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

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

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

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

**Table of Contents**

Message from the Dean .................................................................................................................. 4

Calendars .......................................................................................................................................... 4

Mission of the College ..................................................................................................................... 7

Statement of College Goals ........................................................................................................... 7

Vision of the College ...................................................................................................................... 8

Core Values of the College ........................................................................................................... 8

Mission of the Department of Pharmacy Practice ................................................................. 8

Mission of the Department of Pharmaceutical Sciences .......................................................... 8

Graduate Profiles ........................................................................................................................... 9

Academic Administration ............................................................................................................. 11

University/College Policies That Apply to All COP Students ................................................ 16

Doctor of Pharmacy Program Policies ....................................................................................... 41

Doctor of Philosophy Program Policies ..................................................................................... 53

Student Services ............................................................................................................................ 63

Student Organizations ................................................................................................................... 73

Student Organization Officers ..................................................................................................... 78

Class Officers – Doctor of Pharmacy ......................................................................................... 83

Campus Student Organizations and Activities ........................................................................... 84

The Mercer Alma Mater ................................................................................................................. 86

Quick Reference ............................................................................................................................. 87
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix</td>
<td>90</td>
</tr>
<tr>
<td>Chemical Dependence/Impairment Policy</td>
<td>89</td>
</tr>
<tr>
<td>Code of Professional Conduct</td>
<td>93</td>
</tr>
<tr>
<td>Social Media and Social Networking</td>
<td>98</td>
</tr>
<tr>
<td>Council of Students Constitution</td>
<td>100</td>
</tr>
<tr>
<td>Honor Council Constitution</td>
<td>108</td>
</tr>
<tr>
<td>Doctor of Pharmacy Program Technical Standards for Admission, Promotion, and Graduation</td>
<td>120</td>
</tr>
<tr>
<td>Student Records and Right of Privacy</td>
<td>122</td>
</tr>
<tr>
<td>Electronic Test-Taking Procedures</td>
<td>127</td>
</tr>
</tbody>
</table>
Dear Students,

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

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

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

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

Sincerely,

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

Calendars
### Fall 2017
- **Orientation**
- **White Coat Ceremony**
- **Classes Start**
- **COS Fall Picnic**
- **Drop/Add**
- **Labor Day**
- **Residency Showcase**
- **Honors Luncheon**
- **Registration for Spring Begins**
- **Healthcare Career/Interview Days**
- **Thanksgiving Break**
- **Classes End**
- **Last Exams**

### Spring 2018
- **Classes Start**
- **Drop/Add**
- **Martin Luther King, Jr. Day**
- **Spring Break**
- **Van Greene Lecture**
- **Good Friday**
- **Registration for Summer/Fall Begins**
- **COS Spring Picnic/Spring Preview Day**
- **Classes and Exams End**
- **Progression Exam**
- **Pinning Ceremony**
- **Hooding Ceremony**
- **Commencement**

### Summer 2018
- **Session I**
  - **Classes Begin**: May 14
  - **Drop/Add**: May 14-21
  - **Memorial Day Holiday**: May 28
  - **Classes End**: June 22
- **Session II**
  - **Classes Begin**: June 25
  - **Drop/Add**: June 25-July 2
  - **Independence Day Holiday**: July 4
  - **Classes End**: August 3
- **Session III**
  - **Classes Begin**: May 14
  - **Drop/Add**: May 14-21
  - **Independence Day Holiday**: July 4
  - **Classes End**: August 3

### Second Professional Year
- **Community IPPE**: January 8-19, 2018

### Third Professional Year
- **Institutional IPPE**: January 8-19, 2018

### Fourth Professional Year
- **APPE 1**: May 15 – June 16, 2017
| APPE 2   | June 19 – July 21, 2017 |
| APPE 3   | July 31 – September 1, 2017 |
| APPE 4   | September 4 – October 6, 2017 |
| APPE 5   | October 9 – November 10, 2017 |
| APPE 6   | November 13 – December 15, 2017 |
| APPE 7   | January 8 – February 9, 2018 |
| APPE 8   | February 12 – March 16, 2018 |
| APPE 9   | March 19 – April 20, 2018 |
| PHA 650  | April 23 – 27, 2018 |

**Holidays and Special Events**

- May 29: Memorial Day
- July 4: Independence Day
- August 18: White Coat Ceremony
- August 22: COS Fall Picnic
- September 4: Labor Day
- September 29: Residency Showcase
- October 19: Honors Luncheon
- November 9–10: Healthcare Career/Interview Days
- November 20–24: Thanksgiving Break
- January 15: Martin Luther King, Jr. Day
- March 5–9: Spring Break
- March 30: Good Friday
- April 4: Van Greene Lecture
- April 20: COS Spring Picnic
- May 7: Pinning Ceremony
- May 11: Hooding Ceremony
- May 12: Commencement
History of the College

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

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

Mission of the College

The College of Pharmacy of Mercer University seeks to prepare its professional and postgraduate students to effectively contribute to and improve healthcare through excellence in patient-centered care and research.

Statement of College Goals

- Provide an education that is effective, innovative and comprehensive.
- Foster an environment that is caring and responsive toward all constituents.
- Ensure quality of programs through continuous evaluation and improvement.
- Encourage diversity and adhere to the values of the University’s Judeo-Christian heritage while respecting the pluralistic values of our society.
- Provide an environment where students participate in active learning and interprofessional education and develop critical thinking and problem solving skills.
- Foster personal and professional growth and a commitment to lifelong learning.
- Support a highly qualified faculty in their pursuit of teaching, scholarly activity, and service in recognition that these activities are integral components of continuing professional growth.
- Conduct basic, translational, and applied research emphasizing scientific advancement, educational methods, and improving healthcare outcomes.
- Prepare graduates to assume leadership roles in their communities and profession.
- Provide postgraduate education including graduate programs, residencies, fellowships, and certificate programs.
- Participate with other stakeholders in the development of new and improved practice models.
Vision of the College
The College of Pharmacy of Mercer University will be recognized nationally for outstanding contributions to the health sciences in teaching, service, and research.

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

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

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

- Our educational mission is to provide a high quality learning environment to foster learning for professional and graduate students.

- Our research mission is to contribute to the pursuit of knowledge in the pharmaceutical sciences and related fields.

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

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

- Demonstrate in-depth knowledge in biomedical, pharmaceutical, social, behavioral, administrative, and clinical sciences.
- Evaluate biomedical literature to make evidence based clinical decisions and recommendations.
- Solve problems and think critically.
- Pursue life-long professional development.

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

- Seek the authority and autonomy to manage medication therapy and embrace the responsibility to ensure optimal therapeutic outcomes and patient safety as an integrated member of the healthcare team.
- Provide patient-centered and population-based care in multidisciplinary settings to culturally diverse populations.
- Foster the rational use of medication and promote health improvement, wellness, and disease prevention.
- Counsel patients while addressing health literacy.
- Manage human, financial, material, and informational resources.
- Adhere to laws and guidelines regulating the practice of pharmacy.
- Abide by professional and ethical standards of conduct.
- Advocate on behalf of patients and communities to achieve desired health outcomes and improve quality of life.

The MERCER Doctor of Pharmacy graduate will be an essential member of the patient’s health care team. The graduate will:

- Communicate and collaborate with patients, caregivers, healthcare professionals, and qualified support personnel.
- Educate the public and healthcare professionals.
- Serve as the primary resource for unbiased information and advice regarding the safe, appropriate, and cost-effective use of medications.
- Serve as a valued patient care provider whom health care systems and payers recognize as having responsibility for assuring the desired outcomes of medication use.
The MERCER Doctor of Pharmacy graduate will demonstrate the value of the profession to the achievement of health care goals in the community, nationally, and globally. The graduate will:

- Contribute to the elimination of healthcare disparities to benefit individual patients and society and to the achievement of medication-related public health goals.
- Address proactively changes in the healthcare delivery system.
- Participate in professional organizations and advocate for the advancement of the profession of pharmacy and its contributions to society.
- Ensure cost-effectiveness of medication therapy is optimized.

The Doctor of Philosophy graduate of the College of Pharmacy of Mercer University will be able to:

- Demonstrate a comprehensive knowledge of the core areas of the pharmaceutical sciences.
- Successfully conduct all aspects of research in the pharmaceutical sciences.
- Demonstrate knowledge of research methodology in their selected field of the pharmaceutical sciences.
- Demonstrate knowledge of scientific advances in their selected field of pharmaceutical sciences.
- Identify problems in the pharmaceutical sciences and formulate appropriate solutions to these problems.
- Communicate effectively in both written and oral forms.
- Appropriately gather and analyze data using various information technologies.
- Understand the importance of continuing professional development, self improvement, and life-long learning.
- Adhere to professional and ethical responsibilities.
Academic Administration

President, Mercer University
William D. Underwood, J.D.

Interim Dean
Candace W. Barnett, Ph.D.

Associate Dean for Administration
Gina M. Ryan, Pharm.D., BCPS

Associate Dean for Research
Nader H. Moniri, Ph.D.

Assistant Dean for Student Affairs
C. Lea Bonner, Pharm.D.

Chair, Pharmacy Practice
Susan W. Miller, Pharm.D., CGP, FASCP

Vice Chair, Administration
Kathryn M. Momary, Pharm.D., BCPS

Vice Chair, Experiential Education
Christine M. Klein, Pharm.D., FASCP

Chair, Pharmaceutical Sciences
Ajay K. Banga, Ph.D.

Vice Chair, Pharmaceutical Sciences
J. Grady Strom, Ph.D.
Dean's Office

Barnett, Candace W., Ph.D.
Bonner, C. Lea, Pharm.D.
Moniri, Nader H., Ph.D.
Ryan, Gina J., Pharm.D., BCPS
Augustine, Jill, Pharm.D., Ph.D., MPH
Lamb, Robert, MBA
Proctor, Reid
Menard, Terry
Johnson, Genice
Harkrader, Cassidy

(678) 547-6304

Interim Dean
Assistant Dean for Student Affairs
Associate Dean for Research
Associate Dean for Administration
Director of Assessment
Director of Finance and Administration
Director of Learning Technology
Multimedia Designer
Administrative Assistant to the Dean
Program Specialist

Office of Student Affairs and Admissions

Bonner, C. Lea, Pharm.D.
Berry, Jordana, MBA
King, Kaylee
Howard, Dyesha
Foster, MacAnthony

(678) 547-6232

Assistant Dean for Student Affairs
Director of Admissions
Admissions Counselor
Administrative Clerk
Admissions Specialist

Pharmaceutical Sciences

Banga, Ajay K., Ph.D.
Strom, J. Grady, Ph.D.

(678) 547-6237

Chair and Professor; Co-Director of the Center for Drug Delivery Research
Vice Chair and Associate Professor;
Director of the Center for the Advancement of Teaching and Learning
Assistant Professor
Assistant Professor; Director of Assessment
Professor
Assistant Professor
Professor; Director, Graduate Program; Director of the Clinical Laboratory; Co-Director of the Center for Drug Delivery Research
Associate Professor
Associate Professor
Professor Emeritus
Professor Emeritus;
Dean Emeritus
Associate Professor
Associate Dean for Research; Associate Professor
Assistant Professor
Associate Professor; Director of Vivarium
Senior Secretary
Coordinator of Lab Services
Program Specialist
Animal Caretaker

Green, G. Ray, Ph.D.
Hayslett Rowe, Renee, Ph.D.
Holbrook, John M., Ph.D.
Knaack, Jennifer S., Ph.D.
Lopez, Vincent, Ph.D.
Matesic, Diane F., Ph.D.
Matthews, Hewitt W., Ph.D.
Momary, Kathryn M., Pharm.D., BCPS
Moniri, Nader H., Ph.D.
Murnane, Kevin S., Ph.D.
Palaniappan, Ravi, Ph.D.
Brown, Vivienne
D’Souza, Cherilyn
Goff, Mary Catherine
Morris, Frank
Pharmacy Practice (678) 547-6254

Miller, Susan W., Pharm.D., CGP, FASCP
Momary, Kathryn M., Pharm.D., BCPS
Klein, Christine M., Pharm.D., FASCP
Advani, Ashish A., Pharm.D.

Chair and Professor
Vice Chair, Administration and Associate Professor
Vice Chair, Experiential Education and Clinical Associate Professor
Clinical Associate Professor; Director of the Drug Information Service;
Director, Drug Information Residency Program

Anderson, Robert J., Pharm.D.
Augustine, Jill, Pharm.D., Ph.D., MPH
Barnett, Candace W., Ph.D.
Bartling, James W., Pharm.D.
Bonner, C. Lea, Pharm.D.
Chesson, Melissa M., Pharm.D., BCPS
Elliott, Jennifer, Pharm.D., CDE
Gethmann, Amanda, Pharm.D.
Hamrick, Johnathan W., Pharm.D.

Professor Emeritus
Assistant Professor; Director of Assessment
Executive Associate Dean; Professor
Associate Professor Emeritus
Assistant Dean for Student Affairs; Clinical Associate Professor
Clinical Associate Professor
Clinical Assistant Professor
Community Pharmacy Resident (Walgreens)
Clinical Assistant Professor; Director of Introductory Pharmacy
Practice Experiences

Harris, Leslie, Pharm.D.
Jacob, Bobby C., Pharm.D.
Jones, Sade, Pharm.D.
Kim, Rosa, Pharm.D.
Kinsey, Joshua D., Pharm.D.
Liao, T. Vivian, Pharm.D., BCPS
Lorys, Robyn, Pharm.D.
Manigault, Kendra, Pharm.D., BCPS
Marshall, Leisa L., Pharm.D., CGP
Mayberry, Katelynn, Pharm.D.
Metzger, Nicole L., Pharm.D., BCPS
Moye, Pamela M., Pharm.D., BCPS
Newsom, Lydia, Pharm.D.
Nykamp, Diane, Pharm.D.
O’Brien, Kristen, Pharm.D.
Patel, Neil, Pharm.D.
Patel, Sweta M., Pharm.D., BCPS
Peasah, Samuel K., BPharm, MBA, Ph.D.
Proctor, Reid
Rkosos, John, Pharm.D.
Ryan, Gina J., Pharm.D., BCPS
Shogbon, Angela, Pharm.D., BCPS
Syed, Lori H., Pharm.D.

Clinical Assistant Professor
Clinical Assistant Professor
Community Pharmacy Resident (Kroger)
Drug Information Resident
Clinical Assistant Professor; Director, Community Pharmacy
Residency Program
Clinical Assistant Professor
Clinical Assistant Professor; Director of Clinical Skills and Simulation
Laboratory
Clinical Assistant Professor
Clinical Professor
Clinical Assistant Professor
Clinical Associate Professor
Clinical Associate Professor
Clinical Associate Professor
Clinical Assistant Professor
Professor
Clinical Assistant Professor
Fellow (Galt Pharmaceuticals and Center for Clinical Outcomes,
Research and Education)
Clinical Assistant Professor
Assistant Professor; Director, Center for Clinical Outcomes, Research
and Education
Instructor
Professor Emeritus
Associate Dean for Administration; Clinical Professor;
Director of Continuing Education
Clinical Associate Professor
Clinical Assistant Professor; Director of Advanced Pharmacy Practice
Experiences
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tat, Darlene, Pharm.D.</td>
<td>Community Pharmacy Resident (Rite Aid)</td>
</tr>
<tr>
<td>Thurston, Maria M., Pharm.D.</td>
<td>Clinical Assistant Professor</td>
</tr>
<tr>
<td>Belcher, Taylor</td>
<td>APPE Clerk</td>
</tr>
<tr>
<td>Burrows, Dianne</td>
<td>Senior Secretary</td>
</tr>
<tr>
<td>Jackson, Monica</td>
<td>Clinical Skills Coordinator</td>
</tr>
<tr>
<td>Lee, Cynthia</td>
<td>Credentialing Coordinator</td>
</tr>
<tr>
<td>Pledger, Shakia</td>
<td>Administrative Secretary</td>
</tr>
<tr>
<td>Thomas-Barber, Renel</td>
<td>Program Specialist</td>
</tr>
</tbody>
</table>
**Student Policies**

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

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

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

**General Policy**

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

**Academic Honesty**

Academic offenses that constitute violations of the College of Pharmacy Honor Code include plagiarism, cheating, lying and academic theft. Plagiarism is the copying of words, facts, or ideas belonging to another individual without proper acknowledgement. Failure to reference any such material used is both ethically and legally improper. Doctor of Pharmacy students are subject to the conditions and requirements of the Honor Code. The Honor Code is published as part of the Honor Council Constitution in this Student Handbook that is distributed to all students at the beginning of the fall term and made available electronically on the College’s website. Doctor of Philosophy students are subject to the conditions and requirements of the Graduate Honor System. The Graduate Honor System is available on the College’s website.

