its entirety in the Student Handbook Appendix D.

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 are enforced both on University premises and at University-sponsored events held off campus. Students should familiarize themselves with the University's Student Code of Conduct and the College's Code of Professional Conduct. The College of Pharmacy Code of Professional Conduct appears in its entirety in the Student Handbook Appendix E.

Campus Healthcare and Insurance Requirements

Campus Healthcare Services 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 students 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 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.

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.

For more information about Healthcare and Insurance requirements, please refer to the Mercer University Student Handbook available online at: http://provost.mercer.edu/handbooks/studenthandbook/cfm.

Cell Phone / Smart Phones / Tablets

Out of courtesy for all those participating in the learning experience, all cell phones/smart phones/tablets must be turned off before entering any classroom, lab, or formal academic, or formal academic/or performance event. The faculty or staff member in charge of the class, lab, or academic/performance event is responsible for ensuring that their cell phone number has been registered for emergency text alerting and for monitoring their cell phone for emergency text messages.

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 F.

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.

For more information on Children and Guests on Campus, please refer to the Mercer University Student Handbook available online at: http://provost.mercer.edu/handbooks/studenthandbook/cfm.

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

Counseling and Psychological Services

Counseling is available to currently enrolled Mercer students at no charge. Call 678-547-6060 for Atlanta Campus, or Macon Campus 478-301-2862 for information and appointments. If you are seeking counseling outside of office hours, please call the Georgia Crisis and 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. For more information about CAPS, please refer to additional information available online at: https://counseling.mercer.edu/

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: https://provost.mercer.edu/resources/handbooks/student-handbooks

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: https://provost.mercer.edu/resources/handbooks/student-handbooks

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 and Affirmative Action Policy

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.

For more information on the Equal Opportunity and Affirmative Action Policy, please refer to the Mercer University Student Handbook available online at: http://provost.mercer.edu/handbooks/studenthandbook.cfm.

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. Students are permitted to make-up assignments and examinations with proper documentation (e.g., medical excuse from provider).

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 Associate Dean for Academic and Student Affairs (Doctor of Pharmacy) or Graduate Programs Director (Master of Science, 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 Academic and 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 Master of Science, Doctor of Pharmacy, and Doctor of Philosophy at a special hooding ceremony held prior to commencement. The Master of Science and 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

Mercer University believes that the safety and wellbeing of the student body and Mercer community are of utmost importance to foster a positive educational environment that upholds the University's Community of Respect doctrine. Hazing is a serious violation of this goal and potentially undermines and threatens the mental and physical wellbeing of our students. Therefore, Mercer is actively committed to addressing hazing and maintains an Anti-Hazing Policy in accordance with the Max Gruver Act that was adopted on July 1, 2021 in the State of Georgia.

Hazing is strictly prohibited at all Mercer campus location and in all program and organizations affiliated with Mercer, whether on or off campus. All reports of suspected hazing are investigated under the Student Code of Conduct. Student organizations suspected of hazing will be investigated as outlined under our procedures for Non-Academic Misconduct Process for Student Organizations. If a student or student organization is in violation of the Anti-Hazing Policy, the student or organization may be subject to discipline, including but not limited to probation, suspension or expulsion.
The policy can be found at this link: https://policies.mercer.edu/anti-hazing-policy.

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) 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

Mercer University recognizes that the challenges and stresses associated with attending college can be overwhelming at times. In order to provide confidential counseling, support, and guidance to students who seek assistance, Mercer University maintains the counseling services on the Macon and Atlanta Campuses (both provide services to Regional Academic Center Students). However, when it is determined that a serious threat of harm exists for a student, either to themselves or to others, the University is obligated to take proactive action to address this threat. The University considers any situation in which a student poses a risk for harm to self or others as a serious matter. In cases involving attempted suicide or other life-threatening behavior, the University's first priority is to ensure the student's safety and well-being. If you know that a student has or is attempting to harm himself/herself, immediately notify Mercer Police. The University Dean of Students or the COP Associate Dean for Academic and Student Affairs Designee will then be contacted to evaluate the situation. At any point, Mercer Police and/or Student Affairs may make the determination to notify the parents of a student if they believe a substantial health and safety risk exists. A student attempting suicide or exhibiting other life-threatening behavior will not be allowed to return to the University campus or University housing until he or she has received approval from the Dean of Students or COP Associate Dean for Academic and Student Affairs.

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

Name Badges

One name badge will be provided for students during the first year. 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 Office of Student Affairs.

Official Communication

All students are assigned a Mercer email address. Mercer University will use this address for any official e-mail correspondence to students. In the event of an emergency, Mercer will utilize multiple methods, including emergency text messaging, to notify students. Students are expected to maintain and update their cell phone numbers via *MyMercer.*

Official Contact Information

Address changes must be submitted, in writing, to the Office of the Registrar through *MyMercer*. 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 boards especially for the purposes of pharmacy student organizations are located in the hall of the 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 Academic and Student Affairs for questions regarding bulletin boards; the office is located in the 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 consult the Associate Dean for Academic and Student Affairs and complete a Course Withdrawal Form. If consultation does not occur and/or 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.

Religious Observance Policy

Mercer University is respectful of the religious practices of members of the student body. Students who will be absent from class for religious observances must confer with their instructor(s) and the College's Associate Dean for Academic and Student Affairs regarding the date of the absence at the beginning of each semester or session, or at least two (2) weeks prior to the dates of the absence. The disposition of missed assignments will be arranged between instructor and student. For more information about the Religious Observance Policy, please refer to the Atlanta Student Handbook Supplement, available on the web at: http://provost.mercer.edu/handbooks/studenthandbook.cfm

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

Service Animals and Emotional Support Animals

Mercer University is committed to maintaining a fair and respectful environment for living, working, and studying for all, including individuals with disabilities. To that end and in compliance with federal and state laws, the University has developed guidelines regarding Service Animals and Emotional Support Animals while on Mercer property. Policies and procedures related to Service Animals and Emotional Support Animals can be found on the following website: https://policies.mercer.edu.

Sexual Misconduct (Title IX) Policy and Procedures

Mercer University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sexual harassment. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education and employment programs or activities, Mercer University has developed internal policy and procedures that provide a prompt, fair, and impartial process. This policy applies to all University students and employees, visitors, and individuals doing business with the University. 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.

The University's Title IX Coordinator oversees implementation of Mercer University's Sexual Misconduct policy and coordinating the University's compliance with Title IX and other federal and state laws and regulations relating to sex-based discrimination. The Title IX Coordinator has the primary responsibility for coordinating Mercer University's efforts related to the intake, investigation, resolution, and implementation of

supportive measures to stop, remediate, and prevent sexual misconduct, and retaliation prohibited under this policy. Policies and procedures relates to Secual Misconduct (Title IX) are outlined in the Mercer University Student Handbook and can be found on the provost website at: http://provost.mercer.edu/handbooks/studenthandbook.cfm.Additionally, 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 Policy and Procedures.

Mercer's Title IX Coordinator, Sharon Stellato, can be reached at (478) 301-2788 or titleix@mercer.edu

Sick Day Policies and Protocols

Students who are sick should isolate to reduce the spread of illness until the student has had no fever within the past 24 hours without the use of fever reducing medications (e.g., Tylenol, Motrin, aspirin). This includes all common respiratory viral illnesses such as COVID-19, flu, and RSV.

Students who are sick must notify their faculty and the Associate Dean for Academic and Student Affairs of their absence. Absences are considered excused, and make-up assignments/examinations are permitted only with a medical excuse from the student's provider (see attendance). A Patient Appointment Notification provided by Campus Health is not a medical excuse. Students are strongly encouraged to visit off-campus medical providers to evaluate their symptoms and receive a medical excuse for class when warranted.

Students who are sick and are assigned to an experiential practice site (APPE/IPPE) must notify the Vice-Chair of Experiential Education, IPPE Director (if applicable), and their preceptor of their illness. Students must follow the protocol(s) of the practice site to determine if COVID testing is required and when they return to their rotation.

Social Media and Social Networking

Online blogs, public mailing lists and social network sites and applications including but not limited to Facebook, Twitter, Instagram, TikTok, 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 statues 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.

The 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 Academic and 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 the 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 oneself 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.

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. For more information about Rights Pertaining to Education Records, please refer to the Mercer University Student Handbook available online at: http://provost.mercer.edu/handbooks/studenthandbook.cfm.

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 Associate Dean for Academic and Student Affairs or the Director of Graduate Programs, as applicable.

A student may withdraw before the mid-point of their current courses for the semester and receive the grade of "W." A student withdrawing after the mid-point will receive a "WF," 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 course mid-point, provided the Associate Dean for Academic and Student Affairs or the Director of Graduate Programs, 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 Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in the United States; it is associated annually with the unnecessary deaths of thousands of Americans. Research findings now indicate that users of smokeless tobacco and non-smokers who are regularly exposed to tobacco smoke are also at increased risk.

In response to these considerations, the University has adopted a goal of achieving an environment as close to tobacco-free as possible. 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.

It is the responsibility of each member of the Mercer community to observe this Tobacco-Free Policy and these guidelines. The policies rely on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. Individuals who are smoking inside a building must be directed to the outdoors. Visitors must observe this Tobacco-Free Policy. Department heads, building stewards, and sponsors/hosts of University events are responsible for visitors' compliance with the University's Tobacco-Free Policy. The University expects a good faith, common sense, and courteous approach by students and employees in resolving conflicts within the requirements of this policy.

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. 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 (Pharm.D.) 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. 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). 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 Associate Dean for Academic and Student Affairs maintains all complaints and written documentation of actions related thereof securely. This complaints file is made available to ACPE representatives upon request.

Admissions Process and Requirements

For information about the Pharm.D. admissions process, application, and minimum expectations for applicants, please visit: https://pharmacy.mercer.edu/admissions/pharm-d/

Arrests and Convictions

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

Additionally, the Associate Dean for Academic and Student Affairs will review the nature and circumstances of the arrest, charge, and/or conviction and determine: 1) whether the matter should be reported to the Georgia Board of Pharmacy, and 2) whether the underlying conduct constitutes a potential violation of the University and/or College's Code of Conduct and should be adjudicated in accordance with applicable policies and procedures.

Board of Pharmacy Investigations and Disciplinary Actions

Any student accepted for admission to or currently enrolled in the Doctor of Pharmacy program who is notified that they are the subject of an investigation by the Board of Pharmacy, or who is subject to disciplinary or other adverse action by the Board of Pharmacy, must report the investigation or action to the Director of Student Affairs and the Associate Dean for Academic and Student Affairs within 72 hours of receiving notice or

becoming aware of the investigation. Failure to report may result in disciplinary action by the College of Pharmacy including, but not limited to suspension or dismissal from the PharmD Program.

Additionally, the Associate Dean for Academic and Student Affairs will review the nature and circumstances of the investigation and/or Board action and determine whether the underlying conduct constitutes a potential violation of the University and/or College's Code of Conduct and should be adjudicated in accordance with applicable policies and procedures.

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 programs in the College of Pharmacy, 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.

The following policy applies to all required core courses in the Doctor of Pharmacy program. 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 Bear Card swipe are considered absent. The Office of Student Affairs will monitor Bear Card 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. Excused absences accrued by students with a valid doctor's excuse provided within 48 hours of the absence, 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.

