

**Marshall University**  
**School of Pharmacy**

**Student Services Handbook 2019-2020**

# Marshall University School of Pharmacy Student Services Handbook

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## **Dean's Welcome**

Welcome to the Marshall University School of Pharmacy and congratulations on your acceptance! You are about to embark on an exciting and challenging academic journey. Our faculty and staff have worked diligently to design a curriculum and environment that will immerse you in both the theory and practice of pharmacy. Our goal is to see you become a leader in the field, able to not only practice successfully, but also to contribute to the growth of our profession.

The academic program is rigorous, but is also based on innovative teaching methodologies that are proven to increase your understanding and application of content knowledge. You will learn content through active application to real-world problems faced in the profession. Most of your coursework will be accomplished through collaborative learning with your classmates. This is in response to the changing nature of pharmacy; from dispensing to patient-centered, team-based health care management. You will also have opportunities to work with students in other health care programs to increase your interprofessional competencies.

Our cutting-edge facilities are designed to provide you with experience working in a variety of health care settings. Our high-tech studio learning classrooms are equipped to enhance the active and group learning methods that are built-in to the curriculum. We believe that you will find the learning environment custom-designed for your success.

As you progress through the program, know that each one of us is here to provide you with every opportunity for success. We believe in you! Feel free to come to us with any concerns you have and we will work diligently to assist you in resolving them. I look forward to getting to know each of you over the next four years.

**Remember, We are.... Marshall! We are.... the future of Pharmacy!  
And now, you are too!**



## **The School of Pharmacy**

The Marshall University School of Pharmacy provides residents in the region with an affordable, public alternative for pursuing a Doctorate in Pharmacy (Pharm.D.) degree.

The university's strengths in clinical education and its strong linkages to ambulatory and inpatient care facilities provide distinct advantages for the development of a public pharmacy school that will produce well-prepared pharmacists for the field's evolving role in the patient care continuum.

### **Location**

The school is located close to Cabell Huntington Hospital at 1538 Charleston Avenue, Huntington, WV 25701. Our state-of-the-art, 50,000 square-foot learning, research, and pharmacy practice facility was completed August 2019. For contact information, please refer to [http://www.marshall.edu/wpmu/pharmacy/about\\_us/contact-us/](http://www.marshall.edu/wpmu/pharmacy/about_us/contact-us/).

### **Opening**

The school's inaugural class of 2016 started in August 2012.

### **Accreditation**

The Accreditation Council for Pharmacy Education (ACPE) has fully accredited Marshall School of Pharmacy for its Doctor of Pharmacy program.

For more information on the ACPE accreditation process, please contact the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60603, 312/644-3575; FAX 312/664-4652, or at their web site:

<https://www.acpe-accredit.org/standards/default.asp>

## **Statements and Policies**

### ***Marshall University School of Pharmacy (MUSOP) Mission, Vision, and Culture Statements***

The mission, vision, and culture statements can be found on Marshall University School of Pharmacy's web page at [http://www.marshall.edu/wpmu/pharmacy/about\\_us/missionvision/](http://www.marshall.edu/wpmu/pharmacy/about_us/missionvision/)  
<https://www.marshall.edu/eoaa/title-ix/>

<http://www.marshall.edu/academic-affairs/policies/>

### ***Affirmative Action Policy***

The provision of equal opportunities applies to the prospective and current student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation. For further information, please refer to the policy, which can be found at <http://www.marshall.edu/wpmu/academic-affairs/policies#AAGrad>

### ***Sexual Harassment Policy Statement***

Sexual Harassment, a form of sex discrimination, is illegal and against the policies of the university. The policy regarding sexual harassment can be found at <http://www.marshall.edu/wpmu/academic-affairs/policies#Harassment>.

### ***Title IX***

All educational institutions are required to address gender-based discrimination, harassment (including sexual harassment), and violence, including sexual violence, relationship violence (dating and domestic violence), and stalking. The Office of Civil Rights identifies these behaviors or actions as "harassment" generally. Title IX information and reporting forms can be found at <https://www.marshall.edu/eoaa/title-ix/>

### ***Copyright Compliance***

Marshall University complies with U.S. copyright law, which prohibits unauthorized duplication and use of copyrighted materials, including written, audio-visual, and computer software materials. Further information is available at <http://www.marshall.edu/it/copyright/>.

### ***Liability***

Marshall University, as a state agency cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the university cannot assume responsibility for personal injury to students. The Liability policy is located under the heading of "University Policies and Procedures" found in the [Marshall University Graduate Catalog](#).

### ***Inclement Weather***

In the event of inclement weather, please refer to Marshall University's Inclement Weather policy located at <http://www.marshall.edu/wpmu/academic-affairs/policies#InclementWeather>.