**Attendance—Class**

Attendance at the College of Pharmacy is a privilege and not a right. Attendance is expected at all scheduled classes, laboratory sessions, reviews, recitations, examinations, practice experiences, experiential meetings, clinical rotations, or other curricular activities. The following policy governs attendance:

Each course coordinator is charged with the responsibility of establishing an absentee policy for his/her course subject to the approval of the Curriculum Committee. This policy must be a part of the course syllabus distributed to students. In those cases in which the professor does not wish to establish an absentee policy, absenteeism cannot be considered in determining the grade for the course.
Student Arrests and Convictions Policy

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

Additionally, the Assistant Dean for Student Affairs will review the nature of the arrest, charge, and/or conviction and make a determination as to 1) whether or not the arrest or charge should be reported to the Georgia Board of Pharmacy, and 2) whether or not the arrest, charge, and/or conviction constitutes a violation of the College’s Code of Professional Conduct and should be adjudicated in accordance with College’s policy.

Attendance—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 one month prior to the meeting, approval from the course coordinator and Assistant Dean for Student Affairs (Doctor of Pharmacy program) or Graduate Program Director (Doctor of Philosophy), to be excused from classes/examinations. In such cases, students will be required to meet the requirements of the course coordinator(s) whose examination(s) was (were) missed to satisfy the requirements for the course(s) involved.

Procedures

These procedures should be initiated in a timely manner so that the entire approval process is completed at least one month prior to the meeting.

1. Student members of the professional organization with plans to attend a meeting will identify among their membership a student coordinator who will compile a list containing the name of the event, the names of all students planning to attend the meeting, and the dates they are requesting to be absent from school. For Doctor of Pharmacy students the list should be organized according to the students’ professional year in the Doctor of Pharmacy curriculum (P1-P4).

2. The student coordinator will make a formal request to attend the professional meeting and provide the above list of names and dates to the Assistant Dean for Student Affairs (Doctor of Pharmacy program) or Graduate Program Director (Doctor of Philosophy), copying the faculty advisor to the professional organization.

3. The Assistant Dean for Student Affairs (or Graduate Program Director, as applicable) will transfer the request and provide the above list of student names and dates electronically to the course
coordinator(s) for affected courses along with the course responsibility form for students attending professional meetings. Professional Development Network faculty advisors will also be provided the list of names.

4. For each affected course, the course coordinator(s) will complete the course responsibility form and return it to the Assistant Dean for Student Affairs (or Graduate Program Director, as applicable).

5. The Assistant Dean for Student Affairs (or Graduate Program Director, as applicable) will provide copies of the completed course responsibility forms to the student coordinator and to the faculty advisor to the professional organization. The student coordinator will disseminate copies of the completed course responsibility forms to the students who plan to attend the professional meeting.

6. 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 Assistant Dean for Student Affairs (or Graduate Program Director, as applicable), the student coordinator, 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 coordinator and obtain a copy of the relevant completed course responsibility forms.

**Student Travel Reimbursement**

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.

*Advanced Clinical Track (ACT)*

Fourth-professional year students traveling to a state or national meeting for the purpose of presenting ACT-related research or work may be reimbursed one-half of the registration fee. The student will be reimbursed by the College as long as published procedures are followed.

*Student Organizations*

The College of Pharmacy provides funding to student organizations to support attendance at one meeting/professional conference annually. Generally, that is for the annual national convention. All students will pay for registration and all associated expenses upfront. Fourth-professional year students are eligible for reimbursement after didactic classes begin in August if the student is attending the meeting/conference to represent the College based on elected service to the national organization. The student organization will be reimbursed by the College as long as published procedures are followed.

*Student Research*

Students traveling to a professional meeting/conference outside of a student organization for the purpose of presenting research, may be eligible for reimbursement of expenses incurred through funds made
available by the Office of Provost. Policies related to request of these funds may be found at: https://provost.mercer.edu/resources/university-student-travel.cfm. Students are required to followed procedures published by the College and University in order to be eligible for these funds. Procedures to follow are published on the College and University website.

**Student Competition**

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 transportation to and from the event, and meals and lodging for up to 2 days/night. The student will be reimbursed by the College as long as published procedures are followed. Procedures to follow are included as an appendix to the Student Handbook.

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

**Student Health Services/Immunization and Insurance Requirements**

Student Health Services (SHS) is designed to provide limited health care and treatments for enrolled students who are actively attending classes at the university. Services include, but are not limited to, treatment of minor illnesses, accidents, providing medication as indicated, and issuing referrals as requested. There is no cost to student for the clinic visit; however, there may be small fees incurred if lab tests, immunizations, TB skin tests, and/or certain medications are deemed necessary. The clinic is currently staffed with a registered nurse, a part-time nurse practitioner (Mondays, Wednesdays, and Fridays), and a physician three times monthly (on Thursdays). Referrals to specialists are made as needed.

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

In the event of a serious illness or accident when the clinic is closed, the student should report to Piedmont Urgent Care by Well Street or the nearest Urgent Care Facility, or to Emergency room for immediate treatment. The student must contact SHS 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 Student Health Services prior to admission if the student will be using an external health insurance policy (non-Mercer policy). Payment for services not covered by insurance, such as lab tests or medications, is the responsibility of the student.
All students are required to complete a Health Information Form to be turned in with proof of required immunizations prior to enrollment. Incomplete or inaccurate information may result in student registration being delayed or blocked. All students living on campus will be required to show proof of the Meningitis vaccine or return a signed Meningococcal Disease Information Acknowledgment form. This is required by Georgia law.

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

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

Cell Phone

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

Chemical Dependence/Impairment

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

Children and Guests on Campus

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

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

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

**College-wide Assessment**

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

**Community of Respect**

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

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

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

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

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

For more information about the Community of Respect, Student Rights, the Campus Code of Conduct and the Campus Judicial Process, please refer to the Atlanta Student Handbook Supplement, available on the web at: [http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm](http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.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://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm](http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm).
Crime Awareness and Campus Security
Mercer University places a high priority on keeping its campuses safe for its students, employees, and visitors. For more information about Crime Awareness and Campus Security at Mercer, please refer to the Atlanta Student Handbook Supplement, available on the web at: http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm.

Disability Policy
All campuses and colleges/schools maintain facilities and make other accommodations for students with disabilities. For more information about Mercer’s Disability Policy, please refer to the Atlanta Student Handbook Supplement, available on the Mercer website at: http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm.

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

Emergency Preparedness

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

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

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

Examinations / Make-Up Exams
Students must report for examinations scheduled. Students seeking permission for a make-up examination due to illness or other emergency should contact the coordinator(s) of the course.
It is the responsibility of the coordinator of each class to describe in the syllabus the course policy for making up examinations. Students with extended illness affecting attendance should notify the Executive Associate Dean (Doctor of Pharmacy) or Graduate Programs Director (Doctor of Philosophy).

**Food in Classrooms**

The consumption of food is not allowed in classrooms or laboratories. Food may be consumed in the Cafeteria and designated spaces in University buildings.

**Fundraising**

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

Grading System and Quality Points

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>Z</td>
<td>Grade Not Reported</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>

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. Only students who have met all degree requirements are eligible to participate.

Academic Regalia

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

Hazing

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

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

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

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

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

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

**Inclement Weather**

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

1. A decision as to whether or not school will be open or closed on the days in question will be made and announced. When official closings are announced, complete information for faculty, staff and students will be recorded on THE MERCER WEATHER HOTLINE—(678) 547-6111. Information about Mercer closings will also be aired on Atlanta area radio and television stations. The official stations are WSB Radio (AM 750) and WSBTV Channel 2. Students can also check the website (www.mercer.edu) for information.

2. If a student feels that conditions are so hazardous that coming to school would pose a danger, he/she is automatically excused from classes even if school should be open. In the event that a student should miss an exam, the professor in charge will give a make-up exam at the officially scheduled time for make-up exams.

3. If necessary, cancelled classes will be made-up on an appropriate Saturday.

**Medical Emergency Procedure**

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

- Notify the MERCER POLICE OFFICE immediately, by picking up a red phone nearest you or by dialing 6911 from ANY campus telephone nearest you. IF THE CALL IS PLACED FROM AN OUTSIDE PHONE, CALL MERCER POLICE AT (678) 547-6358 AFTER PLACING A 911 CALL TO ALERT THEM TO AN EMERGENCY ON CAMPUS. Give the location of the injured person and briefly describe the apparent injury. The MERCER POLICE OFFICE will then dispatch an officer to the scene, who will determine the appropriate emergency service to be notified, and direct any emergency vehicles to the scene on campus. No employee should assume the responsibility of transporting an injured or ill person.

- If there is difficulty in reaching the MERCER POLICE by telephone, send another person to the MERCER POLICE DEPARTMENT. Assist the MERCER POLICE in filling out an injury report after the injured or ill person has been treated.

- Any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.

- Remain with the injured party at all times until professional medical aid arrives. A police officer trained in first aid will be on hand as soon as possible to maintain order and render whatever assistance possible.

- After the injured person has been removed or treated by trained medical personnel, give the police officer on the scene as accurate a description as possible of the apparent cause of the accident and the nature of the injury.
By expediting professional medical treatment through a standard emergency procedure, the victim of a serious injury or illness stands a much greater chance of survival and avoidance of serious after-effects.

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

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


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

**Name Badges**

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

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

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

**Official Communication**

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

**Official Contact Information**

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

**Posting of Materials**

Posting of signs, fliers, bulletins, announcements, etc. upon doors, walls, and windows is prohibited to prevent damage to campus physical facilities.
Bulletin Board Policy: Bulletin boards especially for the purposes of pharmacy student organizations are located in the hall of the Pharmacy Administration/Cafeteria building; bulletin boards for student-related announcements are also located in the Duvall and Teaching, Research and Education Center buildings. Several bulletin boards are designated for specific use. All bulletin boards located in the Duvall and Teaching, Research and Education Center buildings are maintained and monitored by the College of Pharmacy. Students should contact the Assistant Dean for Student Affairs (Office of Student Affairs and Admissions) for questions regarding bulletin boards; the office is located in the Pharmacy Administration/Cafeteria Building, Room 121.

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

Registration

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

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

Course Load

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

Course Changes

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

Residential Living Policy


Resignation from the University

College of Pharmacy students must withdraw from all courses in order to resign officially from the University and must first meet with the Executive Associate Dean or Director of Graduate Program, as applicable. A grade of W is assigned for the courses in which the student was enrolled before withdrawal, if the withdrawal takes place within the time limit prescribed in each semester of the academic calendar.
Without official resignation, a student leaving the University forfeits refunds, and the grade of F is assigned to all courses taken in the semester. Withdrawal from all courses for which a student is registered constitutes resignation from the University.

**Sexual Harassment**

The University is committed to maintaining an environment in which the dignity and worth of all members of the institutional community are respected. Sexual harassment harms the environment the University seeks to maintain and is unequivocally prohibited. Moreover, sexual harassment is a form of sex discrimination and violates Federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or same sex, when the behavior falls within the following definition.

1. **Sexual Harassment (defined as follows):**
   - unwelcome,
   - sexual, sex-based and/or gender-based verbal, non-verbal, written, online, and/or physical conduct.

   Sexual harassment may take the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

   **Quid Pro Quo Harassment is:**
   - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
   - By a person having power or authority over another constitutes sexual harassment when:
     - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational or employment progress, development, or performance.
     - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

   Examples of quid pro quo harassment include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex and/or gender of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

   A hostile environment is created when a reasonable person would find such conduct as:
   - Sufficiently severe, or
   - Persistent or pervasive, and
   - Objectively offensive that it:
     - Unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the University’s educational, employment, social, and/or residential program.

2. **Sexual Assault (defined as follows):**
   A. **Non-Consensual Sexual Intercourse:**
• any sexual intercourse
• however slight,
• of any part of one person’s body with any part of another person’s body or an object,
• that is without consent and/or by force.

Intercourse includes:
• vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, 
tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact),
no matter how slight the penetration or contact (by a man or a woman upon a man or a 
woman).

B. Non-Consensual Sexual Contact is:
• any intentional sexual touching,
• however slight,
• of any part of one person’s body with any part of another person’s body or an object,
• that is without consent and/or by force,

Sexual contact includes:
• intentional contact with the breasts, buttocks, groin, upper thigh, or genitals, or touching 
another with any of these body parts, or making one person sexually touch another person or 
themselves with or on any of these body parts; or
• any intentional bodily contact in a sexual manner (by a man or a woman upon a man or a 
woman).

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

Examples of sexual exploitation include, but are not limited to:
• invasion of sexual privacy;
• prostituting another individual;
• non-consensual observation, either by direct observation or digital, video or audio recording 
of nudity or sexual activity.
• unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual 
activity;
• knowingly exposing someone to or transmitting an STI (Sexually Transmitted Infection) or 
HIV (Human Immunodeficiency Virus) to another person;
• intentionally or recklessly exposing one’s genitals in non-consensual circumstances; inducing 
another to expose his or her genitals.

4. Stalking:
• a course and/or pattern of conduct
• directed at a specific person
• that is unwelcome, and
• would cause a reasonable person to fear for her, his, or others' safety, or to suffer 
substantial emotional distress.

Such conduct includes two or more acts by which the stalker directly, indirectly, or through third 
parties follows, monitors, observes, surveils, threatens, or communicates about a person or 
interferes with his or her property.
5. **Dating Violence:**

   A violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

6. **Domestic Violence:**

   A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

   An "intimate partner" is defined as a current or former spouse of the reporting party, a person with whom the reporting party shares a child in common, or a person who is cohabitating with or has cohabitated with the reporting party as a spouse. It also includes any person covered under the current domestic or family violence laws applicable to the jurisdiction of the infraction.

7. **Gender-based Harassment:**

   Acts of verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, gender identity or expression, but not involving conduct of a sexual nature, when a reasonable person would find such conduct:
   - sufficiently severe, or
   - persistent or pervasive, and
   - objectively offensive that it:
     - unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the University’s educational, employment, social, and/or residential program.

   For example, exclusion from an activity based on sexual orientation or gender identity or persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity may also violate this policy.

8. **Retaliation:**

   Any adverse action taken in response to an individual who has filed a report, testified, assisted, or participated in any manner in an investigation or proceeding under any University Policy (including the academic honor code, student code of conduct, or Sexual Misconduct and Relationship Policy). Retaliation includes intimidation, threats, harassment, or any type of adverse action taken against an individual in the attempt to deter them from addressing, reporting, or testifying on adverse conduct. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.

**ADDITIONAL APPLICABLE DEFINITIONS**

**Reporting Party:** The person making an allegation or report of sexual misconduct or relationship violence.

**Responding Party:** The person against whom the allegation or report of sexual misconduct or relationship violence is made.

**Consent:** Clear, knowing, and voluntary words or actions that gives permission for specific sexual activity. It is active, not passive.
   - Silence, in and of itself, cannot be interpreted as consent.
• Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in sexual activity.
• Consent to any one form or condition of sexual activity cannot automatically imply consent to any other forms or conditions of sexual activity.
• Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
• Once given, consent can be withdrawn at any time.
• Coercion, force, or threat of either, invalidates consent (see Force).
• In order to give effective consent, one must be of legal age, which is 16 years in Georgia.