Leave of Absence/Term Withdrawal/Resignation from the University

Short-term absence

A short-term absence is 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 for the absence to be considered excused and a make-up scheduled.

Long-term absence

A long-term absence is 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 Associate Dean for Academic and Student Affairs.

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 Associate Dean for Academic and Student Affairs, based on circumstances.

Abandonment

Abandonment is 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 from the COP must consult the Associate Dean for Academic and Student Affairs.

Resignation from the University

Doctor of Pharmacy students wishing to resign officially from the University must meet with the Associate Dean for Academic and Student Affairs 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 before the mid-point of the course(s). 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 Associate Dean for Academic and Student Affairs. 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 Associate Dean for Academic and Student Affairs 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 G.

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 60 days of acceptance. Students accepted into the Program are responsible for promptly reporting any future charges or the outcome of pending charges to the Director of 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 Director of Student Affairs with an original signature and date. The Director of 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 Associate Dean for Academic and Student Affairs.

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.

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 are subject to cancellation of their introductory or advanced pharmacy practice experience(s). Practice sites will determine if a student is cleared for their introductory or advanced pharmacy practice experience. The decision of the practice site is final. If a student is not cleared for their introductory or advanced pharmacy practice experience due to adverse findings on a criminal background check, then the student will be scheduled for an "off block" during that time.

Students with a positive finding on a drug screening will be reported to the Board of Pharmacy. Students will have their introductory or advanced pharmacy practice experience(s) placed on hold pending review of their case by the Board.

Students arrested or charged for criminal activity at any time during their enrollment in the Doctor of Pharmacy Program must notify, in writing, the Director of Student Affairs and the Associate Dean of Academic and Student Affairs within 72 hours of the arrest or issue of a citation. The Director of 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 Director of 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.

Break in Enrollment
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.

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 (63 credit hours), including the Mercer University General Education requirements.
2. Completion of all first and second professional year requirements (74 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 133 credit hours (consisting of a minimum of 63 prerequisite hours and 74 hours of professional 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. Eight semesters must be completed, and 137 credit hours must be earned in residence 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, a disputed test question, 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 in writing to the course coordinator within five (5) business days following the date that grades are posted online by the Registrar's Office. The student must describe why a grade change is warranted and provide evidence to substantiate the appeal. The course coordinator will render a decision in writing within five (5) business days of receiving the appeal. If the appeal involves an experiential education practice experience, then the initial grade appeal must be presented to the Vice-Chair for Experiential Education unless the experience was precepted by a faculty member, then the initial appeal must go to the faculty preceptor.
2. If the appeal is not resolved by course coordinator / faculty preceptor, the student may request additional review by the appropriate department chair. The student must submit the same appeal documentation and additional rationale to justify the escalation of the appeal to the next level withing five (5) business days of receiving the initial written response. The department chair will render a decision in writing within five (5) business days of receiving the appeal.
3. If the appeal is not resolved by the department chair, then the student may request additional review by the Academic Performance and Standards Committee. The student must submit the same appeal documentation provided to the course coordinator/faculty preceptor and the department chair, along with additional rational to justify the escalation of the appeal to the chair of the Academic Performance and Standards Committee. This must be done within five (5) business days of receiving the department chair's written response. The Committee will render its decision in writing within five (5) business days of receiving the appeal.
4. If the appeal is not resolved by the Academic Performance and Standards Committee, then the student may present it in writing to the Associate Dean for Academic and Student Affairs. This must be done within five (5) business days of receiving the Committee's written response. In reviewing the appeal, the Associate Dean for Academic and Student Affairs will limit review to alleged failure to adhere to procedure governing the appeal process. Disagreement with the Committee's decision shall not be grounds for appeal to this level. The Associate Dean for Academic and Student Affairs will render a final written decision within five (5) business days of receiving the appeal. All written documentation from each step of the process will be provided to and maintained by the Associate Dean for Academic and Student Affairs.

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.

Immunizations

All Doctor of Pharmacy students are required to provide proof of required immunizations, titers, and tests by the deadline published by the College of Pharmacy's Office of Student Affairs and/or the Office of Experiential

Education. 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.

All students are required to show proof of the following immunizations/screening tests:

- Two MMR (Mumps, Measles, Rubella) vaccines (administered after 12/31/79) or a positive titer for each component
- Two Varicella vaccines or positive Varicella Zoster IgG titer report that shows immunity to Varicella.
- Tetanus/Diphtheria/Acellular Pertussis adult booster (Tdap) and current Tetanus/Diphtheria (Td) adult booster if student previously received Tdap booster.
- Complete Hepatitis B vaccine series ***and*** a positive Hepatitis B Surface Antibody Quantitative titer report that shows immunity to Hepatitis B.
- A negative Mantoux 5TU PPD tuberculin skin test performed within twelve months prior to matriculation or a QuantiFERON blood test. In the event of a positive tuberculin screening, documentation must be provided of a normal chest x-ray within twelve months prior to matriculation. Annual TB screening after matriculation.
- Annual seasonal influenza vaccination

Experiential practice sites may require students be vaccinated for COVID-19. Failure to comply with any experiential practice site immunization requirement may exclude the student from clinical placement, which in turn may delay or prohibit completion of the Pharm.D. Program.

Program Expectations

Standards of Performance

Each candidate for a Doctor of Pharmacy degree must secure credit in all approved courses comprising the Doctor of 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 and successful completion of all first professional year courses and professional engagement program requirements 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; and successful completion of a minimum of four semester hours of elective coursework 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; and successful completion of a minimum of ten semester hours of elective coursework are required for entry into the fourth professional year.

Summer Remediation for didactic required courses
Summer remediation is open to Pharm.D. 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 to review and approval by the course coordinator, the coordinator's department chair, and the Associate Dean for Academic and Student Affairs.

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 to review and approval by the course coordinator, the coordinator's department chair, and the Associate Dean for Academic and Student Affairs.

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
A Doctor of Pharmacy student who makes an F or U in a for-credit course will be placed on academic probation until the course is successfully remediated. Any student who makes a second F or U in a for-credit course will be academically dismissed. Any Doctor of Pharmacy student who has been academically dismissed may petition the Academic and Standards Committee (APSC) for readmission according to following rules.

1. A student seeking the Academic Performance and Standards Committee's consideration for readmission must:
    a. Meet with the chair of the APSC to discuss the readmission process. This meeting must take place at least two weeks *prior* to the submission deadline.
    b. Submit the following documents to the APSC chair adhering to the deadlines below:
        i. Letter of Intent / Petition Letter that clearly demonstrate the student's intent to apply for readmission, the circumstances that led to dismissal, and actions taken to overcome these circumstances and ensure success, if readmitted.
        ii. Supporting evidence to demonstrate the actions taken by the student to strengthen their knowledge and improve their chances of success, if readmitted.
2. A student's readmission petition must be submitted to the APSC chair prior to the semester for which reenrollment is requested according to the following deadlines:

    a. June 1 for fall semester, and October 1 for spring semester
    b. An "August-entry" P1 student's petition for readmission may be received no sooner than 10 weeks after dismissal from the College.
    c. A P4 student's petition for reenrollment may be received no sooner than 15 weeks after dismissal from the College.
3. Students applying for readmission must adhere strictly to the above-mentioned requirements and deadlines. Failing to fulfill the requirements or adhere to the deadlines may lead to the rejection of the petition / request.
4. The APSC will review the circumstances of the dismissal.
5. If the student is readmitted by the APSC, there will be placed conditions and requirements designed to aid the student in attaining good standing within the College.
6. In consultation with the Associate Dean for Academic and Student Affairs and the Curriculum Committee, as appropriate, the APSC will formulate an individualized plan for satisfying content areas that require remediation. This individualized plan would be based on the student's prior academic performance and current curricular standards.
7. Breach of conditions or requirements will result in permanent dismissal of the student.
8. Any student who makes an F or U in a third for-credit course will be permanently dismissed.
9. The APSC will inform the faculty regarding its actions.
10. The decisions of the APSC may be appealed to the Associate Dean for Academic and Student Affairs.

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. 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 Associate Dean for Academic and Student Affairs; 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

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. 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 Director of Graduate Programs 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 Director of Graduate Programs.
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 Associate Dean for Academic and Student Affairs 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 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 the 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 Associate Dean for Academic and Student Affairs. In determining advanced standing, the Associate Dean for Academic and Student Affairs will consult with the appropriate Department Chairperson(s) to determine course equivalence. Based upon this evaluation, the Associate Dean for Academic and Student Affairs 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. Professional and academic advising is under the direction of the Associate Dean for Academic and Student Affairs and the Professionalism Committee. The professional engagement program is conducted in conjunction with the PDN and is managed by the Director of Student Affairs with oversight by the Associate Dean for Academic and Student Affairs and the COP Professionalism Committee. Faculty members and professional staff serve as advisors and resource personnel.

Each Doctor of Pharmacy student is assigned to a Professional Development Network (PDN) group that is comprised of students from each professional year and two faculty/staff members. Students are responsible for the academic and professional choices they make, but they can 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 advisors using the electronic Canvas platform, Mercer email system, and face-to-face meetings.
- Participate in required and elective PDN activities including submission of assignments and documents in the Canvas platform.
- Satisfy annual professional-year PDN requirements to progress to the next professional year and/or graduation.

PDN Advising

The faculty/staff 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/staff 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 Associate Dean for Academic and 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 Associate Dean for Academic and Student Affairs.

Procedures for General Complaints

Student complaints regarding any aspect of the College's programs should be discussed initially with the Associate Dean for Academic and Student Affairs. 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 Associate Dean for Academic and Student Affairs 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 Associate Dean for Academic and Student Affairs 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 Associate Dean for Academic and Student Affairs. 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 Associate Dean for Academic and Student Affairs 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 Associate Dean for Academic and Student Affairs. The Associate Dean for Academic and Student Affairs will subsequently make a decision regarding the complaint. The Associate Dean for Academic and Student Affairs 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 27).

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 H.

Graduate Program (M.S. and Ph.D.) Policies

This section of the COP Student Handbook is specifically for students enrolled in the Master of Science or 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.*

Admissions Process and Requirements

For information about the M.S. admissions process, application, and minimum expectations for applicants, please visit: https://pharmacy.mercer.edu/admissions/master-of-science-in-pharmaceutical-sciences/

For information about the Ph.D. admissions process, application, and minimum expectations for applicants, please visit: https://pharmacy.mercer.edu/admissions/ph-d/

Leave of Absence or Resignation from the University

Leave of Absence

Any Master of Science or Doctor of Philosophy student 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 Director of Graduate Programs. In the absence of a permanent major professor, the Director of Graduate Programs of Graduate Programs must be consulted.

When special circumstances arise, a student may make a request to the Director of Graduate Programs Director of Graduate Programs 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 (IC) 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 Director of Graduate Programs.

Resignation from the University

Master of Science or Doctor of Philosophy students wishing to return to their program of study following withdrawal must apply for readmission. Previous admission to the M.S. or 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 their graduate program must submit official transcripts from those institutions at the time of application for readmission.