## Admissions Process

Admission to the professional program is competitive. Students are only admitted in the fall semester. The admission policies will consider each candidate holistically with focused attention to scholastic accomplishments and other factors such as motivation, industry, communication abilities, and community activities. A holistic educational review will be conducted to ensure the best possible candidate is identified for admission to MUSOP. Each applicant must have the physical, mental, and emotional ability to learn and accomplish those competencies required of a pharmacy practitioner, as well as the character and thought processes necessary to make professional judgments that benefit the patient.

Any student may be denied admission or permission to continue enrollment in the School of Pharmacy if, in the opinion of the faculty, the moral or ethical character of the student casts grave doubts upon his or her potential capabilities as a pharmacist. Any type of involvement in the illegal use of drugs or other illegal or unethical acts relating to the practice of pharmacy are examples of incidents which would provide cause for considering denying admission or for dismissal of a student from the School.

### **Pre-Professional Program Requirements**

A minimum of 58 semester credit hours of pre-pharmacy coursework is required for admission. The majority of these credit hours will be completed in the content areas of mathematics, biological sciences, general chemistry, organic chemistry, communication skills, and physical sciences. Specific required pre-pharmacy coursework includes:

- English Composition                      6 credit hours or 2 semesters
- Calculus                                      3 credit hours or 1 semester
- Statistics                                      3 credit hours or 1 semester
- Biology w/ Lab                              8 credit hours or 2 semesters
- Chemistry w/ Lab                            10 credit hours or 2 semesters
- Human Anatomy w/ Lab                    4 credit hours or 1 semester
- Human Physiology w/ Lab                4 credit hours or 1 semester
- Microbiology w/ Lab                        4 credit hours or 1 semester
- Organic Chemistry w/ Lab                 9 credit hours or 2 semesters
- Physics w/ Lab                                4 credit hours or 1 semester
- Social Science elective                      3 credit hours or 1 semester

All pre-pharmacy coursework should be completed by the end of the summer semester prior to the desired fall enrollment. A grade of C or better is required in all pre-pharmacy coursework.

Marshall University course offerings are templates for Marshall University School of Pharmacy pre-pharmacy course requirements. Students may choose to complete part or all pre-pharmacy coursework at another accredited college or university. However, Marshall University course offerings will be used as the barometer for course equivalency determination. For more information please contact the Office of Student Affairs at [pharmacy@marshall.edu](mailto:pharmacy@marshall.edu) or 304-696-7354.

### ***Transfer Credits and Pre-Pharmacy Equivalencies from other institutions***

Courses from other colleges or universities will be evaluated at the time all documents have been received for admission. This ensures that the courses are equivalent to the pre-pharmacy courses required by MUSOP. Please refer to [Documenting the Pre-pharmacy Requirements Adopted by the Faculty for Admissions](#)

### ***Advanced Placement***

Students, who have received credit for the subject examination in the College Level Examination Program (CLEP) or the Advanced Placement Examination Program, may meet prerequisite requirements for admission into MUSOP. For further information, please refer to [Documenting the Pre-pharmacy Requirements Adopted by the Faculty for Admissions](#)

### ***Experiential Learning***

Credit for life experiences gained through employment or other activities may be granted by the Dean. For further information, please refer to [Documenting the Pre-pharmacy Requirements Adopted by the Faculty for Admissions](#)

### ***Foreign or International Institution Evaluation***

Coursework and conferral of degrees from institutions outside the United States may be submitted for application consideration. Please refer to [Documenting the Pre-pharmacy Requirements Adopted by the Faculty for Admissions](#)

### ***Regular Admission Review***

All applications and supporting documents must be submitted to School of Pharmacy, Office of Student Services by the required deadline. All prerequisite coursework must be completed prior to matriculation into the PharmD program. For further information, please refer to [Documenting the Pre-pharmacy Requirements Adopted by the Faculty for Admissions](#)



### ***Assurance of Comparability***

To ensure that credit awarded through these methods is comparable to the university's own degree programs, each petitioner must submit a request to the Associate Dean for Curricular and Academic Affairs who will evaluate the request and grant or deny credit or course equivalencies. Please refer to [Documenting the Pre-pharmacy Requirements Adopted by the Faculty for Admissions](#)

## **Applying for Admission**

### ***Admissions Guidelines***

Marshall School of Pharmacy takes a holistic view of an applicant's background for the purpose of admission. Please refer to [Admissions Policy](#) for further information.

### ***TOEFL Exam***

A TOEFL exam is required for international applicants if the applicant has not completed a degree from a U.S. institution or if a degree is from an international college/university where, the primary language of instruction is not English. Students must meet a minimum score requirement of 80 and test must be less than 2 years old.

### ***Application***

Details regarding application submissions and fees can be found at the [Admissions Policy of the MUSOP webpage](#) (see section "To Apply")

## **Additional Requirements**

### ***Onsite Interview***

To be considered for admission, applicants must be selected for an interview. The interview assesses the applicant's communication skills, confidence, integrity, maturity, commitment to the field of pharmacy, motivation, character, and ability to interact with others. Students selected for an interview can expect to spend a day on campus for the interview process.