Incapacitation: A state in which someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
• Sexual activity with someone known to be – or based on the circumstances, should reasonably have been known to be – incapacitated constitutes a violation of this policy.
• Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
• This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, or involuntary physical restraint.

Force: the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or produces consent.
• Coercion is unreasonable pressure for sexual activity.
• Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
• There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual.

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE GRIEVANCE PROCEDURES

Step 1: A Report is Made

Once an individual Reporting Party reports an alleged incident of Sexual Misconduct and Relationship Violence (SMRV) to a University employee, that University employee must immediately notify his or her supervisor, and/or contact the Associate Vice President for Human Resources or designee (herein after referred to simply as the AVP- HR) if the accused individual (Responding Party) is an employee, or the Dean of Students or designee (herein after referred to simply as the Dean of Students) if the accused individual (Responding Party) is a student. The Dean of Students or the AVP-HR will then notify the Title IX Coordinator of the report. The report may also be filed directly with the Title IX Coordinator. If both the Reporting Party and the Responding Party are employees, grievance procedures are outlined in the Non-Faculty Employee Handbook and in Section 2.10 of the University Faculty Handbook.

The Reporting Party will be encouraged to seek out immediate medical care, offered counseling support, and provided the opportunity to file an official report with either campus or local police. However, the Reporting Party has the right to decline to notify the police at this time. Whether the Reporting Party wishes to speak with the police or not, an intake meeting with the Title IX Coordinator, AVP-HR or the Dean of Students will be scheduled as soon as possible. If a Reporting Party is under the age of 18, the circumstances surrounding the report will be evaluated in order to determine whether contact will be made with the parents, legal guardian, and/or emergency contact person.
Step 2: Intake Meeting

Meeting with the Reporting Party. Upon receipt of notice of any allegation of SMRV, the Title IX Coordinator, Dean of Students and/or AVP-HR will schedule an individual intake meeting with the Reporting Party in order to provide to the Reporting Party a general overview of this policy. This intake meeting should include the following:

- The Reporting Party is advised in writing of his or her rights and options under Title IX and offered the opportunity to report the case to law enforcement (with assistance from the University). The Reporting Party is notified that by doing so, the Reporting Party is not obligated to pursue charges against the Responding Party.

- The Reporting Party is advised of the importance of preserving and providing evidence.

- A discussion of the interim measures that can be taken to protect the Reporting Party from contact and/or potential retaliation from the Responding Party or any related organization (see Interim Measures) including his or her right to seek a protective order, a restraining order, a no contact order, or similar lawful order from a criminal, civil or tribal court, and the University’s obligation to help enforce any protective order.

- The Reporting Party is advised of his or her right to have the case investigated by a trained Title IX investigator, and of the University’s obligation to actively investigate the report to the extent made possible by the Reporting Party (see Investigation).

- Upon completion of the investigation, a student Reporting Party is advised of his or her option to have the case evaluated for possible informal resolution or possible student judiciary charges against the Responding Party or to take no further action. (See Resolution below).

- If the Reporting Party does not wish to share any information involving the case at this time, a follow-up meeting should be scheduled after the Reporting Party has had adequate time to process the intake meeting information and their options by the Title IX Coordinator, Dean of Students and/or AVP-HR to obtain written verification of this decision.

Meeting with Responding Party. As appropriate, the Title IX Coordinator, Dean of Students and/or AVP-HR will schedule an initial intake meeting with the Responding Party to provide a general overview of this policy. This intake meeting should include the following:

- The Responding Party is provided with an overview of the allegation against him or her.

- The Responding Party is advised in writing of his or her rights and options under Title IX.

- The Responding Party is advised of the importance of preserving and providing evidence.

- A discussion of the interim measures that can be taken/have been implemented to protect the Reporting Party from contact and/or potential retaliation from the Responding Party or any related organization (see Interim Measures) including his or her right to seek a protective order, a restraining order, a no contact order, or similar lawful order from a criminal, civil or tribal court, and the University’s obligation to help enforce any protective order.

- The Responding Party is provided with a list of on and off-campus resources services.
Interim Measures

The University will take appropriate interim measures as is reasonably practical under the circumstances to support, protect, minimize contact with and/or potential retaliation by the Responding Party or related organizations toward individuals making a report of alleged sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence. These actions will be assessed and/or coordinated by the Title IX Coordinator, Student Affairs, and/or Human Resources professional. Interim measures may include further protective action deemed appropriate concerning the interaction of the individuals, including, but not limited to, directing appropriate University officials to alter the student’s academic schedule, University housing, and/or University employment arrangements.

Mercer Police, the Title IX Coordinator, Dean of Students and/or AVP-HR may impose a "no-contact" order, which typically will include a directive that the parties refrain from having any contact with one another, directly or through third parties, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. When taking steps to separate the Reporting Party and the Responding Party, the Title IX Coordinator, Dean of Students, and/or AVP- HR will seek to minimize unnecessary or unreasonable burdens on either party. Note, however, that this obligation does not preclude the University from evaluating and implementing an interim suspension, if deemed warranted.

Step 3: The Investigation

If the University determines that there is sufficient information upon which to conduct an investigation, the Title IX Coordinator, Dean of Students, and/or AVP-HR will notify both parties on the status of proceeding with the investigation. Upon following up with the Reporting Party and Responding Party, the Title IX Coordinator, Dean of Students, and/or AVP-HR will reiterate the University’s obligation under Title IX and explain the investigative options being utilized.

Trained Title IX investigators will be assigned to the case. The Title IX Coordinator will notify both parties of the investigation and the names of the investigators. The investigators will conduct a full review of the allegations, including interviewing Reporting Party, Responding Party, and available relevant witnesses. If the Reporting Party wishes to have the case investigated without his/her identity disclosed, the Title IX Coordinator, Dean of Students, and/or AVP-HR will discuss the parameters of the investigation and limits with the Reporting Party before proceeding.

The Title IX Coordinator will provide direction and oversight to the investigators to comply with this request. The Title IX Coordinator will retain authority to make decisions regarding the parameters of the investigation. The investigator(s) will compile a summary presented in a written report to the Title IX Coordinator. The Title IX Coordinator will share the report with the Dean of Students for student cases, and the Associate VP for Human Resources for cases involving employees. Investigations will be completed as quickly as possible, and reasonable attempts will be made to comply with the Title IX timeline of a 60 day resolution. However, the length of the process may vary depending on the complexity of the case, the number of witnesses, and extenuating circumstances. The Title IX Coordinator will maintain a copy of the final report.

An official record of the investigation shall be made by the presiding Title IX investigators for internal University use only. The record of the investigation may exist in written or audible form. No transcript or additional recording may be made. Students may request to inspect their record of testimony and case file after the hearing is closed. Records will be redacted to protect other students’ FERPA rights. Investigative interviews are also confidential. Interviews by investigators will not be recorded by anyone other than the University, if the University chooses to record them.

Law Enforcement Related Investigation. If the Reporting Party requests or the University determines to have the case investigated for criminal violations, the case will be immediately forwarded to the appropriate law enforcement agency for review.
Step 4: Resolution

Based on the information available from the Title IX investigation, the Dean of Students in consultation with the Title IX Coordinator for student cases, and the AVP for Human Resources for employee cases in consultation with the Title IX Coordinator, will review the summary and make a decision on how to proceed. A request may be made by the Title IX Coordinator, Dean of Students or AVP-HR for further information or clarification by the trained Title IX investigator before making this determination. This may include additional interviews or statements. The following options are available at this stage:

A. No Further Action. Based on the entirety of the circumstances, the University may choose to take no further action.

If no action is taken, both the Reporting Party and Responding Party (except in cases where the Responding Party is unknown, is not covered by this policy, or the Reporting Party has asked to remain anonymous) will be notified in writing and a copy of the investigation and documentation supporting this decision will be sent to the Title IX Coordinator.

B. Informal Resolution. A Reporting Party who wishes to file a report, but does not wish to pursue Formal Resolution, may request a less formal proceeding, known as "Informal Resolution." Whether this request for an informal instead of formal resolution is granted is at the discretion of the Dean of Students/AVP-HR in consultation with the Title IX Coordinator. Mediation is not an option for SMRV cases. Informal Resolution will be handled by the Dean of Students for student cases, and by the AVP-HR for employee cases, and may include a formal warning about the Responding Party’s behavior, stipulations on contact, educational activities, or other actions as determined by the Dean of Students/AVP-HR. Informal Resolutions will be held as part of the student’s or employee’s disciplinary record, subject to student and employee confidentiality laws.

Any Informal Resolution must be reviewed by the Title IX Coordinator before being finalized. The terms of the Informal Resolution will be communicated to both the Reporting Party and the Responding Party in writing; and, if either party does not agree with the outcome and/or stipulations during the Informal Resolution process, the case may be referred for review under the Formal Resolution process.

C. Formal Resolution. A review is conducted by the appropriate disciplinary process applicable to the Responding Party(s) (student or employee):

For Employees: Within 30 days of receipt of the report of the investigation, the AVP-HR will implement appropriate disciplinary action, up to and including termination, for the employee. The AVP-HR retains the right to request additional information deemed necessary to clarify any questions or issues, and to determine responsibility. The decision of the AVP-HR will be shared simultaneously with both the Reporting Party and Responding Party. A copy will be sent to the Title IX Coordinator for review. If dismissal of a faculty member is recommended by the AVP-HR, faculty members may exercise their rights as outlined in section 2.08 of the Faculty Handbook.

For Student Responding Parties: The case is forwarded for charges and processing under the Student Code of Conduct procedures. For detailed information on how to file charges, options for adjudication, procedures, and Reporting Party and Responding Party rights, consult the Student Code of Conduct.

In the Formal Resolution process for students, both the Reporting Party and Responding Party should be offered the opportunity to be present during the hearing; to make any statements they wish to make prior to concluding the hearing; to have an advisor of their choice present at the hearing or any related meetings; and to submit impact statements. The Reporting Party and the Responding Party will be given
similar and timely notice of meetings and access to materials that will be used in meetings or proceedings.

Mercer University uses the preponderance of evidence (also known as “more likely than not”) as a standard of proof of whether a violation of the SMRV policy occurred.

The hearing body retains the right to request additional information deemed necessary to clarify any questions or issues, and to determine responsibility. The final results of this hearing body will be shared simultaneously with both the Reporting Party and Responding Party. A copy will be retained in the Title IX Coordinator’s records.

**SANCTIONS (applies to students only)**

If a violation of this SMRV Policy is found, the determination of sanctions is made in light of the unique facts and circumstances surrounding each individual case and the previous conduct history of the student. Students found responsible for violations(s) of the Student Code of Conduct will be subject to sanctions that include, but are not limited to, one or more of the following:

- **Warning:** Formal written notice to the student and official recognition that a violation has occurred.
- **Counseling Assessment:** A recommendation to be evaluated by psychological services to help the student deal more effectively with his/her conduct issue.
- **Community Service:** Performance of a preapproved service location for a prescribed number of hours to the local or University community.
- **Creative/Educational Sanctions:** Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, research papers and other educational activities related to the violation.
- **Restriction:** The withdrawal of specified privilege(s) for a definite period of time. Restrictions may include, but are not limited to requirements such as: not entering certain areas of housing or the campus, not contacting a certain individual or group, or not operating a motor vehicle on campus. Students may also be restricted from holding office in any student organization or participating in some activities.
- **Fines:** Not to exceed $150 per individual or $150 per individual member of an organization.
- **Restitution:** A payment of financial injury in cases involving theft, destruction of property or deception.
- **Probation:** A period of time during which any further violations of the Student Code of Conduct may impact or jeopardize the student’s status in a specific manner. The four types of probation that can be imposed are as follows:
  - **Conduct Probation.** A specified period of time in which any future violations of the Student Code of Conduct can result in increased sanctions being imposed that exceed those of a student who is not on conduct probation.
  - **Housing Probation.** A specified period of time in which any future violations of the Student Code of Conduct will result in the termination of housing privileges and access to any University-owned housing facilities.
  - **Social Probation.** Notice to an organization or student that all or a portion of social functions must cease for a designated period of time.
  - **University Probation.** A specified period of time during which any further violation of the Student Code of Conduct may result in suspension or expulsion. As part of this probation, students may be restricted from holding certain leadership positions or participating in some activities.
- **Forced Change of Residence.** The temporary or permanent relocation of a student within housing.
- **Eviction from University Housing.** Permanent removal from the housing system.
- **Suspension.** The termination of the student’s attendance or an organization’s representation at the University for an indefinite or specified period of time. A suspension
means that students may not be on University property or that an organization is prohibited from being recognized at any time without prior approval from the Vice President for Student Affairs or designee. Stipulations may be applied to either the student or organization as a condition for ending the suspension.

- Expulsion. The permanent separation of the student from the University.
- Deferred Degree. The holding of an academic degree for a specified period of time with or without conditions.
- Withholding Degree. The withholding of a student’s diploma for a specified period of time and/or denying a student participation in commencement activities if the student has a grievance pending, or as a sanction if the student is found responsible for an alleged violation.
- Revocation of Degree. Revoking a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**Step 5: Appeal**

Either party may appeal the results of the resolution process. Both parties will be informed simultaneously, in writing, of the procedures for appealing the results.

If both the Reporting Party and the Responding Party are students, appeals should be handled in accordance with the Student Code of Conduct and directed to the Dean of Students within three (3) working days after receipt of the written results.

If the Responding Party is an employee, appeals from either the Reporting Party or Responding Party should be directed to the Executive Vice President for Administration and Finance within ten (10) working days after receipt of the written results.

**Grounds for Appeal**

Any such appeal shall be in writing and shall state the grounds for the appeal. Grounds for appealing the results are:

1. A significant error in adhering to Mercer’s procedural process, which prejudiced the accused to the extent that the student was denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the verdict or sanction will be considered.

2. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision.

3. The imposition of sanctions which are disproportionate to the offense.

For cases where the Responding Party is a student, the Dean of Students shall make a decision. The Dean of Student’s decision is final.

For cases where the Responding Party is an employee, the Executive Vice President for Administration and Finance shall make a decision within 30 working days of receipt of the appeal. The Executive Vice
President’s decision is final.

Both parties will be notified simultaneously, in writing, about any changes that occur prior to the time the results become final and the outcomes of any appeal. A copy will be sent to the Office of Human Resources for faculty and staff, and to the Title IX Coordinator. A copy will be sent to the Dean of Students for students and to the Title IX Coordinator. The University will follow the law in protecting the Reporting Party’s and Responding Party’s privacy. The University will protect Reporting Party privacy, including publicly available records, and will withhold Reporting Party identity to the extent permissible by law.

Additional Information and Resources

Mercer University takes the issue of sexual, domestic, and dating violence seriously; and annually offers a variety of prevention, training, and education programs aimed at creating awareness and increasing safety for our community. For information on these programs, as well as information and resources related to bystander intervention programs, warning signs of abusive behavior, and other safety tips, contact the Title IX Coordinator at (478) 301-2788. It is imperative that Reporting Party of any of the above offenses take immediate steps to preserve evidence after an incident occurs, and report the violation immediately.
**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.

**Tobacco Use Policy**

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

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

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

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

**Traffic Regulations and Parking**

*Registration and Decals*

The Mercer Police are responsible for parking enforcement at Mercer University. All vehicles must be registered each year and each vehicle must display a parking decal (provided at no cost). You can register vehicles 24 hours a day, 7 days a week at the Mercer Police Department. You must provide your tag number to obtain a decal. If your car or tag number changes, you must notify Mercer Police the next business day. **ALL DECALS MUST BE PLACED ON THE LOWER FRONT WINDSHIELD ON THE DRIVER’S SIDE.**
Handicapped Parking
Mercer does not issue handicapped access parking decals. If you are permanently or temporarily disabled and require handicapped access, you must see your doctor about getting a permit issued by the State of Georgia. Your vehicle must be registered with Mercer Police even if you possess a handicapped permit. Drivers authorized by the state to use handicapped parking spaces can park in any area with a properly displayed state permit.