Conduct

Graduate students are expected to act responsibly and ethically in the laboratory and the classroom. Failure to uphold general standards of ethical conduct is grounds for exclusion from the program. The final determination on exclusion or appropriate action steps from the graduate degree program will be decided by a majority faculty vote of the Department of Pharmaceutical Sciences at the recommendation of the Director of Graduate Programs. Students have the right to appeal exclusion to the Department Chair. The appeal must be received in writing within two weeks (14 days) of receiving notification from the Director of Graduate Programs of exclusion from the program.

Financial Support and Teaching Responsibilities

Doctor of Philosophy students may be accepted for admission with or without a teaching or research stipend. The availability of this support is contingent on University and Departmental funding, program needs, and external funding, which vary from year to year. In either case, all students admitted into the graduate program get a full tuition waiver.

A $17,000 stipend, payable over 12 months, is currently offered by the Department for the Ph.D. students to serve as teaching assistants. These stipends are intended to serve as temporary support and will continue only until the student and/or the advisor can secure external funding. Under certain circumstances, departmental, college, or university funds may be used to supplement an externally funded stipend to a maximum of $35,000. This maximum is automatically adjusted if the departmental stipend changes. **The Department may support a student in the Graduate program on full stipend for a maximum of four calendar years.** After this time, the funding responsibility for the student rests with the major professor and the student.

Stipends are awarded on an annual basis and their continuation is contingent upon satisfactory academic progress and performance of duties, and availability of funds. Outside employment (e.g., relief work as a pharmacist) must be approved by both the Department Chair and Director of Graduate Programs and by the Major Professor. This work must not interfere with normal degree progress or responsibilities the student may have to the University.

Students receiving full Departmental support are expected to provide approximately 13 hours per week (or 650 hours per year) to assist the Department and College. Students receiving partial stipends from the Department will have a proportional reduction in allocated workload. All students on a stipend serving in any capacity are under the direction and close supervision of an appointed faculty member. The specific responsibilities expected of a student will be based upon Departmental needs but may include any or all of the following. Students with specific expertise in an area may have different responsibilities from those listed.

1. Teaching responsibility for laboratories or discussion sessions.
2. A limited number of didactic lectures per semester based on discipline.
3. Assignment to a professor for a semester to assist with classroom activities such as grading, recording, proctoring, Web Page updating, etc.
4. Assisting with vivarium duties on weekends/ weekdays as needed.
5. Assisting with ExamSoft input.
6. Assisting with TA duties scheduling.
7. Assistance with other Departmental needs such as care and maintenance of DI water unit, Autoclave Instrument, SEM, Flow cytometer, Freeze Dryer, Other analytical instrumentation, or Department equipment and facilities as needed.
8. Students receiving TA support are expected to be on campus during the work week (Monday- Friday) from 9am-5pm.

Grades

The grade of incomplete (IC) is assigned at the discretion of the professor when a student does not complete a portion of assigned work in a course. The IC should be removed in a manner and time prescribed by the instructor. It must, however, be removed no later than one year after assigned. If not removed within one year, the IC will automatically convert to an F grade.

A student may withdraw from a course with a grade of W on or before the last day for withdrawals as shown in the current calendar. To officially withdraw, the student must complete a course change form secured from the Registrar's Office and have it signed by the instructor, Director of Graduate Programs or major advisor, and by the Business Office. 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.

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 five (5) 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 ten (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 within the next 10 business days to the Director of Graduate Programs. The Program Director will form an Appeals Committee to review the appeal. The Appeals Committee will consist of the Director of Graduate Programs, one departmental member, and one non-departmental member from the University. The committee will forward a report in writing to the Associate Dean for Academic and Student Affairs within 10 business days.

Grievances

For M.S. and Ph.D. students with a grievance to file, the grievance should first be discussed with the major advisor, and if not resolved, it can be addressed next in the following sequence: Director of Graduate Programs, Department Chair, and then Associate Dean for Academic and Student Affairs.

Immunizations

All M.S. and Ph.D. students are required to provide proof of required immunizations, titers, and tests by the deadline published by the College of Pharmacy's Office of Student Affairs. 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.

All graduate students are required to show proof of the following immunizations/screening tests:

- Two MMR (Mumps, Measles, Rubella) vaccines (administered after 12/31/79)
  A negative Mantoux 5TU PPD tuberculin skin test performed within twelve months prior to matriculation or a QuantiFERON blood test. In the event of a positive tuberculin screening, documentation must be provided of a normal chest x-ray within twelve months prior to matriculation.

The following immunizations are recommended, but not required for enrollment in the graduate program.

- Tetanus/Diphtheria/Acellular Pertussis adult booster (Tdap) and current Tetanus/Diphtheria (Td) adult booster if student previously received Tdap booster.
- Two Varicella vaccines or positive Varicella Zoster IgG titer report that shows immunity to Varicella.
- Complete Hepatitis B vaccine series ***and*** a positive Hepatitis B Surface Antibody Quantitative titer report that shows immunity to Hepatitis B.
- Annual seasonal influenza vaccination

International Students and Internship

International 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. Students may avail of the internship only once during their tenure at Mercer. CPT/Internship must not interfere with the student's academic program.

Conditions in which a graduate student may consider CPT:

1. At the end of the 4th year of the Ph.D. program or after completion of ALL dissertation research; all but defense remains; be in good academic standing; have F-1 visa status (for international students). If a Ph.D. student returns to Mercer after CPT, they will not receive a TA (no exceptions).
2. At the end of the 2nd year of the M.S. program or after completion of ALL thesis research; all but defense remains; be in good academic standing; have F-1 status (for international students).
3. Offer of CPT/Internship must be on company letterhead and must include the following:
    a. Field of study
    b. Specific offer of "Curricular Practical Training" or internship
    c. Specific beginning and ending date
    d. State whether full time or part time
    e. Description of internship (what you will be doing)
    f. Contact person
    g. Expected outcome of internship

A student's request for CPT/Internship approval must include:

1. CPT/Internship offer letter
2. Letter of authorization/approval from Major Advisor, Director of Graduate Programs, and Department Chair.
3. Complete CPT Form (Appendix I)

Registration

Course Load

Master of Science students are required to register for a minimum of 6 credit hours each semester (fall, spring, and summer) until all degree requirements, including submission of the final copy of the thesis, are completed.

Doctor of Philosophy students are required to maintain a full-time load of 9 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 graduate 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.

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. Students must receive approval from the Director of Graduate Programs and the registrar.

The student must complete a cross-registration application by the published due date. The online application must be signed by the Director of Graduate Programs and the cross-registration coordinator in Enrollment Services. Once all approvals have been obtained, the Enrollment Services office will register the student for the approved course on a space-available basis after the host institution's regularly enrolled or continuing students have had priority for registration. The online cross-registration application may be found at https://www.atlantahighered.org/mercer-university-cross-registration/

External Courses - Transfer Credit
Upon approval by the Director of Graduate Programs, 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 Director of Graduate Programs. The Director of Graduate Programs 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.

Seminar Requirements

Throughout the course of study, all graduate students are expected to read current literature, attend, and actively participate in the seminar programs offered by the Department and the College of Pharmacy. All Ph.D. students will present one seminar per year, while they are in the graduate program, generally not exceeding 20-25 minutes. M.S. students must present one seminar in the second year of the M.S. program. At least 2 seminars will be scheduled per seminar period. All students must present at least one seminar based on the student's original research. The student will register for Graduate Seminar 797 once each year during the Fall term. Final year students will be required to register for seminar and attend seminars. However, their final dissertation defense may be used in place of the seminar. No seminars will be scheduled in the months of January, May, June and December. Students will be permitted 2 unexcused absences. If the student exceeds the above limitation, they will get an Unsatisfactory (U) grade. Seminar Evaluation forms will be used to evaluate all seminars. Graduate students, post-doctoral students and faculty will evaluate student seminars.

The Goals of the Seminar are:

- To provide experience in public speaking
- To provide experience in literature review
- To conduct data analysis and presentation
- To create a scientific community and dialogue
- To design research or literature review topics
- To promote and encourage handling of questions and answers
- To learn to give accurate feed back to the presenter
- To assist in overall confidence building

Student Advising

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

A. Program of Study—The awarding of the M.S., Pharm.D./M.S., Ph.D., or Pharm.D./Ph.D. degree is based on the successful completion of a sequence of courses selected to meet the needs of an individual student and an original research project or project directed the student's major professor.

   The Program of Study Form (Appendix J) serves a number of purposes. It permits the student, the advisor, and the Department Chair/Director of Graduate Programs to engage in early planning of course offerings and it protects the student in the event of unexpected program or faculty changes.

   M.S. students are provided with their Program of Study Form by the Director of Graduate Programs with their prescribed program and respective timeline.

   Ph.D. student should file a Program of Study Form with the Director of Graduate Programs at the earliest convenient date before the end of the second semester in residence.

   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 Director of Graduate Programs.

B. *Selection of Major Professor/Advisor*—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 Director of Graduate Programs 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/advisor will be contingent upon the mutual consent of the student and that faculty member. The faculty member will notify the Director of Graduate Programs of the student's decision. The Director of Graduate Programs will inform the Graduate Coordinator of the selection of the major professor/advisor. A change of the major professor/advisor for justifiable reasons is possible.

The major professor/advisor will:

1. Aid in the selection of coursework based on the student's background
2. Serve as chair of the 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. *Thesis / Dissertation Committee Recommendation* — Recommendations for committee members should be made to the Director of Graduate Programs using the Thesis / Dissertation Committee Recommendation Form (Appendix K).

The Thesis Committee shall consist of four voting members. The major advisor must be a member of the Department of Pharmaceutical Sciences and possess a Ph.D. degree. The candidate may also select a co-advisor. Three (3) committee members must be from the Department of Pharmaceutical Sciences. In addition, three members must have expertise in the area of the candidate's research.

The Dissertation 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 a Ph.D. student's 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 Director of Graduate Programs 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

Vacation Policy

Students with an F-1 visa may not travel on vacation out of the country while the semester is in session as per SEVIS guidelines. Advisors should NOT approve vacation for students while the semester is in session. Under exceptional circumstances, students may travel due to emergencies, such as a death in the family, medical conditions, only after getting written approval from the following: the Director of Graduate Programs, the Department Chair, and the International Student Advisor.

Master of Science (M.S.) Graduate Program Policies

Degree Options

The College of Pharmacy offers two Master of Science in Pharmaceutical Sciences degree options – thesis and non-thesis. Students who select the thesis option must complete original thesis research required for their degree. Students who select the non-thesis option must complete a non-thesis project in an area of the pharmaceutical sciences with at least one conference presentation.

Degree Requirements – Master of Science in Pharmaceutical Sciences

1. Completion of a minimum of 20 course work hours and 10 thesis/non-thesis credit hours, with a 3.0 cumulative grade point average.
2. Successful completion of original thesis research or non-thesis project in an area of the pharmaceutical sciences.
3. Successful demonstration of experience in scientific writing by submitting and presenting at least one abstract at a local, regional or national meeting.
4. Two years in residence at Mercer University, if completing the thesis option. Graduates must be in residence at the time of thesis completion, if applicable.
5. Payment of all financial obligations to the University.

Program Expectations

Standards of Performance

Each candidate for the Master of Science degree must secure credit for a minimum of 30 semester hours with either the thesis or non-thesis option and follow the Program of Study provided by the Director of Graduate Programs.