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

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 1 year term, with the exception of the Associate Director of 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 5 business days of receiving a ticket. The student will be notified of the time and place of the next meeting. Students appealing a ticket are required to attend this meeting.

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

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

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

The Doctor of Pharmacy Program is accredited by The Accreditation Council for Pharmacy Education (ACPE), 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810; telephone (312) 664-3575; 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 (http://www.acpe-accredit.org/complaints/default.asp). The standards and procedures for filing a complaint with ACPE are included on the ACPE website.

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

**Leave of Absence/Resignation**

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

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

A Doctor of Pharmacy student who is not attending classes at the time of withdrawal is required to meet with the Executive Associate Dean to officially resign from the University.

**Return from Leave of Absence**

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

All required courses for the Doctor of Pharmacy program are audio and video 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. Students are expected to follow the Electronic Test Taking Procedures outlined in the appendix.

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. Students accepted into the Program are responsible for promptly reporting any future charges or the outcome of pending charges to the Assistant Dean for Student Affairs. If accepted into the program, our determination related to findings on the initial or subsequent criminal background check or drug screening does not guarantee that State Boards of Pharmacy will view the findings similarly. Students accepted into the program have the right to review their criminal background check and drug screening reports for accuracy by contacting the institution/company/agency conducting the search.

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

Enrolled Students

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

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

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

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

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

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

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

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

**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**

1. Completion of the Doctor of Pharmacy curriculum (totaling 149 semester hours) with a passing grade in each course and with a 2.0 cumulative grade point average and successful completion of professional engagement program requirements.

2. Thirty-six months’ residence in an accredited college of pharmacy, the final eighteen months of which must be completed at the College of Pharmacy.

3. Recommendation by the faculty of the College of Pharmacy.

4. Payment of all financial obligations to the University.

**Grade Appeal Procedure**

A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. Concerns may relate, but are not limited to: failure to abide by stated requirements described in the course syllabus, 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 within 30 days following the date that grades are posted online by the Registrar’s Office. The appeal should be completed within 60 days following initiation of the process.

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.

3. If the appeal is not resolved by the faculty member, the student may present it in writing to the appropriate department chairperson. The department chairperson will render a decision in writing.

4. If the appeal is not resolved by the department chairperson, the student may present it in writing to the chairperson of the Academic Performance and Standards Committee. The committee will render its decision in writing.
5. If the appeal is not resolved by the Academic Performance and Standards Committee, further appeal rights are limited. The student may present the appeal in writing to the Executive Associate Dean. This must be done within 10 days of the committee’s decision. The appeal must specify the grounds, as well as supporting facts and arguments. Disagreement with the substance of the committee’s decision shall not be an appropriate ground for appeal at this level. In reviewing the appeal, the Executive Associate Dean will limit review to alleged failure to adhere to procedures, rules and regulations governing the appeal process or new information that was unavailable to the Academic Performance and Standards Committee at the time of its determination. The Executive Associate Dean will render a final decision in writing.

6. Written documentation as it relates to the grade appeal will be maintained by the Executive Associate Dean.

Graduation with Honors

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

Immunization and Insurance Requirements

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

- Two MMR (Mumps, Measles, Rubella) vaccines (administered after 12/31/79)
- Tetanus/Diphtheria/Acellular Pertussis adult booster (Tdap) or current Tetanus/Diphtheria (Td) adult booster if student has previously received Tdap booster.
- Two Varicella vaccines or positive Varicella Zoster IgG titer report that shows immunity to Varicella.
- Hepatitis B series of vaccines in sequence (0, 1, and 6 months) and positive Hepatitis B Surface Antibody Quantitative titer report that proves immunity to Hepatitis B.
- A negative Mantoux 5TU PPD tuberculin skin test performed within six months prior to matriculation. In the event of a positive PPD, documentation must be provided of a normal chest x-ray within six months prior to matriculation. All Pharm.D. students are required to have an annual tuberculin (TB) screening while enrolled.
The University requires all students to maintain health insurance coverage. In order to enforce this policy, all students are automatically enrolled and charged for health insurance each semester. This health insurance is provided by the University’s sponsored student insurance plan. Students are provided the opportunity to waive the student insurance coverage and have this charge removed from their Mercer bill each semester if satisfactory evidence is submitted proving that primary health insurance coverage exists (through the Core Management website: https://studentplan.corehealthbenefits.com/mercer/StudentHome.aspx).

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

**International Students and Internships**

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

1. You must have been in the program for nine (9) months, be in good academic standing, and have F-1 visa status.

2. Offer of a CPT/Internship must be on company letterhead and must include the following
   a. Must be in field of study
   b. Specific offer of internship
   c. Must have a beginning and end date
   d. Must state full-time or part-time
   e. Must state description of internship (what you will be doing)
   f. Contact person (supervisor, etc.)
   g. Must state the expected outcome of internship
   h. Cannot be full-time during any registered period of study
   i. 20 hours a week part-time and cannot be accumulated (for example, 30 hours one week and 10 hours one week)
j. Letter of authorization/approval from (must complete CPT/Internship Form with ALL signatures) Ph.D. student: major advisor, Graduate Program Director, and Department Chair

k. Must not interfere with academic program

3. Ph.D. students may avail of the internship only once during their tenure at Mercer.

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

Professional Appearance/Attire

Students who attend Mercer’s Doctor of Pharmacy Program should be aware that the College expects all students to maintain a neat and clean appearance.

As a College whose students are preparing primarily for careers in the health profession, objection is raised concerning students whose appearance is unkempt. During any time when participating in off campus experiential settings, all students are required to wear appropriate attire to that specific setting.

Program Expectations

*Standard of Performance:* Each candidate for a Doctor of Pharmacy degree must secure credit in the approved courses of the Pharmacy curriculum totaling 149 semester hours. In addition to the didactic curriculum, students are required to complete eight advanced pharmacy practice experiences. In securing this credit, each candidate must have a grade point average (GPA) of at least 2.0. Should a course be repeated for which a passing grade has been previously received, and the repeated grade is F, the course requirement for the curriculum has been satisfied.

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

*Academic Progression:*

Doctor of Pharmacy academic progression is defined as:

1. A minimum cumulative grade point average of 2.0; successful completion of all first professional year courses and professional engagement program requirements, and passing the P1 comprehensive progression examination are required for entry into the second professional year.

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

_Summer Remediation:_

Summer remediation is only open to first, second, and third year Doctor of Pharmacy students who have previously failed a required course.

For a student who fails a required course during the fall or spring semesters, an equivalent course outside the College’s traditional Doctor of Pharmacy program will be sought for completion during the summer subject for review and approval by the course coordinator, the coordinator’s department chair, and the dean.

In the event an equivalent course is not available, the course will be offered in the summer by the College of Pharmacy. The course must fulfill the same curriculum outcomes as during the regular academic year; however, the teaching plan, including methodology and daily schedule may vary as determined and documented by the course coordinator and the coordinator’s department chair.

A student may repeat only one course one time at another school or via summer remediation. Additional failed courses must be retaken during the subsequent academic year.

_Probation/Dismissal:_

A Doctor of Pharmacy student who makes an F or U in a course will be placed on probation until the course is successfully remediated. Any student who makes a second F or U in a course will be placed on academic dismissal.

Any Doctor of Pharmacy student who has been placed on academic dismissal may petition for readmission.

1. A dismissed student may petition the Academic Performance and Standards Committee.

2. The Committee will investigate the circumstances of dismissal.

3. If the student is readmitted by the Academic Performance and Standards Committee, there will be placed upon the readmission certain conditions and requirements designed to aid the student in attaining good standing within the College.

4. Breach of conditions or requirements will result in permanent dismissal of the student.

5. Any student who makes an F or U in a third course will be permanently dismissed.

6. The Committee will inform the faculty regarding its actions.

7. The decisions of the Committee may be appealed to the Executive Associate Dean.
Registration

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

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

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

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

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

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

5. Enrollment in the course must have the approval of the graduate program director.

6. Students will receive only professional-level credit for such courses.

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

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

Class Auditing Regulations:
An auditor is assumed to be seriously interested in the course being audited. An official entry of the audit on the student’s permanent academic record will be made only if the student attends 75 percent of the classes.

A full-time Doctor of Pharmacy student may audit any course with the consent of the instructor and the approval of the Executive Associate Dean for which he/she is eligible to register. There is no special audit fee for full-time students.

Doctor of Pharmacy students not enrolled on a full-time day basis may audit appropriate courses with the consent of the instructor and the Executive Associate Dean. The auditing fee for such auditors is one-half the tuition per semester hour plus a one-time application and matriculation fee.

Audited courses do not carry academic credit. An auditor is not responsible for daily assignments, tests, projects or examinations. Any student currently enrolled and in good standing at a college of Pharmacy or holding a Bachelor of Science degree in Pharmacy or a Doctor of Pharmacy degree may change an audit to a credit course only during the prescribed period for course changes. The student must have the approval of the instructor and the Executive Associate Dean and pay all applicable fees for the course taken for credit.

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

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

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

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

Withdrawal from an International Practice Experience will cause the student to forfeit his/her stipend.

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

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

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

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

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

Student PDN members are expected to:

- Communicate with their faculty advisors and alumni mentors using the electronic Canvas platform, Mercer email system, and face-to-face meetings.
- Participate in required PDN activities including submission of reflection/projection documents in the Canvas platform.

Faculty Advising

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

- Provide advising and mentoring to students regarding academic and professional issues.
- Communicate with their advisees using a combination of Canvas, Mercer email, and face-to-face meetings.
- When practical, attend on campus events designed for the PDN.
- After a suitable period of association, consider serving as a reference for students seeking internships, employment, residencies, etc.
Student Complaints Policy

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

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

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

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

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

To initiate a formal complaint, the student submitting the complaint must provide a written, signed and dated statement and provide their full contact information to the College’s Executive Associate Dean. The complainant must provide adequate details regarding the exact nature of the complaint in order to facilitate further processing; additional information may be required before any action can be taken. To initiate a formal grade appeal/complaint, students should refer to and follow the steps outlined in the policy regarding Grade Appeals found in the College’s Student Handbook. If a complaint is course- or instructor-related, the student should refer to the procedures outlined in the previous section titled “Course-related Complaints”.

54
The Executive Associate Dean will review formal complaints upon receipt. The complaint will be forwarded to the appropriate committee or administrative office for information, advice and/or response. Complaints may require meetings or hearings with the person submitting the complaint, College faculty and/or staff, or other members of the University administration. The person submitting the complaint will receive a response or update from the appropriate committee or administrative office within 45 days. The time sensitivity of complaints will be taken into consideration. The outcomes of complaints may be appealed to the Executive Associate Dean. The Executive Associate Dean will subsequently make a decision regarding the complaint. The Executive Associate Dean will maintain securely all complaints and written documentation of actions related to the complaints.

_Procedures for ACPE Complaints_

For information related to ACPE Complaints please refer to the Accreditation section of this _Student Handbook_ (page 41).

**Student Employment**

Students enrolled in the Doctor of Pharmacy degree program are expected to devote their maximum efforts to successful completion of the professional curriculum. The College does not discourage part-time employment provided it does not conflict with the student’s ability to maintain satisfactory academic performance. Employment is not a consideration when scheduling classes, laboratories, reviews, recitations, examinations, practice experiences, experiential meetings, or other curricular activities.

**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 the appendix of this _Student Handbook_.


**Doctor of Philosophy Program Policies**

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

**Absence/Resignation**

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

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

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

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

**Degree Requirements**

1. Completion of a minimum of 70 semester hours in the Doctor of Philosophy curriculum, including 35 hours of approved graduate-level coursework and 35 hours of dissertation research, with a 3.0 cumulative grade point average.

2. Successful completion of preliminary research protocol, preliminary examination, and successful completion of an original research project as evidenced by submission of the written dissertation and successful oral defense.

3. Two years in residence at Mercer University. Graduates must be in residence at the time of completion of the dissertation.

4. Payment of all financial obligations to the University.
Grading

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

Pharmacy Teaching Certificate Program (PTCP)

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

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

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

International Students and Internships

There are several requirements that must be met for international students to be eligible for CPT/Internship at Mercer University College of Pharmacy.

1. You must have been in the program for nine (9) months, be in good academic standing, and have F-1 visa status.

2. Offer of a CPT/Internship must be on company letterhead and must include the following:
   a. Must be in field of study
   b. Specific offer of internship
   c. Must have a beginning and end date
   d. Must state full-time or part-time
   e. Must state description of internship (what you will be doing)
   f. Contact person (supervisor, etc.)
   g. Must state the expected outcome of internship
   h. Cannot be full-time during any registered period of study
i. 20 hours a week part-time and cannot be accumulated (for example, 30 hours one week and 10 hours one week)

j. Letter of authorization/approval from (must complete CPT/Internship Form with ALL signatures) Ph.D. student: major advisor, Graduate Program Director, and Department Chair. Pharm.D. student: Assistant Dean for Student Affairs

k. Must not interfere with academic program

l. Ph.D. students may avail of the internship only once during their tenure at Mercer.

Students can pursue the internship in the summer semester towards the end of their fourth year or later.

For more information about Mercer’s International Student Policy, please refer to the Mercer University Student Handbook available online at [http://www2.mercer.edu/Provost/StudentHandbooks.htm](http://www2.mercer.edu/Provost/StudentHandbooks.htm).

Program Expectations

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

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

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

A. Academic Warning—A student will be placed on academic warning the first term that their semester or cumulative GPA is below 3.0, or if the student fails to attain a minimum grade of B or S in a graduate-level course. Additionally, a student will be placed on academic warning if the student fails to attain a minimum grade of B in an undergraduate course offered by the Department of Pharmaceutical Sciences.

B. Academic Exclusion—A student may be permanently excluded from the Ph.D. program for:

1. failure to maintain a cumulative GPA of 3.0 following previous academic warning; or
2. obtaining a grade lower than a B or a grade of U in more than two graduate-level courses; or

3. failing to pass their Preliminary Examinations after two attempts; or

4. obtaining a grade of lower than a B in more than two undergraduate courses offered by the Department of Pharmaceutical Sciences.

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

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

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

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

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

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

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

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

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

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

The final choice of a major professor will be contingent upon the mutual consent of the student and that faculty member. The faculty member will notify the Graduate Program Director of the student’s decision. The Graduate Program Director will inform the Graduate Coordinator of the selection of the major professor. A change of the major professor for justifiable reasons is possible.

The major professor will:

1. aid in the selection of coursework based on the student’s background;

2. serve as chair of the Student Advisory Committee (SAC) 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;

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

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

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

The major responsibilities of the SAC are:

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

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

Auxiliary Services/Bear Card  
(678) 547-6144  
[http://departments.mercer.edu/auxiliary/](http://departments.mercer.edu/auxiliary/)  
Pharmacy Administration/Cafeteria Building, Lower Level (next to Bookstore)  
Monday–Thursday, 10:00 a.m. – 5:30 p.m.; Friday, 10:00 a.m.–2:00 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  
Pharmacy Administration/Cafeteria Building, Lower Level  
Tuesday - Thursday, 10:00 a.m.–6:00 p.m.; Friday, 10:00 a.m. - 2:00 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/](http://bursar.mercer.edu/atlanta/)  
104 Davis Administration Building  
Monday–Wednesday, 9:00 a.m.–5:00 p.m.; Thursday, 9:00 a.m.–1:00 p.m., Friday, 9:00 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.
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](http://AtlStuAffairs.mercer.edu/housing).

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

Career Services
(678) 547-6023

Maureen Sweatman, MBA, M.Div., Director of the Center for Career and Professional Development
(sweatman_ma@mercer.edu)

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.