In securing course credit, M.S. students 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. Any student whose earns a grade below B in any course, must inform the Director of Graduate Programs, the Department Chair, and the Major Advisor within 3 days. For any student receiving a grade of F, any possible remediation must be sought within five days. A grade of F is considered to have earned 0 credits by the Registrar and must be re-taken at the next earliest opportunity.

Probation/Dismissal

Master of Science 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. 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.

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 M.S. 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. Final determination on exclusion from the M.S. program will be decided by the faculty of the Department of Pharmaceutical Sciences at the recommendation of the Director of Graduate Programs.

Residency
A student must be in residence at the time of completion of their thesis.

Timing
Students in the M.S. Program must complete all degree requirements within three (3) years of the initial date of matriculation. Students in the Pharm.D./M.S. Program, must complete all degree requirements within three (3) years.

Thesis Defense (M.S. Thesis Option)

A thesis must be conducted under the direct supervision of the student's major professor in consultation with the Thesis Committee. Preparation of the thesis must comply with the regulations contained in the Guide to the Preparation of Theses and Dissertations. After approval of the thesis by the Thesis Committee, the candidate must orally defend the results of the research problem and submit the thesis.

Preparation of the thesis must comply with the regulations contained in the Guide to the Preparation of Theses and Dissertations (http://provost.mercer.edu/resources/theses-and-dissertations/). After approval of the thesis by the Thesis Committee, the candidate must orally defend the results of the research problem. The oral examination also may include general knowledge questions relating to the major research area of the candidate. One copy of the final draft of the thesis must be available in the office of the Director of Graduate Programs for review by interested faculty 10 days before the date of the final oral defense. Any faculty member may attend and participate in the final defense. Only members of the Thesis Committee can vote on the final outcome. The Thesis Committee will determine the success or failure of the candidate through one of the following actions: 1) pass, 2) provisional pass pending revisions, or 3) fail. A favorable vote of a majority of the members of the Thesis Committee is required for passing the final oral defense. A student who has failed the final thesis defense may re-apply to take the final thesis defense after 30-60 days.

Following successful completion of the final oral examination, the candidate must submit their thesis online to ProQuest (http://provost.mercer.edu/resources/theses-and-dissertations/) using their MUID and password, and they must meet all the requirements of the Guidelines for Thesis and Dissertation set forth by the University. Additional personal copies may also be submitted at this time for binding. The candidate is responsible for payment of all charges associated with processing the thesis. Bound copies of the approved dissertation are distributed to the department, the library, and the major professor.

Doctor of Philosophy (Ph.D.) and Doctor of Pharmacy/Doctor of Philosophy (Pharm.D./Ph.D.)Graduate Program Policies

Degree Requirements – Doctor of Philosophy

1. Completion of a minimum of 61 semester hours in the Doctor of Philosophy curriculum, including 26 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.

Degree Requirements – Doctor of Pharmacy / Doctor of Philosophy

1. During the first year, the student's research capability and commitment will be assessed through documented evaluation by the research advisor after the end of the 1st semester, 2nd semester, and again at the end of the 1st summer, with oversight of the Dissertation Committee as well as the Director of Graduate Studies and Department Chair. Additionally, Pharm.D./Ph.D. students will complete a self-assessment of their first year and present their first year research results at the end of the first summer as a requirement for progression. At the end of the first year, if progress is determined to be unsatisfactory, the student has the option of changing dissertation advisors, if one is willing to take them.
2. Pharm.D./Ph.D. students will take Ph.D. core courses in place of professional electives that simultaneously satisfy the requirements of both the Pharm.D. electives and the Ph.D. program.
3. Pharm.D./Ph.D. students are exempt from the following Ph.D. core courses: PHA 715, Pharmacokinetics (3 hours); PHA 742, Foundations in Pharmaceutical Sciences (5 hours).
4. Pharm.D./Ph.D. students are required to complete four (4) Advanced Pharmacy Practice Experiences (APPEs) in the areas of Community Pharmacy, Institutional Pharmacy, Inpatient Adult Patient Care, and Ambulatory Care. In addition, students complete four (4) elective experiences, of which two (2) must have a patient-care component, and can register for PHA 696 (Research) over two (2) APPE blocks. A third elective research block may be taken as a ninth APPE. PHA 620 (Pharmacy Review I), PHA 621 (Pharmacy Review II), and PHA 622 (Pharmacy Review III) are also required. See Appendix L for APPE schedule.
5. The student is expected to participate in Graduate Seminar throughout their matriculation and to enroll for credit in the fall semester beginning with the fourth year.
6. Following completion of the third year, the student focuses on the research component of the curriculum. With the exception of the Advanced Pharmacy Practice Experiences, the student should have completed all prerequisite and core courses by this time.
7. Two years in residence at Mercer University. Graduates must be in residence at the time of completion of the dissertation.
8. Payment of all financial obligations to the University.

Grades

For the Doctor of Philosophy student, a grade of satisfactory (S) or unsatisfactory (U) will be awarded for Graduate Seminar 897 and Doctoral Research 899. No other courses 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 Ph.D. and Pharm.D./Ph.D. student in the graduate program is required to complete the PTCP. 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 their teaching related skills and it could help in their pursuit of academic careers. The program runs July 1 – June 30 of each academic year. Completion of the PTCP program is required before the final defense is scheduled and is a must for graduation from the program.

In order to participate, the Ph.D. or Pharm.D./Ph.D student must:

1. Notify the Director of Graduate Programs of their intention of participating in the PSTP by June 15.
2. Meet with their major advisor to determine the appropriate PSTP format/option.
3. Notify the Director of Graduate Programs of the option they will complete no later than September 15.
4. Submit all required PSTP documentation in a folder to the Director of Graduate Programs. Documentation must include:
    a. Cover signature sheet (Appendix M)
    b. Full participation in Mercer Smooth Talkers Club for the entire semester, including proof of attendance from club's Chair
    c. Create a teaching portfolio for a novel course development which includes:
        i. Teaching philosophy
        ii. Faculty, peer, and student evaluations
        iii. Lecture handouts, test questions, and itemized analysis reports
        iv. Reflection of teaching experience including a self-assessment and suggestions for improvement
    d. Teach a series of lectures based on one of the four options below. The student must notify the Director of Graduate Programs, in writing, by September 15 of which option they will complete.
        i. Complete two hours of lecture in any graduate or professional course under the supervision of the course coordinator. Assist course coordinators in three professional or graduate level courses. Aid will include eight hours of helping with class breakout groups, team-based learning sessions, reflection sessions, calculation workshops, assisting in the laboratory, assisting in preparation for class, an instructional aid and other assignments.
        ii. Complete three hours of lecture in any graduate or professional course under the supervision of the course coordinator. Assist course coordinators in two professional or graduate level courses.
        iii. Complete four hours of lecture in any graduate or professional course under the supervision of the course coordinator. Present an oral presentation at a regional, national, or internation meeting.
        iv. Complete three hours of lecture in any graduate or professional course under the supervision of the course coordinator. Present two oral presentations at a regional, national, or international meeting.
    e. Mentoring Program – Graduate students will select a mentor of their choice in the first year of the program. The mentor's responsibilities will include helping the student to adjust to graduate student life, provide tutorship when required, helping the student to begin working in a research

laboratory through assistance with techniques or experimental design. The mentee will evaluate the mentor at the end of each semester using the form found in Appendix N.

Students will be assessed by one or all of the following individuals and/or methods:

i. Director of Graduate Programs
ii. Course Coordinator (Appendix O)
iii. Student's advisor
iv. Course evaluations

Program Expectations

Standards of Performance

Each candidate for the Doctor of Philosophy degree must secure credit for a minimum of 61 semester hours including 26 hours of approved graduate-level coursework and 35 hours of dissertation research.

In securing course credit, Ph.D. students 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. Any student whose earns a grade below B in any course, must inform the Director of Graduate Programs, the Department Chair, and the Major Advisor within 3 days. For any student receiving a grade of F, any possible remediation must be sought within five days. A grade of F is considered to have earned 0 credits by the Registrar and must be re-taken at the next earliest opportunity. Additional details pertaining to specific academic requirements for Doctor of Philosophy students can be found in the College of Pharmacy Catalog and website.

Satisfactory Academic Progress (SAP)

SAP standards ensure that the student is making satisfactory academic progress in the Ph.D. Program or the Pharm.D./Ph.D. Program, regardless of whether they are receiving financial aid or a departmental stipend. SAP is measured at the end of each Academic Year (June 30).

Requirements for SAP are the following:

1. Grade Point Average (GPA). Students must maintain a minimum GPA of 3.0.
2. Progress in Dissertation Research. Students must demonstrate evidence of progress in dissertation research by receiving a score above 3 on at least 5 of the 8 research progress criteria on the annual *Ph.D. Student Assessment Form* obtained from the Director of Graduate Programs. If there is no evidence of progress in dissertation research, the student will be reviewed by the Dissertation Committee.
3. Course Completion Rate. Students must successfully complete 67% of the cumulative attempted credits each Academic Year.
4. Maximum time frame. Students must complete the Ph.D. degree within seven (7) years of being admitted to the Program. Combined Pharm.D./Ph.D. Program students must complete all degree requirements within eight (8) years of being admitted into the combined degree.

Academic Progression

Graduate students should consult the COP Catalog for specific regulations regarding academic progression.

Progression in the Pharm.D./Ph.D. Degree Program is contingent upon satisfactory performance and progress toward fulfillment of the requirements of the Doctor of Pharmacy Degree Program and the Doctor of Philosophy Degree Program. Students admitted to the Pharm.D./Ph.D. degree program are expected to complete

all program requirements. Should a student decide to withdraw from the combined Pharm.D./Ph.D. degree program at any point, they must reapply for admission to either program separately, and if accepted, they must fulfill all requirements of either program individually.

Continuous Enrollment

Unless excused through a leave of absence, a Ph.D. student must register for a minimum of 9 credit hours each semester until all degree requirements, including submission of the final copy of the dissertation, are completed.

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 Graduate Program, they must submit official transcripts 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.

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 M.S. or 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 Preliminary Examinations after two attempts (Ph.D. only)
    4. 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 Director of Graduate Programs.

Residency

A student must be in residence at the time of completion of their dissertation.

Review of Student Activities

Yearly progress reports will be prepared by each student in conjunction with the major professor. These evaluations will be submitted to the Director of Graduate Programs by May 30 of each year. Once the Dissertation Committee is formed, the student will meet at least once a year with that committee and report on the progress and status of the research project.

Timing

Students in the Ph.D. Program should consult the Ph.D. student timetable (Appendix P) to ensure all required components of the degree are completed in a timely manner. Students in the Ph.D. Program must complete all degree requirements within seven years of the initial date of matriculation. Students in the Pharm.D./Ph.D. Program must complete all degree requirements within eight years.

Admission to Candidacy (Ph.D. and Pharm.D./Ph.D. Programs)

Admission to candidacy for the Doctor of Philosophy degree is a promotion of the student to the most advanced stage of graduate study. It provides formal approval to devote essentially exclusive attention to the research and the writing of the dissertation. To qualify for admission to candidacy, the student complete the required application (Appendix Q) and they must have: a) completed all course work listed on the Program of Study Form with a minimum GPA of 3.00; b) fulfilled any conditions set as a prerequisite for admission or any additional departmental requirements, and c) passed the Preliminary Examination and the Research Protocol Oral Presentation.