Internship opportunities and career resources are available online at [http://www.mercerprofessional.org/](http://www.mercerprofessional.org/). Career opportunities are available through various resources including online databases, career fairs and networking events. All students are encouraged to participate in annual Career Day events.

Counseling Center
(678) 547-6060
[http://atlstuaaffairs.mercer.edu/shac/counseling-services.cfm](http://atlstuaaffairs.mercer.edu/shac/counseling-services.cfm)
Bates Canon, LPC, Director, Student 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.

Location: Pharmacy Administration / Cafeteria Building

Hours: Mercer Atlanta Cafeteria (MAC) Monday - Friday 7:00 a.m. - 2:00 p.m.
Starbucks Coffee (in MAC) Monday – Friday 7:00 a.m. – 3:00 p.m.
Evening Carts (ACC Bldg. & BE Bldg. Room 116) Monday – Thursday 4:00 p.m. – 8:00 p.m.
Hours of operation subject to change due to holidays and class schedules

Contact: Mary Atkinson, Catering Coordinator, (404) 872-4231, catering@carlylescatering.com

International Students and Scholars Program
(678) 547-6375
Brenda Austrie-Cannaday, International Student Advisor (austrie-cannaday_b@mercer.edu)
Cecil B. Day Hall Building
PLEASE CALL FOR AN APPOINTMENT

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

International students who have questions or concerns are welcome to visit the International Programs Office anytime during their educational career at Mercer University. This office works closely with all departments of the University to ensure that international students’ needs are met and that they are compliant with immigration requirements.
Mercer Police
(678) 547-6358 ~ EMERGENCY NUMBER: (678) 547-6911
Major Willie Woolfolk, Associate Director (woolfolk_w@mercer.edu)
Pharmacy Administration/Cafeteria Building, Lower Level

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

Parking decals can be obtained at the Police Department. All students/faculty/staff members must register their vehicle(s) with the Police Department and place their decals on their vehicle(s). Residential students can pick up their decal through the Campus Life office. There is no charge for the parking decal. Decals enable you to park anywhere on campus except for visitor, handicap (unless you have a handicap decal), cycle and restricted parking areas. Parking at the on-campus apartments is restricted to residential students.

Registrar’s Office
(678) 547-6263
http://registrar.mercer.edu/atlanta/
Diana Hill, Registrar—Atlanta Campus
102 Davis Administration Building
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
Lance Fussell, Associate Director of Financial Planning (fussell_lg@mercer.edu)
1st Floor Davis Administration Building
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/.

Student Health Services
(678) 547-6130
Fax: (678) 547-6054
http://atlstuaffairs.mercer.edu/shac/health-services.cfm
Bates Canon, LPC, Director, Student Health and Counseling (canon_ab@mercer.edu)
Linda Johns, RN, BS, Assistant Director (johns_la@mercer.edu)
Yvonne Williams, Administrative Assistant (williams_y@mercer.edu)
206 Sheffield Center
Clinic Hours are Monday–Friday, 8:00 a.m.–4:00 p.m.

Student Health Services (SHS) 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.

Student Health Services is currently staffed by a registered nurse, a family nurse practitioner 3 days a week (Monday, Tuesday, and Friday 10 AM – 4 PM), and a physician three times a month. Student Health Services reserves the right to limit or change services offered to students as resources and budgetary changes dictate.

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

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

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

Swilley Library
(678) 547-6280
http://libraries.mercer.edu/swilley
Scott F. Gillies, Associate Dean
Reference: (678) 547-6282 Checkout: (678) 547-6284

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

One of four full service libraries within the University, the Monroe F. Swilley, Jr. Library serves as the library for Mercer’s Atlanta campus. Library collections, faculty and staff support all the graduates and undergraduates on campus. Librarians are responsible for a collection of 155,000 cataloged volumes, over 36,072 subscriptions in both electronic and paper format, and almost two million documents in microform. The Special Collections and Archives Room houses rare or unusual titles in pharmacy, theology, nursing, and literature.

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

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

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

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

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

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

Other Services
Library services include a student information commons with twenty student computers equipped with MS Office Suite as well as access to library subscription databases and electronic journals. Library services also include interlibrary loan - available electronically, reference assistance, Virtual Reference email/instant messaging, and library research instruction. The Library is also equipped for wireless computer technology. Mercer students with a Wi-Fi compatible device may access the wireless network by logging into the MU-Student wireless network. The Library's website [swilley.mercer.edu] is designed with LibGuides specifically for each college/school on campus and the classes taught in those. All basic research needs for students who study on the Atlanta campus are approached via these individual LibGuides. This should be one of every student's first places to begin his/her research.

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

The Swilley Library belongs to several local consortia. Most prominent is the Atlanta Regional Council for Higher Education (ARCHE). This organization gives members access to library services at several Atlanta university libraries. Please consult the reference librarians concerning information regarding these or other Swilley Library services. The Library also belongs to the Atlanta Health Sciences Library Consortium, the North Georgia Associated Libraries Group, Georgia Interactive Network (GaIN), and the American Theological Library Association.
Mission
The mission of Mercer University Information Technology is to support, develop, and maintain Mercer University's Information Technology environment in support of University endeavors and to provide leadership in the application of information technology and computer support.

BearNet
BearNet is Mercer's university-wide network connecting all Mercer campuses and locations. The following covers some basic information about what type of computer should be purchased and what will be needed for a student to connect to BearNet. Each student will have direct access to the services on BearNet: e-mail; library information systems; MyMercer, Blackboard; and high-speed access to the Internet. Computers are available in the Open Access Lab and the Swilley Library. Wireless access to BearNet is available in all facilities on the Macon and Atlanta campuses and Regional Academic Centers. Connection to BearNet will require each student to login with their MUID and Password (YYMMDD).

Computer Labs
Mercer IT operates several computer labs on the campuses. Labs are not identical—lab capacity, staffing availability, number of workstations, and computing resources vary. (Some colleges/departments also operate computer labs; these resources are also listed on this page for your convenience.) Some labs are reservable for class meetings; to reserve a lab, contact the operating college/department. (Note: The College of Pharmacy operates a computer laboratory located in the Teaching, Research and Education Center building, room 177A.)

Email
All students have access to email accounts. These accounts support communication between students, faculty, and staff. Students can also communicate with anyone on the Internet through email. Students enrolled at Mercer University are expected to use their assigned Mercer email account for official University correspondence. Email is also accessible via the web at http://mercerlive.mercer.edu/.

Educational Use of Information Technology
Mercer's Cecil B. Day Campus is very aggressive in applying technology to education. The Information Technology department, with the support of the Learning Technology Center, has established an online instructional system called Blackboard that allows faculty to develop courses and deploy them to
students using the internet. *(Note: The College of Pharmacy programs use Canvas as the primary online instructional system.)*

Help Desk Support
Technology Support Services currently provides access to support personnel who may be contacted in person, by phone, or by e-mail. Most calls to the “help desk” require the dispatch a member of the technical staff. The support staff makes every effort to respond to all calls within 24 hours. We provide student support on configuration—setup for network access, wireless network access registration, troubleshooting and basic assistance for system problems. You can contact the Help Desk by calling (678) 547-8989 or sending an email to helpdesk@mercer.edu.

Wireless Network Access
All students have access to Mercer's wireless network (MU_Student). Students are required to login with their MUID and Password (YYMMDD).

Virus Protection
All computers connected to the Mercer network are required to have antivirus software installed. This protects both computers and the Mercer network from harmful viruses and worms.

Any student who connects to the Mercer network with a personal computer should equip the machine with up-to-date antivirus software. You can purchase antivirus software at your local office supply or electronics store. However, certain antivirus software downloads are free. For more information, please refer to [software download](#) page, under antivirus.

Please contact Mercer IT Help Desk if you need assistance with your antivirus utility at helpdesk@mercer.edu.

Wellness and Recreation
(678) 547-6415
[http://atlstuaffairs.mercer.edu/wellness/](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
Please check the website for hours.

Wellness & Recreation is located in the lower level of the Sheffield Student Center. It is comprised of four major program areas: fitness/wellness, sport clubs, aquatics, and employee wellness benefits. The space includes a basketball court, pool and weight room with many cardio, free weights and strength training machines. A variety of fitness classes are also offered each semester to help promote a healthy lifestyle. The Department also offers sports clubs and outdoor recreation opportunities throughout the year for students.
The Sheffield gym is available for use by Mercer University students, faculty, and staff who hold a valid Mercer ID (Bear card) and their immediate family members. Members of the community may pay to use the gym on a space available basis. Guests may accompany bear card or membership card holders for $5.00 per visit.

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

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

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

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

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

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

Members keep abreast of professional information by meetings, by reading and discussing the bulletins issued from the Washington headquarters of the American Pharmacists Association, and by reading the
Journal of the Association that each member receives. Many members also attend regional and national conventions that place them in contact with peer practitioners.

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

American Society of Consultant Pharmacists (ASCP)
Also known as America’s Senior Care Pharmacists, this organization is dedicated to the advancement of the practice of pharmaceutical care for the senior population and people with chronic illness. The year 2000 marked the first year for the ASCP student chapter at Mercer. All Doctor of Pharmacy students, residents, fellows, and graduate students are welcome to join.

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

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

Georgia Society of Health-System Pharmacists (GSHP)
The student chapter of the Georgia Society of Health-System Pharmacists is an affiliate of the American Society of Health-System Pharmacists, which was formed to provide opportunities for pharmacy students to become informed about institutional pharmacy practice; to encourage postgraduate involvement in pharmacy organizations; and to provide a forum for interchange of information among students interested in institutional practice. Student members of GSHP also receive membership in the American Society of Health-System Pharmacists (ASHP).
ASHP is a pharmacy association that places emphasis on the hospital pharmacy practice setting as well as clinical pharmacy and pharmaceutical care. This organization is responsible for accrediting pharmacy residency programs. Many pharmacy students plan to extend their training beyond the Doctor of Pharmacy level by completing one or more residencies.

**Inter-Fraternity Council**
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.

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

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

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

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

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

**Phi Kappa Phi**
The Honor Society of Phi Kappa Phi, founded in 1897, has as its primary objective the recognition and encouragement of superior scholastic endeavor in all academic disciplines. Membership is open to men and women in all academic fields with eligibility being based on excellence of scholarship and integrity of character. Selection for membership in the Honor Society of Phi Kappa Phi is the highest honor that can be earned by a student at Mercer University. In order to be eligible for selection, students in the College of Pharmacy must rank scholastically in the upper ten percent of all students currently enrolled in the College. The student must have an outstanding pre-pharmacy scholastic record as evaluated by the chapter selection committee, must have been registered as a student in the College on a full-time basis for at least one academic year, or its equivalent, or must have been a former post-baccalaureate student who has been awarded an advanced degree by the University subsequent to the last previous election of members to the chapter.

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

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

**Student National Pharmaceutical Association (SNPhA)**
The Student National Pharmaceutical Association is an educational and service association of students who are concerned about pharmacy issues, professional development, and the emphasis on minority representation in pharmacy and other health-related professions. The Mercer Chapter was chartered in 1982 with the expressed purpose to plan, organize, coordinate and execute programs geared toward the improvement of health, education and the social environment of minority communities.
**Student Organization Officers 2017-2018**

**Council of Students (COS)**
- President – Keenya Riggins
- President-Elect – Gus Haynes
- Secretary – Keyana Scott
- Treasurer – Courtney Knight
- Parliamentarian – Gil Arquisola
- Historian – Desire Outler

**Academy of Managed Care Pharmacy (AMCP)**
- President – Max Son
- President-Elect – Alex Kilgore
- Secretary – Kristian Flores
- Treasurer – Gil Arquisola
- Historian – Son Le
- Fundraising Chair – Bhavisha Amin
- COS Representative – Srujay Patel
- P&T Coordinator – Christina Pham
- Service Learning Chair – Avery Miller

**American College of Clinical Pharmacy (ACCP)**
- President – Connor Walsh
- President-Elect – Charley Hallock
- Secretary – Luna Soufi
- Treasurer – Srujay Patel
- COS Representative – Stacy Ndubuizu
- Program Planning Chair – Ashley Shim
- Fundraising Chair – June Inn
- Research Chair – Carrigan Belcher
- Membership Chair – Rachael Fagbamila
- Service Learning Chair – Chelsey Wamsley
- Chapter Meeting Chair – Eric Kelly

**American Pharmacists Association – Academy of Student Pharmacists (ASP/APhA)**
- President – Vanessa Cano
- President-Elect – Amanda Otero-Romano
- International Vice President – Charley Hallock
- Vice President of Patient Care – Bradley McCoul
- Vice President of Communications – Ashley Mendez
- Vice President of Finances – Dominique Taylor
- Vice President of Policy – Phuong-Thao Nguyen
- Vice President of Membership – Ellen Weng
- COS Representative – Sarah Samuels
- Final Year Student Pharmacist Liaison – Jimmy Godwin
- Awards Committee Chair – TBD
- IPSF Committee Chairs – Joanna He
- GenRx Committee Chairs – Chelsea Wamsley
Heart Committee Chairs – Tuyen Bui
Diabetes Committee Chairs – Abidemi Adamson
BearCare/OTC Committee Chairs – Ji Min and Shelbie Foster
Immunizations Committee Chairs – Matthew Montgomery
SPAN Committee Chair – TBD

American Association of Pharmaceutical Scientists (AAPS)
Mercer University Student Chapter Association (MUSCA)
Chair – Stephanie Yeh
COS Representative – Hiep Nguyen

American Society of Consultant Pharmacists (ASCP)
President – Kevin Ashley
President-Elect – Diamond Dumas
Vice President – Antonio Green
Secretary – Nhan Ta
Treasurer – Brandon Standard
Historian – Mallory Rogers
COS Representative – Sarah Hall
Alzheimer Chair – Ashley Nelson
Service Learning Chair – TBD

Christian Pharmacists Fellowship International (CPFI)
President – Kimberly Diaz
Vice President – Ashley Nelson
Treasurer – Ji Hea Min
Historian – Sydney Snow and Danielle Mummert
COS Representative – Diamond Dumas
Service/Social Co-Chairs – Amber Newell and Antonio Green

Georgia Society of Health-System Pharmacists (GSHP/SSHP)
President – Sarah Owenby
President-Elect – Katisha Wilson
Vice President – Sarah Hall
Secretary – Tatyana Givens
Treasurer – Ca Truong
Education Chair – ChungYu Chen
Fundraising Co-Chairs – Aqsa Adnan and Hiba Yacout
Membership Chair – Huy Luu
COS Representative – Tasnim Fatema Ahmed
Publicist – Hien Luong
SOAPe Club Chair – Adam Gates
Journal Club Chair – Vanessa Cano

Inter-Fraternity Council (IFC)
President – Hillary Cleggett
Vice President – Mewael Habtegabir
Secretary/Treasurer – Kirbie Bostick

**International Society for Pharmacoeconomics and Outcomes Research (ISPOR)**  
President – Martha Hopkins  
President-Elect – Rachel Song  
Secretary – Ashley Shim  
Treasurer – Nicole Ikara  
Historian – TBD  
Fundraising Chair – TBD  
Research Activities Chair – Kevin Shin  
Service Learning Chair – Eduardo Delgado  
Social Chair – Christina Pham  
COS Representative – Talwani Lawal

**Kappa Epsilon**  
President – Katherine Key  
Vice President of Committees – Alexis Davis  
Vice President of Membership – Ashley Dolphus  
Vice President of Recruitment – Keenya Riggins  
Treasurer – Vanessa Cano  
Recording Secretary – Symone McWilliams  
Corresponding Secretary – Mary Beth Finch  
Alumni Liaison – Tamera Jones  
COS Representative – Ellen Weng  
IFC Representatives – Justine Kankam and Keyana Scott  
Chaplain - Jasmine Manning  
Philanthropy – Dominique Taylor  
Social Chairs – Carrigan Belcher and Linh Le  
Breast Cancer Chairs – Abigail Gardner and Kylie Black  
Ovarian Cancer Chairs – Lindsay Phillips and Megan Morrow  
Historian Chairs – Donna Ha and Anna Cochran  
Fundraising Chairs – Chelsea Wamsley and Rachel Cohen  
Sisterhood Chairs – Brandi Johnson and Nikki Lokhandwala  
Big Brother Chairs – Rachel Fagbamila and Ashley Mendez  
Membership and Recruitment Assistant – Amanda Otero-Romano  
Publicist – Farah Hindash