A Ph.D. student must apply for admission to candidacy following successful completion of the Preliminary Examination and the Preliminary Research Protocol Oral Presentation. Admission to candidacy for the Graduate student must be at least two semesters prior to graduation.

Written Preliminary Examinations (Ph.D. and Pharm.D./Ph.D. Programs)

The purpose of the written preliminary examination is to determine whether the student has been adequately prepared through course work and other activities to undertake an original research project. The breadth and depth of knowledge in the student's chosen discipline will also be examined. This examination will be timed and closed book.

The examination will be administered after completion of all course work and other requirements listed on the Program of Study Form. Approval for the student to undertake this examination must be granted by the Director of Graduate Programs at the recommendation of the major professor.

The examination will be composed of questions compiled by the Director of Graduate and will be composed of topics solicited from department faculty members, related to the core courses and questions solicited from dissertation committee members, related to the selected area of the student.

The examination will be administered by the Director of Graduate Programs or his/her designee. Individuals submitting questions will evaluate the student's performance on his/her own questions. Evaluation will be based on the grading system listed in Appendix R. Final grading decision for the examination rests with the Director of Graduate Programs. A student is judged to have passed the examination if he/she achieves a minimum average score of 75%.

Should the student fail to successfully complete the preliminary examination, a re-examination will be scheduled after not less than 60 days of additional preparation. A student who fails the re-examination becomes ineligible for further graduate study. The examination is administered once a year to all eligible graduate students.

Preliminary Research Protocol (Ph.D. and Pharm.D./Ph.D. Program)

The Preliminary Research Protocol must be presented within two semesters of passing the Written Preliminary Exam. A written proposal describing the student's dissertation project must be submitted to the Dissertation Committee. The NIH guidelines and format must be followed. The proposal should consist of the following components:

1. Title page
2. Abstract
3. Specific aims and purpose of the project
4. Background and significance
5. Experimental plan, including how the results should be treated and interpreted

6. Literature cited
7. Budget

The student will defend the proposal orally before the Dissertation Committee, Department faculty members, and department graduate students and will be evaluated using Appendix S. The written version of the protocol should be submitted to the Dissertation Committee at least 10 days prior to the oral presentation. The defense will generally consist of a 15 to 20-minute presentation followed by questions on the methodology and background material needed by the student to successfully complete the project. Any faculty member may attend this presentation and make suggestions on the research protocol.

Approval of the protocol by the Dissertation Committee is required and will allow the student to formally proceed with research activities on this problem. Final decisions on the proposed research lie with members of the Dissertation Committee. Following Committee approval and incorporation of suggested changes, a copy of the protocol should be filed with the Director of Graduate Programs.

Dissertation and Final Oral Defense

An important requirement for obtaining a graduate degree is completion of an original research project. This research must be conducted under the direct supervision of the student's major professor in consultation with the Dissertation Committee. The research should be of such quality as to result in one or more publications in referred scientific journals (Appendix T).

Preparation of the dissertation must comply with the regulations contained in the Guide to the Preparation of Theses and Dissertations (http://provost.mercer.edu/resources/theses-and-dissertations/). After approval of the dissertation by the Dissertation Committee, the candidate must orally defend the results of the research problem. The oral examination also may include general knowledge questions relating to the major research area of the candidate. One copy of the final draft of the dissertation must be available in the office of the Director of Graduate Programs for review by interested faculty 10 days before the date of the final oral defense. Any faculty member may attend and participate in the final defense. Only members of the Dissertation Committee can vote on the final outcome. The Dissertation Committee will determine the success or failure of the candidate through one of the following actions: 1) pass, 2) provisional pass pending revisions, or 3) fail. A favorable vote of a majority of the members of the Dissertation Committee is required for passing the final oral defense. A student who has failed the final dissertation defense may re-apply to take the final dissertation defense after 30-60 days.

Following successful completion of the final oral examination, the candidate must submit their dissertation online to ProQuest (http://provost.mercer.edu/resources/theses-and-dissertations/) using their MUID and password, and they must meet all the requirements of the Guidelines for Thesis and Dissertation set forth by the University. Additional personal copies may also be submitted at this time for binding. The candidate is responsible for payment of all charges associated with processing the dissertation. Bound copies of the approved dissertation are distributed to the department, the library, and the major professor.

Manuscript Requirement (Ph.D. and Pharm.D./Ph.D. Programs)

All candidates for the Ph.D. degree must demonstrate experience in scientific writing by the preparation and submission of at least one manuscript for publication. The manuscript must be accepted for publication prior to the scheduling of the final oral defense.

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 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.

Campus Life / Student Affairs – Atlanta Campus
(678) 547-6824
http://atlstuaffairs.mercer.edu/
Cindy Strowbridge, Assistant Dean of Students (strowbridge_cl@mercer.edu)
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/
3rd 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.
catering@carlylescatering.com
Cafeteria Building

International Students and Scholars Program
(678) 547-6375
https://international.mercer.edu
Brenda Austrie-Cannaday, International Student Advisor (austrie-cannaday_b@mercer.edu)
Cecil B. Day Hall Building

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 Charles R. Platt (platt_cr@mercer.edu)
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/.

Swilley Library
(678) 547-6280
http://libraries.mercer.edu/swilley
Dr. Jeffrey Waldrop, Dean

Reference: (678) 547-6282 Checkout: (678) 547-6284
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.

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
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.

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 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.

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) and the same password used to access MyMercer.

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.

Wellness and Recreation
(678) 547-6415
http://atlstuaffairs.mercer.edu/wellness/
Karen Reynolds, Assistant Director (reynolds_kr@mercer.edu)
Margie Bowen, Activities Coordinator (bowen_mw@mercer.edu)
Sheffield Center, Lower Level

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.

All student organizations must be open to all students in accordance with federal law. Notable exceptions to this policy include fraternity and sorority organizations and athletic/sporting activities. Additional criteria pertaining to academic level (undergraduate, graduate, or professional school), leadership roles within an organization, and requirements for academic honor societies are permissible if they do not violate federal law.

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) 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.

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 is the official voice of the student body and operates according to its Constitution found in the Student Handbook Appendix A. 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 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 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.

National Hispanic Pharmacists Association (NHPA)
Established in 2018, the mission of the National Hispanic Pharmacist Association is to empower Hispanic pharmacists and other members to improve the health of Hispanic populations in collaboration with public and private sector partners.

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 the 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 2026-2027

Council of Students (COS)
President – Grayson Bateman
President-Elect – Lillian Klein
Secretary – Tiara Richardson
Treasurer – Rendaisha Stewart
Parliamentarian – Leekasey Djedje
Historian – Temitope Salu
Faculty Adviser – Dr. Philip S. Mensah

American Association of Pharmaceutical Scientists (AAPS)
Mercer University Student Chapter Association (MUSCA)
Chair – Anuradha Dey
Chair-Elect – TBD
Vice-Chair – Tanvi Karve
Secretary/COS Representative – Meheli Ghosh
Treasurer – Nisha Shrestha
Faculty Advisors – Dr. Martin D'Souza and Dr. Nasir Uddin

American College of Clinical Pharmacy (ACCP)
President – Phu Nguyen
President-Elect/COS Representative – Sunny Lugue
Secretary– Joshua Nooks
Treasurer/Membership Chair – Halima Frimpong
Fundraising Chair – Christine Nuynh
Marketing/Research Chair – Abigail Negru
Program Planning Chair – Averi Garscia
Service-Learning Chair – Nickeisha Bowen-Campbell
Chapter Meeting Chair – Yasamin Mofrad
Faculty Adviser – Dr. Tyler Boyd

Academy of Managed Care Pharmacy (AMCP)
President – Mary Drury
President-Elect/COS Representative – Taylor Whiteside
Secretary and Service-Learning Chair – Aneysha Cooper
Treasurer and Fundraising Chair – Alana Dillard
Membership and Socia Media Chair – Esha Chaudhary
Pharmacy and Therapeutics (P&T) Competition Chair – Justin Jones
Symposium Chair – Bianca Haslett and Leekasey Djedje
Faculty Adviser – Dr. Jill Augustine

American Pharmacists Association (APhA)
President – Lauren Allen
President-Elect/COS Representative – Tevani Powell
Vice President of Finances – Mackenzie McNitt
Vice President of IPSF – Marjolene Allossogbe
Vice President of Communication – Hannah Dancy
Vice President of Membership – Alyssa Che
Vice President of Patient Care – Aneshya Cooper
Vice President-Elect of Patient Care – Tamariya Hall
Vice President of Policy – Justin Jones

Vice President-Elect of Policy – David Roberts
Operation Heart Chair – Drashtiben Patel
Operation Diabetes Co-Chairs – Emily Bernard and Leen Alrifai
Operation OTC Medication Safety Chair – Jayce Smith
Operation Substance Use Disorder Co-Chairs – Ashley Ooten and Anna Grady
Operation Reproductive Health Chair – Akyla Aiken
Operation Immunizations Chair – Camila Burt
Faculty Advisers – Dr. Jill Augustine and Dr. Maria Thurston

American Society of Health-System Pharmacists (ASHP) / Georgia Society of Health-System Pharmacists (GSHP/SSHP)
President – Susannah Nwuha
President-Elect – Ashley Ooten
Vice President – Tiara Richardson
Secretary – Carol Garrison
Treasurer – Tevanie Powell
COS Representative – Mackenzie McNitt
Fundraising Chair – Halima Frimpong
SOAPe Note Chair – Bianca Haslett
Journal Club Chair – Sarah Manahan
Faculty Advisers – Dr. Lori Dupree and Dr. Kenric Ware

Christian Pharmacists Fellowship International (CPFI)
President – Tiera Allen
President-Elect – Emily Bernard
Vice President – Sierra Powe
Vice President-Elect – Halei Murrell
Secretary – Sarah Owens
Treasurer – Joshua Nooks
Service-Learning Chair – Akyla Aiken
Fundraising Chair – Tamariya Hall
Social Media Chair – Abigail Negru
COS Representative – Thania Allossogbe
P2 Liaison – Deanna Allen
P3 Liaison – Grayson Bateman
Faculty Adviser – Dr. Katelynn Mayberry

Inter-Fraternity Council (IFC)
President – Joshua Nooks
Vice President – Bianca Haslett
Secretary/Treasurer – Temitope Salu
Faculty Adviser – Dr. Philip S. Mensah

Industry Pharmacists Organization (IPhO)
President – Aneshya Cooper
President-Elect/COS Representative – Lena Piccolino
Director of Communications – Kayla Garland
Director of Finances and Fundraising – Christine Huynh
Director of National Engagement – Mary Drury
Director of Professional Programming – Leekasey Djedje
Director of Social Media and Marketing – Lauren Allen
VIP Case Competition Chair – Grace Gipson

Faculty Advisers – Dr. Jill Augustine and Dr. Jenna Bloemer

International Society for Pharmacoeconomics and Outcomes Research (ISPOR)
President – Alyssa Che
President-Elect/COS Representative – Madison Woods
Secretary – Kayla Garland
Treasurer – Ryan Dourron
Historian – Christine Huynh
Faculty Adviser – Dr. Jill Augustine

Kappa Epsilon
President – Mackenzie McNittbatu
Vice President of Committees – Drashtiben Patel
Vice President of Membership – Rachel Celestin
Vice President of Recruitment – Jensen Bury
Secretary – Aneshya Cooper
Treasurer – Erin Lewis
Historian – Lena Piccolino
COS Representative – Erin Lewis
IFC Representative – Aneshya Cooper and Mary Drury
Alumni Liaison – Ashley Ooten
Philanthropy Chair – Lauren Allen
Sisterhood Chair – Rachel Celestin
Social Chair – Alana Dillard
Big Brother Chair – Taylor Whiteside
Breast Cancer Chairs – Drashtiben Patel and Halei Murrell
Ovarian Cancer Chair – Jensen Bury and Mackenzie McNitt
Fundraising Chair – Tiara Richardson
Chaplin – Halei Murrell
Faculty Adviser – Dr. Christine Klein

Kappa Psi
Regent – Leekasey Djedje
Vice-Regent – Joshua Nooks
Secretary – Amarae Ferguson
Treasurer – Phu Nguyen
Historian – Amarae Ferguson
COS Representative – Joshua Nooks
New Member Educator – Phu Nguyen
Newsletter Editor – Amarae Ferguson
Sargeant-at-Arms – Kasmir Conway
Chaplain – Amarae Ferguson
Webmaster – Amarae Ferguson
Alumni Liaison(s) – Paul Kellman, Jr.
IFC Representatives – Paul Kellman and Phu Nguyen
Faculty Adviser – Dr. Phillip Mensah

National Community Pharmacists Association (NCPA)
President – Andrew Kokinda
President-Elect – Jasmine Voigt
Secretary/COS Representative – Kaitlin Thai
Treasurer/Fundraising Chair – Isabella Voigt

Vice-President of Community Outreach – Raniah Al Juboori
Director of Membership/Social Events Chair – Shamiracle Fannin
Faculty Advisers – Dr. Leisa Marshall and Dr. Lincy Thomas

National Hispanic Pharmacists Association
President – Harold Milanes
President-Elect/COS Representative – Isabella Voigt
Vice-President – Jasmine Voigt
Secretary – Mariam Terry
Treasurer – Ilani Lawrence
Faculty Advisers – Dr. Renee Hayslett and Dr. Tonya Pearson

Phi Delta Chi
Worthy Chief Counselor/COS Representative – Bianca Haslett
Worthy Vice Counselor – Janejila Khampha
Worthy Keeper of Records and Seals – Dianna Thai
Worthy Keeper of Finance – Dianna Thai
Worthy Inner Guard – Shah RahmanWorthy Master of Arms – Bianca Haslett
Worthy Prelate – Shah Rahman
Worth Correspondent – Janejila Khampha
Worthy Alumni Liaison– Tuyet Anh Nguyen
COS Representative – Janejila Khampha
IFC Representatives – Dianna Thai and Shah Rahman
Faculty Adviser – Dr. Nader Moniri

Phi Lambda Sigma
President – Khadija Murphy
Vice President – Grayson Bateman
Secretary/COS Representative – Hannah Dancy
Treasurer – Mary Drury
Faculty Adviser – Dr. Angela Nwaeseai

Rho Chi
President – Justin Jones
Vice President/Get SMART Coordinator – Ryan Dourron
Secretary – Grace Gipson
Treasurer – Phu Nguyen
COS Representative/Historian – Mary Drury
Faculty Adviser – Dr. Angela Nwaesei

Student National Pharmaceutical Association (SNPhA)
President – Shamiracle Fannin
President-Elect – Halei Murrell
Vice President – Leekasey Djedje
Secretary/COS Representative – Jayce Smith
Treasurer – Tamariya Hall
Historian – Rendaisha Stewart
Education Chair – Temitope Salue
Fighting Diabetes Chair – Danielle Sutton
Power to End Stroke Chair – Aaliyah Bolden and Semirra Simon
Operation Immunization Chair – Tevanie Powell
Mental Health Chair – Alyssa Che and Bianca Haslett

Remember the Ribbon Chair – Tierra Allen
Bridging the Gap – Vivian Vo
Faculty Adviser – Dr. Kenric Ware

Class Officers – Doctor of Pharmacy

Doctor of Pharmacy—Class of 2027
President – Bryan Morgan
Vice-President – Pamela Issa
Secretary – Jennifer Maldonado-Zuniga
Treasurer – Matthew Henderson
Historian – Young Je Kho
COS Representative – Tina Le
Faculty Adviser – Dr. Mohammed N. Uddin

Doctor of Pharmacy—Class of 2028
President – Rendaisha Stewart
Vice-President – Temitope Salu
Secretary – Susannah Nwuha
Treasurer – Aneree Patel
Historian – Kushi Patel
COS Representative – Janejila Khampha
Faculty Adviser – Dr. Tonya Pearson

Doctor of Pharmacy—Class of 2029
President – Rayna Ramsingh
Vice-President – Halei Murrell
Secretary – Tiara Richardson
Treasurer – Lena Piccolino
Historian – Emily Bernard
COS Representative – Sunny Lugue
Faculty Adviser – Dr. Jenna Bloemer

Honor Council
P4 Honor Council Representative – Misha Ezeagwu
P4 Honor Council Representative – Jayla Coley
P4 Honor Council Representative – Kasmir Conway
P3 Honor Council Representative – Shamiracle Fannin
P3 Honor Council Representative – Samar Usta
P3 Honor Council Representative – Aneree Patel
P2 Honor Council Representative – Mackenzie McNitt
P2 Honor Council Representative – Drashtiben Patel
P2 Honor Council Representative – Vikas Patel
P1 Honor Council Representative (Class of 2027) – Ruhama Mengesha
P1 Honor Council Representative (Class of 2028) – Janejila Khampha
P1 Honor Council Representative (Class of 2029) – Ashley Ooten
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.

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.

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 Cure is also dedicated to raining 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 exceeds 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.

Appendix A

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, who are not on academic probation, who have not violated the Honor Code, and 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 six 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, must not be on academic probation, and free of honor code violations. 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, Parliamentarian, and Historian 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 class (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, who are not on academic probation, and who are free of honor code violations. 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 eligibility prior to the said election with the Associate Dean for Academic and Student Affairs. In case of an unqualified candidate, they shall be asked to withdraw their 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, their email addresses, 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 Academic and 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 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. 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 B

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 Academic and Student Affairs, 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 Associate Dean for Academic and Student Affairs 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 Associate Dean for Academic and Student Affairs. 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 Associate Dean for Academic and Student Affairs.

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 Associate Dean for Academic and Student Affairsin 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 Associate Dean for Academic and Student Affairs 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 Associate Dean for Academic and Student Affairs 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 Associate Dean for Academic and Student Affairs 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 Associate Dean for Academic and Student Affairs with the formal notification of hearing outcome. Access to the written and recorded proceedings will be limited to the Associate Dean for Academic and Student Affairs.

(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 Associate Dean for Academic and Student Affairs 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 Associate Dean for Academic and Student Affairs, 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 Associate Dean for Academic and Student Affairs.

(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 Associate Dean for Academic and Student Affairs. 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 Associate Dean for Academic and Student Affairs 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 C

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

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. Excused absences are approved for days in which there is published student programming only. Excused absences for travel to and from a conference is rarely approved. 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 Director of Student Affairs (Doctor of Pharmacy program) or the Director of Graduate Programs (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 Director of Student Affairs (or Director of Graduate Programs, 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 Director of Student Affairs (or Director of Graduate Programs, as applicable).
4. The Director of Student Affairs (or Director of Graduate Programs, as applicable) will communicate course make-up requirements to the student liaison and to the faculty advisor to the professional organization. The student liaison will disseminate the information 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 Director of Student Affairs (or Director of Graduate Programs, 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 Director of Student Affairs. The student organization treasurer's signature and the Faculty Advisor's signature are required before submitting to the Director of 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 D

Standards of 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 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.

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.

Pharm.D. 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.

Pharm.D. 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.

M.S./Ph.D. Standards of Attire

1. All students are expected dress professionally (business casual) while performing all TA duties, during seminar presentations, etc. Students should dress formally when giving presentations and while at conferences where students are representatives of Mercer University. Jeans, shorts, crop tops, short skirts/dresses, flip-flops, excessively high-heeled shoes, and T-shirts are NOT appropriate.
2. Attire while in the laboratory must conform to OSHA safety standards. Closed-toe shoes should be worn along with clothing that protects the legs and trunk of the body. Shorts, skirts, sandals, high heels, and crop tops are not appropriate attire for a laboratory setting. A lab coat must be worn when conducting experiments. All students should maintain good personal hygiene.

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 Academic and 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 Academic and 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 Academic and Student Affairs.

Appendix E

College of Pharmacy Student Code of Professional Conduct

Changes may be made to the University 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.

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 B.

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 F.

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 Academic and 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 Director of Student Affairs. 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 Academic and 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 Director of Student Affairs for the College of Pharmacy in his/her sole discretion or at the direction of the Associate Dean for Academic and Students Affairs 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 Director of Student Affairs 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), as well as habitual and/or excessive absences and tardiness to learning activities.

i. Upon report of a Minor Infraction, the Director of 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 Director of 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 Director of 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.

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

i. Upon report of a Moderate Infraction, the Director of Student Affairs will meet with the student to discuss the behavior.

ii. In addition, upon report of a Moderate Infraction by the Director of Student Affairs, the Associate Dean for Academic and Student Affairs for the College of Pharmacy will notify the University Vice President and Dean of Students and the Chair of the Professionalism Committee.

   Students are required to report any arrest to the Director of Student Affairs and the Associate Dean for Students 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 Academic and 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.

iii. For subsequent reports of a Moderate Infraction for a specific student during the same academic year, the Associate Dean for Academic and 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 Professionalism Committee will convene to hear the matter pursuant to the terms of this section and render a decision related to the infraction.

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. Upon report of a Major Infraction, the Director of Student Affairs 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 Director of Student Affairs, then the Professionalism Committee will convene to hear the matter pursuant to the terms of this section and render a decision.

   ii. In addition, upon report of a Major Infraction by the Director of Student Affairs, the Associate Dean for Academic and Student Affairs for the College of Pharmacy will notify the University Vice President and Dean of Students and the Chair of the Professionalism Committee.

C. When a charge is made and forwarded to the Professionalism Committee for adjudication, the Director of 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 Chair of the Professionalism Committee and the Associate Dean for Academic and 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 Director of Student Affairs, the Associate Dean for Academic and 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 Director of 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 Associate Dean for Academic and Student Affairs for the College of Pharmacy. Appeals must be in writing, stating the reason(s) for the appeal, and delivered to the Associate Dean for the Academic and Student Affairs 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 considering 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 Director of 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 Director of Student Affairs or the Professionalism Committee.