**Kappa Psi**  
Regent – Saumil Patel  
Vice-Regent – Adam Gates  
Secretary – Andrew Blake  
Treasurer – Max Son  
Pledge Master – Gil Arquisola  
Historian – Alex Kilgore  
Chaplain – Connor Walsh  
Sargeant at Arms – Marlon Paul  
COS Representative – William Webb
Webmaster – Amanueal Wodajo
Newsletter Editor – William Webb
Alumni Liaison – Jeremy Bennett and Amanueal Wodajo
IFC Representatives – Gil Arquisola and Marlon Paul

**National Community Pharmacists Association (NCPA)**
President – Dawn Sasine
President-Elect – Andrew Blake
Secretary – Mary Beth Finch
Treasurer – William Webb
COS Representative – Mary Nguyen
Director of Community Outreach – Lillian Portillo
Director of Membership – Mary Kelly Hedgpeth

**Phi Delta Chi**
Worthy Chief Counselor – Kristian Flores
Worthy Vice Counselor – Alexis Barrett
Worthy Keeper of Records and Seals – Samantha Nguyen
Worthy Masters of Arms – Eric Kelly
Worthy Masters of Arms Assistant – Courtneyn Monroe
Worthy Keeper of Finance – Hien Luong
Worthy Correspondent – Joanna He
Worthy Prelate – Joy Adeyemo
Worthy Alumni Liaison – Mydien Tran
Worthy Inner Guard – Ca Truong
COS Representative – Bhavisha Amin
IFC Representative – Kirbie Bostick and Martha Hopkins

**Phi Lambda Sigma**
President – Adam Gates
Vice President – Vanessa Cano
Secretary – Sara Owensby
Treasurer – Max Son

**Rho Chi**
President – Gloria Le
Vice President – Ashley Rizzo
Secretary – Alexa Boykin
Treasurer – Tolani Lawal
Historian/COS Representative – Jasmine Manning
Get SMART Coordinator – Jonathan Kelly

**Student National Pharmaceutical Association (SNPhA)**
President – Soumya Vishwanath
President-Elect – Melissa Milfort
Vice President – Jacarmen James
Secretary – Sarah Hall
Treasurer – Kevin Ashley
Historian – Marlon Paul
COS Representative – Katisha Wilson
Chaplain – Katherine Key
CKD Chairs – Christina DeRiggs and Rachael Fagbamila
Education Chair – Julia Cape
Immunization Chairs – Mewael Habtegabir and Kaitlyn Martin
Legislative Chairs – Shreya Shah and Diamond Dumas
Operation Diabetes Chairs – Aakash Patel, Heidi King, and Meera Patel
Remember the Ribbon Chairs – Stacy Ndubuizu and Justine Kankam
Power to End Strokes Chairs – Hiba Yacout and Tamerra Jones
Class Officers – Doctor of Pharmacy

Doctor of Pharmacy—Class of 2018
Erkin Turganov – President
Beau Martinez – Vice President
Landon Hobgood – Secretary
Kayla Harris – Treasurer
Cathy Dunton – Historian
Geremy Skeen – COS Representative
Dr. Ashish Advani – Faculty Advisor

Doctor of Pharmacy—Class of 2019
Eduardo Delgado – President
Christina Pham – Vice President
Shelbie Foster – Secretary
Nicole Ikara – Treasurer
Sydney Snow – Historian
Shondria Davis – COS Representative
Dr. Diane Matesic – Faculty Advisor

Doctor of Pharmacy—Class of 2020
Santi Munoz – President
Joanna He – Vice President
Ashley Shim – Secretary
Jonathan Aklilu – Treasurer
June Inn – Historian
Rachael Fagbamila – COS Representative
Dr. Sweta Patel – Faculty Advisor

Doctor of Pharmacy—Class of 2021
Christina Pham – President Pro-tem
Dr. Jennifer Knaack – Faculty Advisor

Honor Council
Courtney Knight – President, P3 Honor Council Representative
Mary Kelly Hedgpeth – Secretary, P3 Honor Council Representative
Erkin Turganov – P1 Honor Council Representative
Anh Nguyen – P1 Honor Council Representative
Amanda Otero-Romano – P1 Honor Council Representative
Jacarmen James – P2 Honor Council Representative
Aqsa Adnan – P2 Honor Council Representative
Lindsey Phillips – P2 Honor Council Representative
Nassim Najafisales – P3 Honor Council Representative
Geremy Skeen – P4 Honor Council Representative
Meron Mezgebe – P4 Honor Council Representative
Cynthia Iykegbe – P4 Honor Council Representative
Campus Student Organizations and Activities

There are a variety of organizations on campus specific to each college/school. There are a growing number of campus-wide groups that you can also join, which include the Baptist Student Union (BSU), the Program Council and Delta Sigma Theta. 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 Assistant Dean for Campus Life.

Institute for Healthcare Improvement (IHI)
The Institute for Healthcare Improvement (IHI) is a recognized innovator, convener, and generous leader, a trustworthy partner, and the first place to turn to for expertise, help, and encouragement for anyone, anywhere who wants to change health care profoundly for the better. The people of IHI work as a cohesive unit with common systems, common knowledge, and unconditional teamwork. IHI strives to be an organization that reflects the global society and embraces everyone in it, no matter where they come from, no matter what their point of view.

Baptist Collegiate Ministry (BCM)
The Baptist Collegiate Ministry was initially formed in the College of Nursing and now has membership representing most of the schools and colleges. The group is interdenominational and provides many opportunities for fellowship.

Program Council
The Program Council is student run and was formed in fall 2003. The Council is composed of students who represent the different schools and colleges on the Atlanta campus. It is designed to bring together students, faculty and staff from across campus in activities that have value for everyone. Students with experience in planning activities, or who have ideas of fun and interesting activities, should consider participating on the Program Council.

Delta Sigma Theta
Delta Sigma Theta is a University recognized sorority. Established in 1913 at Howard University, Delta Sigma Theta has clearly established itself as a public service organization that strives to confront the problems of African Americans and, hence, all Americans. This organization invites any undergraduate women to apply for membership.

Wellness and Recreation
Wellness and Recreation classes can be taken at the Sheffield Center. The Center houses a basketball court, swimming pool and weight room with many exercise and weightlifting machines. A variety of fitness classes are also offered each semester in order to help students maintain a healthy lifestyle.

Alpha Kappa Alpha
Alpha Kappa Alpha Sorority, Incorporated (AKA) is an international service organization that was founded on the campus of Howard University in Washington, D.C. in 1908. It is the oldest Greek-lettered organization established by African-American college-educated women.
Mercer International Student Organization (MISO)
The mission of the Mercer International Student Organization is to unite and celebrate our diverse student body and promote cultural awareness and education. Our goal is to promote friendship, unity and diversity, and support MISO members to achieve their academic goals.
The Mercer Alma Mater

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

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

Cherished by thy sons and daughters
Mem’ries sweet shall throng
Round our hearts, O Alma Mater

As we sing our song.
Quick Reference

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

Atlanta attractions and activities
Campus Life Office in Sheffield Center; www.accessatlanta.com, www.creativeloafing.com

Campus recreational facilities (Gym, tennis court, softball field, soccer field)
Wellness/Recreation Office, Lower Level Sheffield Center

Enrollment verification (proof of enrollment)
myMercer portal (https://my.mercer.edu/)
http://www2.mercer.edu/NR/rdonlyres/F602585C-C89C-483A-A6E7-162D36FCC5DD/0/CertifRequ.pdf

Health Services (Medical and Counseling)
Student Health Services, 206 Sheffield Center

Housing, on- or off-campus
Housing/Campus Life Office, 212 Sheffield Center

Identification Card (Bear Card ID)
Auxiliary Services; Lower Level Pharmacy Administration/Cafeteria Building

International Student/Immigration Issues
International Programs Office, Cecil B. Day Building

Internship Applications
Georgia Board of Pharmacy (https://gbp.georgia.gov/)
COP Assistant Dean for Student Affairs (Office of Student Affairs and Admissions)

Lockers in Pharmacy Building
COP Assistant Dean for Student Affairs (Office of Student Affairs and Admissions)

Messages

  Getting a message to a professor
  Department Secretary; COP Executive Associate Dean

  Getting a message to you from off-campus source
  COP Assistant Dean for Student Affairs (Office of Student Affairs & Admissions)

Name badges
COP Assistant Dean for Student Affairs (Office of Student Affairs & Admissions)
Notary
COP Assistant Dean for Student Affairs (Office of Student Affairs and Admissions)
Mercer Police Department

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

Photocopies
Swilley Library; Copy Center/Mailroom

Postage stamps
Copy Center/Mailroom, Lower Level, Pharmacy Administration/Cafeteria Building

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

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

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

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

Transcripts
Registrar’s Office, 102 Davis Administration Building

Tuition (payments, deferment, questions about bill)
Bursar’s Office; Davis Administration Building
Appendix

Chemical Dependence/Impairment Policy

Position Statement
The Mercer University College of Pharmacy:

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

General Goals for the Chemical Impairment Programs

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

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

1. Chemical dependence or chemical impairment shall mean a chronic, progressive illness which involves the use of alcohol and/or other drugs to a degree that it interferes in the functional life of an individual as manifested by health, family, job, legal, financial or emotional problems.

2. Chemically impaired student shall mean a student suffering from chemical impairment whose use of alcohol or other drugs diminishes or affects his or her ability to perform the duties of his or her profession to an extent likely to be harmful to the public health, safety, or welfare or threatens the student’s normal academic progression.

3. Drug shall mean a chemical substance alone, or in combination, including alcohol.

Procedures

1. It is the intent of the College to assist any student chemically impaired by reason of improper use of drugs and/or alcohol from such dependency. Successful recovery will assure re-entry to the College at a time deemed appropriate by the College. Conditions may be placed on re-entry.

2. A student who voluntarily seeks such assistance will be afforded the opportunity to enter a drug treatment program. Upon the recommendation of the addictionologist, the student will be granted re-entry to College.

3. Any student who does not voluntarily seek such assistance or who resists such assistance will be subject to the following procedure:
   a. The College will first discuss the problem with the student.
   b. If this discussion is not fruitful, the College will discuss this situation with the student’s spouse and/or parents or guardian.
   c. The College will require an evaluation by an appropriate health care professional.
   d. The student must adhere to the recommendation of the health care professional or be dismissed from College.
   e. The College may notify the appropriate licensing board.
   f. Notifying 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 College will establish a drug intervention committee which will investigate all cases of suspected chemical dependence/impairment and which 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 appropriate (inpatient, outpatient) therapy. The committee shall also accept and evaluate the recommendations of the attending health professionals in such cases.

The student may appeal any decision of the committee to the dean. In cases of appeal, the dean’s decision is final.

6. A condition for re-entry shall be that the student shall not again misuse and/or abuse drugs. Violation of this condition will result in the permanent dismissal of the student from College.

7. Chemical Dependence/Impairment Intervention Committee: Assistant Dean for Student Affairs, Chair; Two Faculty Members Appointed by Dean; One Student Member Appointed by Dean.

All members are voting members. Three or more positive votes are required for action by the committee. The committee shall report all of its actions to the Dean, but the Dean shall not overrule any committee action which allows the student to continue in and/or return to College if the committee affirms that the student has met whatever conditions demanded by the committee.

8. Students may be suspected of improperly using and/or abusing drugs on the basis of one or more of the following:

   a. Possession of an illegal substance(s).
   b. Conviction of a drug related crime.
   c. Theft of a drug product of abuse potential.
   d. Alcohol intoxication at school or a school-sponsored function.
   e. Unexplained decrease in class attendance.
   f. Concern expressed by a faculty member, staff member, fellow student, preceptor, health professional, police authority etc.

9. A preliminary investigation of available evidence will be undertaken, without involving the suspected student. If in the opinion of the committee 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.

10. The College will establish a liaison with:

a. A psychologist and/or psychiatrist and/or firm qualified to evaluate individuals as to chemical dependence and/or the need for in-patient or outpatient treatment.

b. Should the report of the above addictionologist indicate the need for treatment, the student shall be required to submit to such treatment at the student’s expense.

11. In those cases in which outpatient treatment is recommended, the student will be allowed to continue his/her academic program if such is deemed appropriate and in the best interest of both the student and College. The chemical dependence/impairment intervention committee will have the authority to allow the student to continue or not continue his/her academic program. In reaching a decision, the committee will give major consideration to the report and recommendation of the attending addictionologist.

12. In those cases in which in-patient treatment is recommended, the student must agree to such treatment, successfully complete such treatment, and obtain a recommendation for return to College from the attending addictionologist as conditions for consideration for readmission to College. Petitions for readmission shall be made to the chemical dependence/impairment intervention committee which shall have the authority to re-admit or deny re-admission.
**Code of Professional Conduct**

I. **Preamble**

The students, faculty and administration of the 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 community. Everyone in this community is responsible for upholding the standards in this Code of Professional Conduct. Therefore, any conduct determined as having an adverse effect on the Mercer community may be subject to disciplinary action.

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 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. Behavior is expected to adhere to professional standards and to contribute in a positive way to the learning process. 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, 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 primarily in a health profession, objection is raised concerning students whose appearance is unkempt. Specific activities and settings require particular attire and appearance. Students must be aware of and adhere to these expectations and requirements.

D. 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 insure 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 this handbook appendix.

E. 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 this handbook.

F. Non-Academic Disciplinary Procedures

Any student who violates the Code of Professionalism is subject to disciplinary action under the Non-Academic Judicial Policies, which are published in this handbook.
Any student who violates the University Code of Conduct is subject to disciplinary action under the Judicial System Handbook. Both documents are published on the Mercer University website: [http://atlstuaffairs.mercer.edu/](http://atlstuaffairs.mercer.edu/).

III. Non-Academic Judicial Procedures

A. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Assistant Dean for Student Affairs. Any charge 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 Assistant Dean for Student Affairs may, in consultation with the appropriate faculty, immediately suspend the student from further University-related activities. The suspension shall remain in place until a complete investigation or resolution has been reached.

B. The Assistant Dean for Student Affairs may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Assistant Dean for Student Affairs. Any such administrative disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Assistant Dean for Student Affairs will request the Professionalism Committee convene to hear the matter and render a decision.

C. All charges shall be presented to the accused student in written form. A hearing shall be set at a time no less than five 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 accused 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 of the chair of the Professionalism Committee.

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

6. After the hearing, the Professionalism Committee shall determine by majority vote whether the student has violated the Code of Professional Conduct, and if so what sanction(s) should be imposed. The Professionalism Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code.

E. A single verbatim record, such as a tape recording, shall be made of all hearings before the Professionalism Committee. The record shall be the property of the University.

F. The following sanctions may be imposed for violations of the Code of Professional Conduct:

1. Warning—a written notice that the student has violated institutional regulations.

2. Probation—a written reprimand for violation of specified regulations, with notice that further violations during the probationary period include the probability of more severe sanctions.

3. Loss of Privilege—denial of specific privileges.

4. Fines.

5. Restitution—compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.

6. Discretionary Sanctions—work assignment, service to the University, other community service, or other creative sanctions.

7. Suspension—temporary separation of the student from the University for a specified period of time. Conditions for readmission may be specified.

8. Expulsion—permanent separation of the student from the University.

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

H. Non-Academic disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. 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. A decision reached or a sanction imposed by the Professionalism Committee may be appealed by the accused student or the complainant to the Executive Associate Dean. Such appeals shall be in writing, stating the reasons(s) for the appeal, and shall be delivered to the Executive Associate Dean within two days of the student’s receipt of notice of the decision.