Appendix F

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 and drug 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 Director of Student Affairs, at the direction of the Associate Dean for Academic and 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 Academic and Student Affairs shall accept the recommendations of the attending health professionals in such cases.
6. The Associate Dean for Academic and Student Affairs will notify the Vice-Chair for Experiential Education of all cases of suspected chemical dependence/impairment as such may affect a student's ability to complete introductory or advanced pharmacy practice experiences in a timely manner. The student may appeal any decision of the Associate Dean for Academic and Student Affairs to the dean. In cases of appeal, the dean's decision is final.
7. 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.
8. Students may be suspected of improperly using and/or abusing drugs based on 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. Impairment (alcohol intoxication or other drug use) while 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

9. A preliminary investigation of available evidence will be undertaken, without involving the suspected student. If in the opinion of the Associate Dean for Academic and 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. The Board of Pharmacy may be notified of the investigational findings. Based on the investigational findings, a student's pharmacy practice experiences may be placed on hold until such time that the Board of Pharmacy can review the case and make a determination regarding the student's pharmacy intern license.

10. The College will:
    a. Establish a liaison with 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. Accept the report of the above addictionologist. If the report indicates the need for treatment, the student shall be required to submit to such treatment at the student's expense.

11. In cases in which outpatient treatment is recommended, the student may be allowed to continue his/her academic program if such is deemed appropriate by the addictionologist and if it is in the best interest of both the student and College. The Associate Dean for Academic and Student Affairs will have the authority to allow the student to continue or not continue his/her academic program, if deemed appropriate. In reaching a decision, major consideration will be given to the report and recommendation of the attending addictionologist.

12. 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 the College from the attending addictionologist as conditions for consideration for readmission to College. Petitions for readmission shall be made to the Associate Dean for Academic and Student Affairs which shall have the authority to re-admit or deny re-admission.

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. These procedures apply to exams administered in classrooms, Office of Access and Accommodations, and other approved locations.

A. Video recording
   All exams will be video recorded.

B. Exam Proctoring Assistance
   All exams will be proctored by faculty and/or approved proctors.

C. Picture IDs and Seating Charts
   All students will be required to bring a picture ID for exams. Exams administered in classrooms will utilize a seating chart (containing the students' names and/or photos) for exam taking. Proctors will ensure the ID, student, and seating chart, as applicable, match.

D. Prohibited Items
   Students are not permitted to wear baseball caps, stocking caps, hoods, or any hat with a brim during an exam. Head coverings considered a part of religious or cultural dress are permitted. Students are not permitted to wear or use any artificial intelligence devices during an exam. Students are not permitted to wear ear buds or headphones during an exam without expressed written approval from the Office of Access and Accommodations.

E. Scratch paper and Starting the Exam
   The following standard procedures will be used for distributing and collecting scratch paper.
   i. Students will be instructed to remove all personal items from the desktop.
   ii. Once students have arrived at the "Stop Sign Screen" in Examplify, scratch paper, if permitted, will be distributed.
   iii. Students will be required to print their name, MUID, and sign all scratch paper indicating they will abide by the Honor Code.
   iv. Once the students are given permission to start the exam, the test proctors will view all students' computer screens to ensure the students are navigating through the assessment.

F. Exam Submission
   The following standard procedures will be used for showing the upload-confirmation message from Examplify:
   i. When a student has completed the exam, the student must remain in their seat and raise their hand for the proctor to verify the "submission complete" screen, i.e., green screen.
   ii. The proctor will verify the test name on the submission complete screen and instruct the student to then press the selection button to navigate back to the "dashboard." The proctor will then verify the student's screen has returned to the "dashboard."
   iii. The proctor will collect the student's scratch paper.

G. Exiting the Exam Room

The following standard procedures will be used for exiting the exam room.

i. When exiting the exam room, students must swipe their bear cards. The bear card swipe serves as a final check that the submission time and exit time are consistent.

ii. All students are advised that course coordinators will be monitoring to ensure that all students who downloaded the examination have successfully uploaded it, as well as verifying start times, submission times, and room exit times.

Appendix H

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 is who unable 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 I

MERCER UNIVERSITY
COLLEGE OF PHARMACY

Curricular Practical Training (CPT) Form:
After completion of 4th Year in residence for PhD Students and
After completion of 2nd Year in residence for MS Students
(Required of ALL Students)

Student Name: _____

Date: _____

CPT Period: From: _____To: _____

Company Name: _____

Contact Person: _____

Company Address & Telephone Number: _____

_____

_____

Company Email: _____

Signature of Major Advisor: _____

Date: _____

Signature of Director of Graduate Programs: _____

Date: _____

Signature of Department Chairperson: _____

Date: _____

NOTE:

1) **ALL Signatures MUST be obtained Prior to planning CPT/ Internship**
2) **Please attach a copy of the CPT Offer Letter to this Form.**
3) **The CPT Offer letter must mention the words "Curricular Practical Training" and NOT a Job offer or an Internship Offer.**
4) **The letter should state the "Start and End Dates" in the CPT Offer Letter**

Appendix J

MERCER UNIVERSITY
COLLEGE OF PHARMACY

Program of Study Form

Name _____ Date _____

Address _____ Degree _____

_____ Major _____

A Program of Study should be submitted to the Office of the Coordinator for Graduate Programs. Candidates for the doctoral degree should submit a program of study by the end of the first year of residence.

COURSE (COLLEGE, NUMBER, NAME)	CREDIT HOURS	GRADE	TERM	YEAR

Other Departmental requirements: _____

_____

APPROVALS	
Major Professor	Date
Director of Graduate Programs	Date

Appendix K

MERCER UNIVERSITY
COLLEGE OF PHARMACY

Thesis / Dissertation Committee Recommendation Form

I recommend the appointment of the members below as the Thesis / Dissertation Committee for:

Name _____ Date _____

(1) _____, Major Advisor & Chair of Student's Dissertation Committee (voting)

(2) _____, Department member voting)

(3) _____, Department member (voting)

(4) _____, Department member (voting)

(5) _____, Non-Department member (voting)

(6) _____, Optional Non-department member (non-voting)

The major professor serves as chair. The committee is charged with the responsibilities of suggesting and reviewing courses in the Program of Study, monitoring the progress of the student, assisting with the preliminary examination, approving the Preliminary Research Protocol, administering the Protocol Oral Presentation and approving the dissertation and final oral defense.

APPROVALS	
Graduate Student	Date
Major Professor	Date
Director of Graduate Programs	Date

Appendix L

Pharm.D./Ph.D. APPE Schedule

Following completion of the third year, the Pharm.D./Ph.D. student focuses on the research component of the curriculum. With the exception of the Advanced Pharmacy Practice Experiences (APPEs), the student should have completed all prerequisite and core courses by this time.

The APPE schedule is to be set in the program of study and verified by the Director of Advanced Pharmacy Practice Experiences. Combined degree students are paid a department Research Stipend of $4,500 each during the summer of their 3rd year after admission into the Pharm.D./Ph.D. program. Pharm.D./Ph.D. program students will complete all APPE rotations by their 6th year in the program. This allows students to conduct laboratory research on a continuous basis, as well as to conduct their TA duties (if they have a TA), during their entire tenure in the program.

Students who schedule more than ONE APPE in any semester, will automatically lose their TA for that semester.

APPE Scheduling for PharmD-PhD Students

Professional Year	Semester	APPE Course (Max 1 per semester)		Other Courses
P3	Summer	One IPPE (3 weeks)	Paid $4,500	
P4	Summer	One Research (Non-Patient Care Elective) APPE.	Paid $4,500	
	Fall	One Any required APPE or patient care elective	Paid TA	
	Spring	One Any required APPE or patient care elective	Paid TA	
P5	Summer	One Any required APPE or patient care elective	Paid TA	
	Fall	One Any required APPE or patient care elective	Paid TA	
	Spring	One Any required APPE or patient care elective	Paid TA	
P6	Summer	One Any required APPE or patient care elective	Paid TA	PHA 620
	Fall	One Research (Non-Patient Care Elective) APPE	Paid TA	PHA 621
	Spring	None	Paid TA	PHA 622

Appendix M

COVER SIGNATURE SHEET
Pharmacy Teaching Certificate Program (PTCP)
MERCER UNIVERSITY COLLEGE OF PHARMACY

1. PHA 743 Foundation in Research (Active Participation every week and attendance in "Mercer Smooth Talkers Club": for the 4-month duration of the course. Attendance sheet from the Chair of the "Mercer Smooth Talkers Club" must be attached as well to the folder). Signature of the course coordinator indicates successful completion.

Course Coordinator _____	Date:
Graduate Program Director _____	Date:

2. Novel course development (Attach the entire description of the course development, the course outline, and your teaching philosophy)
Signatures of the faculty evaluators indicates successful completion.

Faculty Evaluator	Date

3. Instruction / Presentation

a. Lecture (Attach Course Instructor Student Evaluation Form, copies of the lecture slides, and all course material in the folder submitted at the end of the PTCP program)

PHA	Course Coordinator	Date
PHA	Course Coordinator	Date
PHA	Course Coordinator	Date

b. Oral Presentations (**Attach a copy of the abstract(s) and conference attended. Faculty advisor signature is required in the folder submitted at the end of the PTCP program.**

Faculty Advisor	Meeting and location	Date
Faculty Advisor	Meeting and location	Date

4. Graduate Mentoring Program

Graduate Program Director	Date

Graduate Program Director: _____Date: _____

Appendix N

Mentor Evaluation Form

Evaluation of Mentoring Program Year _____

Mentee Name: _____ Mentor Name: _____
****

(To be completed by the mentee, at the conclusion of the year in which this is done)

Directions: Listed below are the intended outcomes of the mentoring program.
Please use the scale below to rate how well the mentoring process has assisted you in achieving these outcomes.

Ranking scale: 1- Excellent; 5- Poor; N/A- not applicable

	How would you rate the mentoring process in each area:	**Please circle:**					
1.	Increasing understanding of academic responsibilities.	1	2	3	4	5	N/A
2.	Developing and improving expertise in teaching.	1	2	3	4	5	N/A
3.	Developing and improving expertise in research.	1	2	3	4	5	N/A
4.	Developing and improving expertise in service.	1	2	3	4	5	N/A
5.	Increasing awareness of funding opportunities for grants and contracts to do research.	1	2	3	4	5	N/A

6. Use the space below to explain any ratings provided or to provide additional information about your experiences with the mentoring program. List the activities that the mentor assisted you with.