B. An appeal shall be limited to review of the record of the hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented in accordance with prescribed procedures.

2. To determine whether the evidence presented at the hearing was sufficient to support the decision.

3. To determine whether the sanction(s) imposed were appropriate for the violation.

4. To consider new evidence or facts not brought out in the original hearing because they were not known to the appealing party at the time of the hearing.

C. In cases involving appeals by a student accused of violating the Code of Professional Conduct, review of the sanction(s) upon appeal may not result in more severe sanctions for the accused student than those imposed by the Professionalism Committee.

D. In cases involving appeals by a complainant, the Executive Associate Dean may, upon review of the case, reduce or increase the sanctions imposed by the Professionalism Committee or remand the case to the Professionalism Committee for reconsideration.

Revised: 9/30/2014
Social Media and Social Networking

Online blogs, public mailing lists and social network sites and applications including but not limited to Facebook, Twitter, MySpace, Pinterest, LinkedIn (hereafter collectively referred to as social media) are increasingly popular tools for professional communication and social interaction. Mercer University College of Pharmacy (MUCOP) 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, MUCOP 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.

It is the responsibility of each MUCOP 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.

MUCOP does not actively monitor online activities of the student body; however, unprofessional issues could be, and have been, brought to the attention of the Assistant Dean for Student Affairs through a variety of mechanisms. The MUCOP student must understand that by identifying themselves publically using social media, they are creating perceptions about MUCOP, 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. Internet postings

The following actions are strictly forbidden:

- Reporting personal health information of other individuals. Removal of an individual’s name does not constitute proper-de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, photographs, or type of treatment may still allow the reader to recognize the identity of a specific individual.

- Reporting private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course grades, narrative evaluations, examination scores, or adverse academic actions.

- Representing one’s self inappropriately or as another person.
• Utilizing websites and/or applications in a manner that interferes with learning while on a clinical/experiential site.

• Posting any information that could identify a clinical/experiential site, a preceptor, or a patient at a site.

• Knowingly distribute false evidence, statements or charges against another student, faculty, staff, preceptor, or a clinical/experiential site of MUCOP.

• Using social media 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 MUCOP.

Social Media Guidelines of Mercer University are accessible at http://socialmedia.mercer.edu/
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 3.0 or better and are not on academic probation, with conduct in accordance with the code of conduct contained in the Constitution and Bylaws of the Council of Students.

Section 2. Membership
The membership of the Council of Students shall consist of no more than those listed below, constituted by each representative group and/or office.

(a) There shall be no more than five offices, and the number of these offices shall not be expanded for the purpose of governing the Council of Students;

(b) Delegates-at-Large shall be composed of the presidents of each of the fraternities, classes or recognized organizations, and a member selected at the discretion of the organization he/she is to represent;

OFFICERS:  
President  
President-Elect  
Secretary  
Treasurer  
Parliamentarian

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 3.0 or better and must not be on academic probation. Each officer must maintain this level of academic performance during his/her term of office.

(f) All Council of Students’ officers shall have obtained a majority of votes; i.e., over 50 percent of the votes cast, in order to be elected. There shall be at least two hours available for the casting of ballots in Council of Students elections;

(g) The offices of Secretary, Treasurer, and Parliamentarian respectively may be held by the same person for a maximum of two years;

(h) No officers on the council shall hold the office of President or Council of Students Representative in any other organization in the College of Pharmacy;

(i) Write-in candidates are prohibited;

(j) If only one person runs for office, they automatically hold that office.

Section 2. Class Officers

(a) Elections of officers of fraternities, organizations, and/or recognized societies shall be held at a time designated by that particular organization, etc., with the reservation that it fall at a date
subsequent to the above elections. In the event of a run-off election within the Council of Students, elections of officers of all fraternities, organizations, and/or recognized societies shall be postponed until the Council of Students elections are complete;

(b) Elected Vice President of third year pharmacy (P3) will serve as president of first year pharmacy (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 3.0 or better and are not on academic probation. Each member must maintain this level of academic performance during his/her term of office. Members must also conduct themselves in accordance with the College’s Code of Professional Conduct.

Section 3. Verification of All Student Elections

(a) The Council of Students’ Parliamentarians shall be available to provide information to all student organizations prior to nominations and elections of officers. They shall directly oversee elections for all classes.

(b) It shall be the responsibility of the current President of the council, class, fraternity and recognized societies to submit a list of candidates to the Parliamentarians for verification of each candidate’s grade point average prior to the said election with the Assistant Dean for Student Affairs. In case of an unqualified candidate, he shall be asked to withdraw his name from the ballot prior to the election.

(c) Any and all election results involving students shall be submitted to the Parliamentarian of the Council within seven days after the election. A listing of all officers and their phone numbers shall be compiled and held by the Council during each year for each organization.

(d) No student shall hold the office of President and/or Council of Students Representative for more than one organization.

(e) A list of all organization officers shall be submitted to the Dean's Office.

(f) To win an election, a candidate must have over 50 percent of the votes cast.

(g) In the event of an elected officer’s not enrolling in College during his/her term of office or vacancy of his/her office due to any reason, the Council of Students shall have the authority to call a special election for the purpose of filling the vacant office. The elected officer of the
organization must meet the eligibility requirements of the council in order to serve in that capacity; i.e., have a seat on the council.

(h) There shall be no campaigning the day of the election; i.e., poster, fliers, speech making, etc. All campaign material shall be removed the day before the election.

(i) A voter must be present during the appointed election time in order to cast a ballot; proxy voting or absentee ballots via US mail, email, etc. will not be allowed.

(j) No student will be allowed to run for more than one office within the same organization/class during the same College year.

(k) A candidate must be present, or have someone present to speak for him/her at time of nomination to be eligible for election.

ARTICLE VI
QUORUM

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

ARTICLE VII
DUTIES OF THE OFFICERS

Section 1. President

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

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

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

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

It shall be the duty of the outgoing President to transfer to the newly elected council all papers and information concerning any business of the previous Council of Students.
Section 2. President-Elect

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

Section 3. Secretary

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

Section 4. Treasurer

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

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

Section 5. Parliamentarian

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

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

The Parliamentarian shall be charged with keeping order at all times during the meetings of the Council.
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.
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 Assistant Dean for Student Affairs, the Executive Associate Dean, and the Dean in all matters regarding the administration of the Honor Code;

(e) Educate the faculty and students on the Honor Code of the College of Pharmacy.

ARTICLE III
HONOR CODE VIOLATIONS

Section 1. Cheating, plagiarism, lying, academic theft, academic negligence, or other acts of dishonesty in the areas of academics and co-curricular activities are considered Honor Code violations. These violations serve as the basis for reporting cases to the Honor Council and by which the Honor Council will recommend the proper penalty or dismissal for each case presented.

(a) Cheating—Cheating includes, but is not limited to, a deliberate submission of coursework, for a grade or credit, that is not one’s own or that violates the professor’s instructions for the assignment. Any other student or students who contribute to the submitted coursework in question will be held equally responsible for violating the Honor Code as the student who accepted and submitted the coursework. It includes but is not limited to:

1. The unauthorized use of prior years’ testing materials as a study guide.

2. Possessing or having in close proximity, any unauthorized materials or devices containing test information during an examination. This includes, but is not limited to, cell phones, smart watches/devices, and headphones.
3. Any form of communication between students pertaining to exam information or answers during an examination.

(b) Plagiarism—Plagiarism is the copying of words, phrases, ideas, or facts belonging to another individual without giving that individual proper acknowledgement. It includes but is not limited to:

1. Inserting sentence fragments, entire sentences, or paragraphs from another’s work without properly citing the original individual within one’s work.

2. Rearranging words or replacing words with terms that are synonymous of another individual’s work without properly citing the original individual within one’s work.

(c) Lying—Lying is to make a statement that one knows is false with the intent to deceive. It includes but is not limited to:

1. Lying to an administrator, faculty member, or Honor Council member about academic matters concerning an Honor Code violation.

2. Falsifying any Mercer University document by word or symbol manipulation, addition, or deletion.

(d) Academic Theft—Academic theft is the removal of academic materials depriving or preventing others from having equal learning opportunities. It includes but is not limited to:

1. Removal of an exam during examination periods.

2. The unauthorized removal of an exam from a professor’s office.

3. Computer theft of an exam.

4. The unauthorized imaging or reproduction of an assignment or exam (cameras, phones, PDAs, or written).

(e) Academic negligence — Academic negligence is unacceptable conduct of a student during an academic situation, including but not limited to examinations, outside assignments, papers, homework, and lab reports. It may include the student’s failure to adhere to the faculty member’s specific instructions. It includes but is not limited to:

   a. Failure to acknowledge another’s words or research due to misunderstanding or carelessness concerning rules of attribution or citation.

   b. Working in a group to complete an assignment that should be completed individually.

ARTICLE IV
PENALTIES
Section 1. Upon determination of a violation of the Honor Code or admission of responsibility (regardless of whether proceedings were instigated through the Honor Council, Honor Council Advisor, or on the ACADEMIC INTEGRITY VIOLATION REPORT FORM), the following penalties shall be assigned:

(f) 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).

(g) Second Offense

A grade of F for the course in question (if applicable) AND dismissal from the College of Pharmacy.

Section 2. The penalty imposed may be appealed to the Executive Associate Dean who may accept or negate the penalty.

ARTICLE V
HONOR CODE OATH

Section 1. Honor Code Oath—As a student of the College of Pharmacy of Mercer University, I give my oath that I will follow the Honor Code. I understand that any acts which violate the Honor Code will be held accountable under the penalties listed under Article IV Section 1 of the Honor Council Constitution.

Section 2. During the first year student orientation, each student must sign the Honor Code Oath stating that he/she will follow the Honor Code and understands the penalties for violations of the Honor Code. Violation of this statement constitutes a violation of the Honor Code. This statement may also be used by faculty on assignments or examinations for the students to sign before completion of the work.

Section 3. A violation of the Honor Code involves cheating, plagiarism, lying, academic theft, academic negligence, or other acts that compromise academic integrity. It is the responsibility of the student to ascertain what would constitute a violation of the Honor Code in any given situation. One has an additional responsibility to understand fully an instructor’s position in special situations, which may emerge in his or her course. Ignorance or disapproval of an instructor’s expressed class policy is not an excuse for an Honor Code violation.

ARTICLE VI
INSTIGATION OF PROCEEDINGS

Section 1. All persons having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report personally the incident to a member of the Honor Council, the faculty advisor to
the Honor Council, to the professor, or course coordinator involved within 30 College days of the alleged violation. (A College day shall be defined as a day in which COP classes are in session. Weekends, holidays, and breaks between semesters or rotations will not count towards the 30 College days). Even in cases where there is only suspicion, the details of the suspicion should be divulged to those parties listed above.

Section 2. In cases in which there is no physical evidence, two or more witnesses to the violation shall be required in order to support a conviction.

Section 3. The procedure of reporting cases to the Honor Council as stated in Section 1 of this article shall apply also to the faculty of the College of Pharmacy of Mercer University.

Section 4. If a faculty member observes an Honor Code violation, the faculty member in conjunction with the course coordinator may discuss the situation with the student(s) suspected of cheating. The faculty member should submit a completed ACADEMIC INTEGRITY VIOLATION REPORT FORM to the Executive Associate Dean. Every effort must be made to ensure that the student fully understands the Honor Code, including penalties and procedures.

If a student alerts a faculty member to possible cheating or any other Honor Code violation and the faculty member has not directly observed the alleged cheating, the faculty member should encourage the reporting student to take one of two actions:

(a) Report the incident (verbally or in writing) to the Honor Council, or

(b) Report the incident (verbally or in writing) to the faculty advisor to the Honor Council who will submit a completed ACADEMIC INTEGRITY VIOLATION FORM to the Executive Associate Dean.

Section 5. If the student accepts responsibility, the course coordinator shall assign a grade of 0 (or the equivalent) from Article IV of the Honor Code. The course coordinator shall inform the Executive Associate Dean in writing via the academic integrity violation report form of his/her decision.

Section 6. If the student maintains innocence and the faculty member wishes to pursue this matter, the faculty member will report the matter in writing to the Honor Council advisor for resolution. In such cases the faculty member, course coordinator, and student will be bound by the decision of the Honor Council.

Section 7. The student may appeal the decision of the Honor Council to the Executive Associate Dean according to proceedings outlined in the Honor Code.

ARTICLE VII
PRE-HEARING PROCEDURE

Section 1. Cases shall be acted upon within 30 College days of receiving information about a possible violation.
Three Honor Council representatives, including faculty and/or students, shall act as a prehearing review board. The students may not be from the same class as the student suspected of the violation. Any Honor Council faculty members involved in a case before the Council shall not serve on the pre-hearing review board. The pre-hearing review board’s responsibilities shall be: to interview witnesses, review evidence, and decide whether to present the case to the entire Honor Council in a full hearing.

(a) Within seven College days of receiving the case, the pre-hearing review board shall decide by majority vote by secret ballot if there is sufficient evidence to proceed with a hearing. If the majority vote is negative, the case will be dropped. If the majority vote is positive, the case will be presented to the Council.

(b) If the case is accepted for a full hearing, the faculty advisor will promptly notify the accused orally and in writing that he or she has been accused of a violation. The accused shall be informed in writing of his or her violations and rights as follows:

1. The defendant will be allowed to speak on his or her own behalf regarding this incident. The defendant also has the option of not speaking on his or her own behalf, in which case his or her identity will not be revealed to the full Honor Council.

2. The defendant may present information that supports his or her position in this alleged incident.

3. The defendant can choose another College of Pharmacy student as his or her defense counsel.

4. The defendant may bring others to serve as witnesses to speak specifically about the incident in question and present information to support the accused student’s position. These people are limited to those having knowledge of or direct evidence surrounding the alleged incident of academic dishonesty. The defendant may not bring others to speak on his or her behalf regarding issues that are outside the scope of the alleged incident (i.e., character witnesses).

5. The defendant will have the opportunity to question people who present information concerning the alleged incident of academic dishonesty if the criteria under Article VII Section 4 are met.

6. The defendant will be informed of the existence of witnesses and evidence by the Honor Council faculty advisor without disclosing the identity of the witness(es) or specific evidence.

7. Issues outside the scope of the alleged incident, including previous alleged violations of the Honor Code, academic performance, or past behaviors, may not be addressed by other participants in this proceeding.

8. Information from the hearing meeting shall not be disclosed to any outside individuals as such disclosure shall be considered a violation of the Honor Code.
(c) All participants in the pre-hearing and hearing process shall not reveal any details of the alleged incident. Disclosure to outsiders of any information about the case by any participant shall be considered a violation of the Honor Code.

Section 2. Further Procedures

(a) Upon notification of allegation, the accused may waive his or her right to a full hearing by entering a plea of guilty to the charges which indicates the student’s acceptance of the penalties stated in Article IV.

(b) If the accused chooses to waive his or her rights to a full hearing by entering a plea of guilty to the charges, then the student body and faculty will be informed of a violation of the Honor Code. The notice will include the alleged violation, the alleged violator’s class, the outcome, and the penalty. Identifying information concerning all participants will not be included in the notice and will remain confidential. This violation will be submitted to the student body and faculty by some expedient means, including electronic (via email) or public display (via bulletin board). If the original violation went through the Honor Council, then the president of the Honor Council will be the one to inform the student body and faculty. If the original violation bypassed the Honor Council by means of the ACADEMIC INTEGRITY VIOLATION REPORT FORM, then the Executive Associate Dean shall be the one to inform the student body and faculty.