Appendix O

Mercer University Pharmacy Teaching Program (PTCP)
Course Instructor Evaluation of the Student participating in PTCP

Item	1	2	3	4	5
How well the objectives represented the content area(s)					
Handouts					
Audio-visual Aids					
Organization of the content area(s)					
Knowledge of the instructor in the content area(s)					
Ability of the instructor to simulation thinking in the content area(s)					
Instructor's concern about the students' comprehension of the area(s)					
Pace at which the materials was presented					
Encouragement of class participation					
How well the exam questions related to objectives					
Willingness of the instructor to discuss content areas outside of class					
Overall teaching ability of this instructor					

1=Poor 2=Less than adequate 3=Adequate 4=more than adequate 5=Excellent

Comments:

Appendix P

Ph.D. STUDENT TIMETABLE

PROCEDURE	TIMING
Interviews (if needed)	Before entering the program
Select a major professor Notify Director of Graduate Programs in writing	Before entering the program
Propose the Dissertation Committee and provide the Dissertation Committee Membership (Form) to the Director of Graduate Programs	By end of first year in residence
Submit *Program of Study* (Form)	By end of first semester in residence
Meet with Dissertation Committee	At least once a year. Prepare and submit the Ph.D. Student Assessment Form and the Annual Activity Report by June 30
Written preliminary examination	Following completion of all requirements on Program of Study form and with permission of major professor
Submits results of preliminary examinations to Director of Graduate Programs within 30 days after the written examination	Results submitted to students within 30 days after Written preliminary examination
Enroll in PTCP program- send email to Director of Graduate Programs of the intent to participate in PTCP.	At the beginning of the third year or beyond. Completion of the PTCP program is required for graduation from the program
Proposal defense schedule	Within two semesters of passing the Preliminary Exam
Submit Dissertation Project Protocol to Dissertation Committee	Following completion of the Preliminary Examination (At least ten days prior to protocol presentation)
Apply for Admission to Candidacy	Following completion of the Preliminary Examination (At least two semesters prior to commencement)
Complete & submit graduation form to registrar	At least one semester before dissertation defense
At least ONE manuscript – must be accepted	Before scheduling final oral defense
Place draft copy of dissertation on reserve in the office of the Director of Graduate Programs and arrange final oral examination date	**At least 10 days prior to final oral defense**
Submit final copy of dissertation to Director of Graduate Programs for final approval and binding	After final oral defense and minimum 4 weeks prior to commencement

Appendix Q

MERCER UNIVERSITY
COLLEGE OF PHARMACY
Application for Admission to Candidacy (Ph.D. program)

A prospective Doctoral candidate must be admitted to candidacy two semesters prior to the date of graduation.

Name _____ Date _____

Address _____ Degree _____

_____ Major _____

I apply for admission to candidacy for the degree indicated above.

I expect that my degree will be conferred:

Signature _____

Certification and Recommendation by Major Professor

- ❑ The Program of Study has been approved.
- ❑ The graduate record of the above named student has been examined. An average of 3.0 has been maintained on all graduate courses taken. No course with a grade below C has been accepted as part of the Program of Study.
- ❑ Any conditions set as a prerequisite for admission or any additional departmental requirements have been completed.
- ❑ Notification that the Preliminary Examination and the Research Protocol Oral Presentation have been passed has been filed with the Director of Graduate Programs.

It is recommended that this student be admitted to candidacy for the degree specified.

APPROVALS	
Major Professor	Date
Director of Graduate Programs	Date

Appendix R

PRELIMINARY EXAMINATION GRADING CRITERIA

(Ph.D. and Combined Pharm.D./Ph.D. Programs)

To establish uniformity in grading the following criteria should be used as guidance in grading examination questions. Items such as time limitations or difficulty of the question should also be taken into consideration when assigning grades.

Grading Criteria

90-100%	Clear mastery of the question; concise organization; depth and scope of discussion appropriate to the question; ability to deal with controversies; evidence of creative insight.
80-89%	Accurate facts; reasonable depth of knowledge; clear understanding of the major issues; well organized; a logical selection of facts in the answer.
70-79%	Answer contains a few factual errors; major issues are covered but not in depth; good organization; just satisfactory answer.
50-69%	Several incorrect facts; cursory coverage of the area; poor organization; answer is only partially correct and lacks accuracy and completeness.
25-49%	Indication of major gaps in the area; very poor organization causing difficulty in following the answer; clear demonstration of misunderstanding of the major points.
0-25%	Does not answer the question; obvious evidence of no understanding of the question or facts.

Students must obtain a minimum average of 75% in the entire exam to pass the Preliminary Examination.

Appendix S

MERCER UNIVERSITY
COLLEGE OF PHARMACY

Evaluation of Ph.D. Preliminary Research Protocol
(Please complete and email to the Major Advisor)

Student Name _____ Defense Date _____

Dissertation Committee Member _____

Proposal Title _____

_____

Please assess the following components of the Preliminary Research Protocol. Any specific changes or revisions that are required should be stated. A section receiving a rating of *Unsatisfactory* or *Less than Satisfactory* must be successfully revised to *Satisfactory* or higher before the proposal will be approved by the Dissertation Committee.

Use the following general key in scoring each section:

1 – Unsatisfactory. Items are not covered or is incorrectly described

2 – Less than Satisfactory. Items are present but are limited in scope and/or writing demonstrates partial understanding of the component; reader is left with significant questions.

3 – Satisfactory. Items are present and addressed clearly.

4 – Good. Items are present and addressed clearly, although not addressed as comprehensively as in the Excellent rating. No gaps are present for which the reader has questions. The writing demonstrates an understanding of the item.

5 – Excellent. All items are addressed clearly and comprehensively. No gaps are present for which the reader has questions. The writing demonstrates a deep understanding of the item.

Evaluation of Ph.D. Preliminary Research Protocol: **Student Name** _____

ITEM	**1**	**2**	**3**	**4**	**5**
Project Summary/Abstract					
Comments:					
Specific Aims and Purpose					
Comments:					
Significance and Background					
Comments:					
Approach (research design, procedures, and analyses to be used accomplish the specific aims)					
Comments:					
Preliminary Studies					
Comments:					
Bibliography/References Cited					
Comments:					
Budget					
Comments:					
Writing Style and Grammar					
Comments:					
Oral Presentation					
Comments:					
TOTAL SCORE: _____					

Required changes and/or Revisions:

Appendix T

MERCER UNIVERSITY
COLLEGE OF PHARMACY
Thesis / Dissertation Defense Evaluation Form
M.S. / Ph.D. (Circle One)
(Complete and email to Major Advisor)

Student Name _____Date _____ Committee Member _____

Title _____

	Unacceptable (1)	Deficient (2)	Acceptable (3)	Very Good (4)	Outstanding (5)
Dissertation/Thesis Components					
Introduction and Rationale SCORE _____	No evidence is provided to support or justify the need for the study. No rationale for the work is provided.	The study rationale is not fully developed. Insufficient evidence for the study is given. Purpose is unfocused.	A case is made for the significance of the work and places the study in context.	Moderately-strong rationale. Purpose is clear and focused.	A strong case for the significance and rationale of the study is provided. Study will contribute to the research literature.
Literature Review SCORE _____	Failed to review literature relevant to the study. No synthesis or critique provided. No logical organization.	Inadequate or incomplete review of the literature. Lacks synthesis of the literature and logical organization.	Literature is relevant to the study and comprehensive. Moderately well organized.	Review of the literature relates the work to previous research, provides a synthesis of literature related to the work and justifies how the work addresses a need or deficiency in the literature. The review is reasonably well organized.	Presents a comprehensive review of literature relevant to the study. The review is well-organized with ideas or topics clearly delineated. There is potential for publication.

Methods SCORE _____	Little or no description of design/approach, methods/procedures, and statistical analyses. Research methods are inappropriate or unclear.	Inadequate description of design/approach, methods/procedures, and statistical analyses	Moderate or excessive description of design/approach, methods/procedures, and statistical analyses.	Sufficient detail and description of design/approach, methods/procedures, and statistical analyses.	Appropriate detail and description of design/approach, methods/procedures, and statistical analyses. Shows exceptional understanding of research methods. A thorough and appropriate plan for the study with validity, reliability, and ethical issues fully addressed.
Results SCORE _____	There is absence of applicable results; tables/figures are absent or inappropriate or incorrectly presented. Statistical analyses are absent.	Some results are not pertinent ; tables/figures are inappropriate or incomplete or are poorly presented. Statistical analyses are absent or inappropriate.	Many of results are presented in a clear and concise manner; tables/figures are generally presented appropriately. Statistical analyses are adequate.	Majority of results are presented in a clear and concise manner; tables/figures are presented appropriately. Statistical analyses are appropriate.	All pertinent results reported and in an exceptionally clear and concise manner; tables/figures are presented appropriately and in a thorough and well-organized manner. Statistical analyses are sophisticated.
Discussion SCORE _____	Limited or no discussion of findings/outcomes of the work. Poor grasp of understanding is displayed. Discussion is poorly organized.	Major concepts are inaccurately described. Large amount of relevant discussion is missing.	Discussion is too brief or major findings need to be more concisely expressed. There are a few inaccuracies or omissions.	Sufficient discussion with few errors. May not be especially engaging or thought-provoking. Main results and findings are reported and organized.	Clear, thorough, and well-organized discussion. Was exceptional, engaging, and thought-provoking. Significant potential for publication.

Conclusion/Summary SCORE _____	Conclusions are not supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are not clear.	Conclusions are not entirely supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are weak.	Conclusions are generally supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are supported by the findings.	Conclusions are appropriately supported by findings/outcomes.	Conclusions are clearly supported by findings/outcomes. Addition of the work to the existing body of knowledge is clearly based on the findings.
Quality of Writing SCORE _____ **TOTAL SCORE** _____	Sentences are poorly constructed and confusing. There are numerous errors in grammar, punctuation, and spelling and a poor understanding of basic writing conventions. The dissertation lacks clarity and does not conform to University Guidelines and the style guide.	There are frequent errors in word choice, grammar, punctuation, and spelling. The writing lacks focus and coherence and is unclear throughout. There are frequent errors in use of University Guidelines and the style guide.	There are several errors in word choice, grammar, punctuation, and spelling. The writing is moderately clear. There is nonuniform use of University Guidelines and the style guide.	Word choice, grammar, punctuation, and spelling are adequate. The writing is precise, logical, and clear. There is correct use of University Guidelines and the style guide.	Word choice, grammar, punctuation, and spelling are excellent. Each sentence is understandable and is written with great clarity and precision. There is correct use of University Guidelines and the style guide.
Comments on Written Dissertation					
Dissertation/Thesis Defense					
Organization	Presentation is disorganized	Presentation is poorly	Some of the	Presented information	Complete and logical

SCORE _____	or information is missing. Too little or too much information presented for time allotted.	organized or some relevant information is missing. Too little or too much information presented for time allotted. Presentation not well paced.	presentation out of sequence. Some problems with the pacing of the presentation.	is essentially complete and relevant. Presented in logical sequence at an appropriate pace.	presentation of information that was very easy to follow. Timing and pace were exceptional.
Originality/ Significance SCORE _____	Project has no significance to the field and will make no contribution. The work lacked creativity or was not new; essentially a duplication of previous work.	Project has little significance to the field and will make little contribution. The work was of limited creativity or originality.	Project has moderate significance to the field and will make marginal contribution. The work was of moderate creativity or originality.	Project has satisfactory significance to the field and will make a good contribution. The work was of satisfactory creativity or originality.	Project has new and innovative ideas and will make an important contribution. The work was very creative or original; explored original topic and produced new outcomes.
Presentation of Results and Discussion SCORE _____	Little or no discussion of project results and outcomes. Displayed poor grasp of information. Conclusions not supported by results or outcomes.	Inadequate discussion of project results and outcomes. Much relevant information missing. Conclusions not entirely supported by results or outcomes.	Adequate discussion of project results and outcomes. Few omissions. Conclusions generally supported by results or outcomes.	Sufficient discussion of project results and outcomes with few to no errors. Conclusions based on results or outcomes are appropriate.	Discussion of project results and outcomes was superior, engaging, and thought-provoking. Conclusions clearly based on results or outcomes.