ARTICLE VIII
FULL HEARING PROCEDURE

Section 1. A full hearing of the Honor Council may be called to determine the responsibility of an alleged violator of the Honor Code, and to assign a penalty if judged guilty. All representatives of the Honor Council will be invited to attend a full hearing. A quorum consisting of one half of the Honor Council members will be required for a full hearing. Any Honor Council Faculty member serving as witness in a case before the Council shall recuse himself/herself from the trial and only serve as a witness. At least one of the three pre-hearing review board members should be present. In addition to Honor Council members, presence at a full hearing will be limited to the faculty advisor, defendant, College of Pharmacy student serving as defense counsel, and witnesses to the alleged incident.

Section 2. Hearings of the full Honor Council will be closed. Witnesses to the alleged incident will be interviewed separately in the presence of the alleged violator.

Section 3. Identity of witnesses and the alleged violator.

(a) The alleged violator will not be informed of the identity of the witness(es) unless ALL of the following conditions are met:

1. The alleged violator requests to confront the witness during a Council meeting;

2. The Honor Council is using the witnesses’ testimony in determining the responsibility of the alleged violator;
3. The witnesses agree to be confronted by the alleged violator. If the witness refuses to confront the accused as part of a full Honor Council hearing, his/her testimony cannot be used.

Section 4. The procedure for conducting a trial shall be as follows:

(a) The Honor Council representatives will assemble. A quorum will be established, and a member will be selected to document the proceedings in writing. Additionally, the proceedings of the full hearing will be recorded (audio or video).

(b) The President of the Honor Council will preside over the hearing. In the absence of the President, the Secretary shall preside.

(c) The President of the Honor Council or presiding officer shall inform all members that no information regarding the violator(s) academic performance or character shall be mentioned or questioned during the proceedings.

(d) Members of the pre-hearing review board present their findings regarding the alleged incident to the other members present.

(e) The alleged violator will be called into the room. The alleged violator may be assisted by one other COP student serving as defense counsel. This student may not act as a witness on the alleged violator’s behalf.

(f) The Honor Council President or officer presiding over the hearing will introduce the violator to the members present, indicate the date and time of the hearing, and indicate the nature of the alleged violation.

(g) The presiding officer will ask if the alleged violator accepts responsibility for the incident, and the violator will respond. The response will be recorded in writing. If the alleged violator accepts responsibility, actions will proceed as stated under Article VI Section 1 and the trial will be terminated. If the alleged violator does not accept responsibility, the trial shall proceed.

(h) Witnesses to the alleged incident will be called into the room individually.

(i) The President of the Honor Council shall inform the witnesses that information will be restricted to pertain to the alleged incident. Information about the violator’s character, academic performance, past behavior or previous Honor Code violations will not be allowed. Honor Council representatives will begin questioning of witnesses.

(j) The Council may allow the introduction of evidence other than testimony of witnesses if the Council determines that the evidence is relevant to the alleged incident.

(k) The alleged violator and College of Pharmacy student defense counsel will have opportunity to question witnesses and examine other evidence. Questions will be limited to the alleged
incident. Information about the witnesses’ character, academic performance, past behavior or previous Honor Code violations will not be allowed.

(l) The President of the Honor Council or presiding officer shall direct and regulate the alleged violator when to question the witnesses and examine evidence. At the discretion of the presiding officer, the Honor Council or alleged violator may have the opportunity to further question the witnesses and examine evidence.

(m) After hearing all testimony and reviewing all relevant evidence, the alleged violator and all witnesses will be excused while the Honor Council deliberates.

(n) The Honor Council shall ask the question: “Is the alleged violator responsible for this incident of academic dishonesty?” Honor Council members will vote by secret ballot, with a vote of YES to find the violator responsible or a vote of NO finding the violator not responsible.

(o) Two-thirds majority of the Honor Council representatives present must vote YES to find the alleged violator responsible of academic dishonesty and to impose a penalty outlined in Article IV. The votes will be tallied by the Honor Council secretary (if present, and not presiding over the hearing) or another member designated by the presiding officer. The member designated to record the hearings in writing will not tally the votes.

(p) The alleged violator will be recalled and informed of the outcome of the vote by the presiding officer. If guilt has been determined, the presiding officer will also then inform the violator of the penalty recommended and the course of action available.

(q) The Honor Council Advisor shall notify the violator of the judgment of the Honor Council in writing. The faculty advisor will also verify the penalty and advise the violator about the appeals process. The Faculty Advisor to the Honor Council will also formally notify the Executive Associate Dean of the outcome and the penalty.

(r) Written and recorded proceedings shall be signed by the presiding officer. If the alleged violator has been determined responsible, the proceedings will be provided to the Executive Associate Dean with the formal notification of hearing outcome. Access to the written and recorded proceedings will be limited to the Executive Associate Dean.

(s) In cases in which the alleged violator is determined to be not responsible for academic dishonesty, all transcriptions and tapes shall be destroyed immediately.

(t) A notice of the outcome of a full Honor Council hearing will be distributed to the student body and faculty by some expedient means, including electronic (via email) or public display (via bulletin board). The notice will include the alleged violation, the alleged violator’s class, the date of the Honor Council hearing, the outcome, and the penalty. Identifying information concerning all participants will not be included. The Executive Associate Dean will be the one to distribute
this information to the student body and faculty in the case of a full hearing of the Honor Council resulting in a verdict of guilty.

Section 5. Appeal of an Honor Council Determination

(a) In cases where the alleged violator has been found responsible for academic dishonesty in a full hearing of the Honor Council, the defendant may appeal the decision of the Honor Council to the Executive Associate Dean, who may uphold or negate the Council’s decision.

(b) The appeal process shall be initiated no more than 30 College days following the determination of the full Honor Council.

Section 6. Confidentiality of the Hearing Process

(a) Hearing proceedings will remain confidential. Individuals who will have access to information from an Honor Council hearing, other than the Honor Council members present, include the violator and those individuals in the College or University administration who may be involved in carrying out a disciplinary action.

(b) Faculty and administrators likewise will keep information confidential. Faculty members who may be privy to information from an Honor Council hearing are the Faculty Advisor to the Honor Council; faculty members of the Honor Council; any faculty member acting as a witness to an alleged incident of dishonesty; any faculty member asked to impose a penalty recommended by the Honor Council; and the Executive Associate Dean.

(c) Revealing confidential information related to any Honor Council hearing will be considered to be a violation of the Honor Code.

ARTICLE IX
AUTHORITY

Section 1. The authority to revise and enforce the Honor Council Constitution lies with the Executive Associate Dean. Any changes to Article IV penalties require faculty approval.

ARTICLE X
MEMBERSHIP

Section 1. The Honor Council voting members shall consist of 12 elected members, three members from each professional year class, and two appointed faculty members appointed by the Dean of the College of Pharmacy.

Section 2. Vacancies for elected positions of the Honor Council shall be filled by special election.

Section 3. The duties of the members are to:
(a) Attend all meetings of the Honor Council (absences must be approved by the Honor Council President in order to not be considered unexcused);

(b) Participate in trial procedures;

(c) Educate students and faculty on the Honor Code of the College of Pharmacy;

(d) Keep all matters discussed at closed meetings confidential.

Section 4. The following exceptions may be made to participation of members in trial procedures:

(a) If, for a special reason, a member of the Honor Council considers that he/she should not take part in the decision of a particular case, he/she should report the fact to the President of the Council.

(b) If the President considers that, for some special reason, one of the members should not sit on a particular case; he/she shall inform him/her accordingly.

(c) If the Council considers, for some special reason, that the President should not sit on a particular case, they may remove him/her by a simple majority vote.

(d) If, in any such case, a member and the President disagree, the question shall be decided by the Honor Council by a majority vote using a secret ballot process.

Section 5. Recall of Honor Council members will follow the procedures for the recall of members of the Council of Students, which are set forth in the COS Constitution.

Section 6. The Honor Council will have a faculty advisor who will be appointed by the Dean of the College of Pharmacy. The faculty advisor will not have a vote in Honor Council decisions. A faculty member cannot serve as the advisor if he/she is directly involved in a case before the Council. If the appointed advisor initiates an investigation of a student, the Dean will replace the advisor with another faculty member until that case is completed. The duties of the faculty advisor shall be to:

(a) Advise the Honor Council on procedural matters;

(b) Ensure that fair procedures are followed in all cases before the Honor Council, act as an advisor on matters of precedent and be present at all hearings;

(c) Inform accused students regarding the Council’s procedures and determinations throughout the progression of the case.

Section 7. All members of the council are expected to attend all meetings. A maximum of two unexcused absences will be allowed (one per semester). Failure to adhere to this requirement shall be considered neglect of office. A special election will be held to replace officers who neglect their office within two weeks.
ARTICLE XI
OFFICERS

Section 1. The officers of the Council shall consist of a President and a Secretary, who are student members of the Honor Council. These positions shall be elected by and for the Honor Council.

Section 2. The duties of the President shall be to:

(a) Preside over all meetings;

(b) Act as prosecutor at all trials;

(c) Represent the Honor Council in all matters;

(d) Supervise the investigation of all cases;

(e) Insure that the Honor Council follows established procedures in its operation.

Section 3. The duties of the Secretary shall be to:

(a) Maintain written minutes of all Council meetings;

(b) Keep a true and accurate record, by tape and in writing, of all trial proceedings;

(c) Prepare written communications from the Council to accused students regarding violations and Council actions;

(d) Prepare written communications to the Executive Associate Dean regarding Council actions;

(e) Inform the members of the Council of all meetings

ARTICLE XII
SCHEDULING MEETINGS

Section 1. A meeting of the Honor Council shall be held to orient new members to their duties and responsibilities. At the end of spring term the newly elected members shall meet to elect officers for the coming year.

Section 2. Meetings may be called at any time by the president who will determine the meeting time and place for all meetings.

Section 3. In the event that the Council must meet during regularly scheduled class time, the members of the council shall be excused from all classes and advanced practice experiences to attend the meetings

ARTICLE XIII
AMENDMENTS
Section 1. Amendments to the present statute may be proposed by the Honor Council or by petition of one-half of the members of the Council of Students of the College of Pharmacy. Such proposals shall become effective as amendments when ratified by two-thirds of the members of the Honor Council at the next meeting following the proposal of the amendment.

Section 2. Ratified amendments shall become effective thirty days after ratification unless a specific date is set in the amendment.
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 regards 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.
Student Records and Right of Privacy

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

I. Definitions

A. Student means an individual who is or who has been in attendance at Mercer University. It does not include individuals who were applicants for admission to the University but did not matriculate.

B. Education records include those records which contain information directly related to a student and which are maintained as official working files by the University.

The following are not education records:

1. Records about students made by professors and administrators for their own use and not shown to others;

2. Campus police records maintained solely for law enforcement purposes and kept separated from the education records described above;

3. Employment records, except where currently enrolled students are employed as a result of their status as students;

4. Records of physicians, psychologists, or other recognized professionals or paraprofessionals made or used only for treatment purposes and available only to persons providing treatment (however, these records may be reviewed by an appropriate professional of the student’s choice); and

5. Records which contain only information relating to a person’s activities after graduation or withdrawal from the University.

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

A. Right of Access. Students have the right to access to their education records, except financial records of parents and confidential letters of recommendation received prior to January 1, 1975.

B. Waiver. Students may waive their right of access to confidential recommendations in three areas: admission to an educational institution, job placement, and receipt of honors and awards. The University does not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If students choose to waive their right of access, they will be notified, upon request, of the names of all persons making confidential
recommendations. Such recommendations are used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time, and the revocation will apply to all subsequent recommendations.

C. Types and Locations of Education Records.

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

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

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

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

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

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

A. Directory Information.

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

   Name
   Addresses
   Telephone listing
   Date and place of birth
   Photograph
   Major field of study
   Participation in officially recognized activities and sports
   Weight and height of members of athletic teams
   Dates of attendance
   Degrees and awards received
   The most recent previous education institution attended
2. The University gives annual public notice to students of the categories of information designated as directory information, and allows a reasonable period of time after such notice for the student to inform the University that the information should not be considered directory information.

3. Directory information may appear in public documents and may otherwise be disclosed without the student’s consent unless the student objects as provided above. However, it is the policy of Mercer University to refuse to disclose directory information over the telephone except for purposes of financial aid verification.

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

1. College officials of Mercer University who have been determined to have legitimate educational interests.

2. College officials include instructional personnel, administrative personnel, and members of duty constituted University committees and boards, who are or may be in a position to use the information in furtherance of a legitimate objective.

3. Legitimate educational interests include those interests reasonably related to the academic environment.

4. Officials of other colleges in which students seek to or intend to enroll or are enrolled. Upon request, and at the student’s expense, students will be provided with a copy of the records that have been transferred.

5. Authorized representatives of federal and state educational authorities, but only in connection with the audit or evaluation of federally or state supported educational programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above.

6. In connection with a student’s application for or receipt of financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions.

7. State and local officials to whom such information is specifically required to be reported by effective state law adopted prior to November 19, 1974.

8. Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of
students to outsiders, and the information will be destroyed when no longer needed for these purposes.

9. Accrediting organizations for purposes necessary to carry out their functions.

10. Parents of students who are dependents for income tax purposes. Parents may see the academic records of their son or daughter when the student gives permission in writing or when the parents can demonstrate that the student is their dependent as defined by the Internal Revenue Service.

11. Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of students or other individuals.

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

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

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

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

1. To the student;

2. Pursuant to the written consent of the student;

3. To instructional or administrative officials of Mercer University; or

4. Of directory information.

The records of disclosures may be inspected by the student, the official custodian of the records, and other University and governmental officials.

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

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

B. Right to a Hearing. Upon request by a student, the University will provide an opportunity for a hearing to challenge the content of the student’s records. A request for a hearing should be submitted in writing to the Office of the Registrar.

Within a reasonable time, the student will be notified in writing of the date, place, and time reasonably in advance of the hearing.

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

2. Decision. Within reasonable period of time after the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely upon evidence present at the gearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information in the student’s record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, the University will amend the records accordingly.

C. Right to Place an Explanation in the Records. If, as a result of the hearing, the University decides that the information is not accurate, misleading, or otherwise in violation of the student’s rights, it will inform the student of the right to place in the record a statement commenting on the information and/or explaining any reasons for disagreeing with the University’s decision. Any such explanation will be kept as part of the student’s record as long as the contested portion of the record is kept, and will be disclosed whenever the contested portion of the record is disclosed.
Electronic Test-Taking Procedures

Students will be expected to adhere to the following procedures when taking electronic exams. Lack of adherence to these procedures may result in a violation of the Honor Council Constitution.

A. **All exams will be video recorded.**
   Students will be informed at the start of each semester/course.

B. **Exam Proctoring Assistance**
   In addition to course faculty, there will be additional proctors in each testing room.

C. **Each course will utilize a seating chart (containing the students’ names and/or photos) for exam taking, and all students will be required to bring a picture ID for exams.**
   Students will be required to keep their picture ID on their desk while taking exams. The proctors will serve as a check to ensure the seating chart/ID/student match up. This will serve as an expedient verification that the correct student is in the assigned seat/room.

D. **Utilize standard procedures for distributing and collecting scratch paper and for showing green “submission complete” screens and for exiting the room.**
   i. Each student will be required to print his/her name, MUID, and to sign all scratch paper indicating he/she will abide by the Honor Council Constitution. One sheet (if required for the exam) will be provided to each student after the examination has started.
   ii. When the student has completed the exam, the student should remain in his/her seat and raise his/her hand for the proctor to verify the “submission complete” screens (green screen). At that time, the proctor will collect the student’s scratch paper.
   iii. When exiting the exam room, the student should swipe his/her Bear Card upon leaving the room. The Bear Card swipe serves as a final check that the submission time and exit time are consistent. One exception is for exams in Day Hall. Because of the theatre style seating, the proctors will not be able to check green screens at the students’ desks. However, because there is only one exit point in Day Hall, the checking for green screens, collection of scratch paper, and Bear Card swiping will be done at the exit.

E. **Upon conclusion of the exam, course coordinators will ensure via ExamSoft that all students who downloaded the exam have uploaded the exam.**