Once interviews conclude, candidates will be assessed based on a holistic review of the application package and will include evaluation of overall GPA, prerequisite GPA, reference letters, and outcomes of the onsite interview.

### ***Drug Testing and Criminal Background Check***

Applicants should be aware that both criminal background checks (CBCs) and drug screens are becoming increasingly common requirements for participation in specific coursework in the

School of Pharmacy and for eventual licensure as a pharmacist. As a result, CBC and drug screens are now requirements for those students tentatively accepted for admission and must be completed with satisfactory results prior to matriculation at the School.

Instructions for completion of CBC and drug screen requirements will be forwarded following the student's tentative acceptance to the School of Pharmacy. The CBC and drug screens will be annual requirements for all Pharm.D. students enrolled in the School of Pharmacy. Students are subject to random drug screenings at any time.

### ***Immunizations***

Prior to enrollment in the School of Pharmacy, Candidates are required to obtain a history of their immunizations and vaccinations. Documentation of immunizations and vaccinations must be provided by written documentation of a health care provider (physician, nurse, or pharmacist), and must include the type of immunization/vaccination received, the date, and the signature of the health care provider who administered the immunization/vaccination. Upon admittance to the School of Pharmacy the student will be provided with a list of required immunizations that will need to be verified. All immunizations must be kept current since these are requirements for rotations. Failure to maintain may result in failure of rotations and a delayed graduation.

### ***CPR Training***

Prior to enrollment into the school, the student must have completed an American Heart Association 2-year certification with BLS for Healthcare Providers CPR course or the American Red Cross 2-year certification course First Aid, CPR, AED for Professional Rescuers and Health Care Providers. The student is responsible for keeping their CPR certification current while in school. This is required for rotations and failure to maintain may result in failure of rotations and delayed graduation. The student should also keep the card current after graduation should they continue to provide immunizations to patients or if their employer mandates this.

[Background Check, Drug Screen, Immunization and Certification Requirements for Students](#)

## **The Professional Program**

The Marshall University School of Pharmacy strives to educate students who are caring, competent, of high character, innovative thinkers, problem solvers, and the future leaders of our profession. To accomplish these goals, we have developed a curriculum that marries local practice standards and vision to the evolving trends within our academy. At the forefront of this marriage is the School's vision of the skills, knowledge, and abilities that will be required of future pharmacists. This vision forms the Pharm.D. program's terminal, or student learning, outcomes. For further information regarding terminal outcomes, please refer to [http://www.marshall.edu/pharmacy/student-info/prospective-students/professional\\_curriculum/](http://www.marshall.edu/pharmacy/student-info/prospective-students/professional_curriculum/)

### **Overview of Pharm.D. Curriculum by Semester and Year**

An overview of the curriculum can be found at:

[http://www.marshall.edu/pharmacy/student-info/prospective-students/professional\\_curriculum/](http://www.marshall.edu/pharmacy/student-info/prospective-students/professional_curriculum/).

### **Attendance Policy**

Attendance to all classes is highly encouraged and in some cases it is mandatory. Please refer to your class syllabus for further information. Marshall University defines excused absences in the [Marshall University Board of Governors Policy No. AA-13 Class Attendance](#). Please submit the [Excused Absence Form](#) (located on the *Current Students* page of the MUSOP website) for all absences to the Office of Student Affairs immediately upon your return. Absence requests submitted beyond 3 days after the student's return will not be considered. [Student Leave Policy](#)

### **Appropriate Attire and Conduct Policy**

[http://www.marshall.edu/pharmacy/files/MUSOPOP\\_800.002.pdf](http://www.marshall.edu/pharmacy/files/MUSOPOP_800.002.pdf)

### **Professional Leave**

Professional leave requests are handled through the Office of Experiential Learning and is defined in the professional leave section of the Student Leave Policy at [http://www.marshall.edu/pharmacy/files/MUSOPOP\\_200.010.pdf](http://www.marshall.edu/pharmacy/files/MUSOPOP_200.010.pdf)

## **Grading Policy**

MUSOP has developed a grading policy for the Pharm.D. program. For further information, please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)  
[Secure Testing Environment Standards](#)

## **GPA Calculation & Transcripts**

MUSOP will calculate GPA for the purpose of transcripts following the [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

## **School of Pharmacy IT Support**

<https://www.marshall.edu/pharmacy/it/>

## **Academic Progress and Promotion**

Definitions regarding specific terminology use in academic progress and promotion can be found at [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#) (section titled “Definitions”).

### ***Remediation***

Students who have a course failure may be eligible for remediation for selective courses over the summer. For further information, please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

## **Progressions**

### ***Academic Probation, Administrative Probation, and Academic Obligations***

Students who fail a course will be placed on *academic probation*. Students who can't meet enrollment requirements will be placed on *administrative probation*. Students who are not able to master skills, knowledge, or behaviors at an expected point in time will be considered to have *academic obligations* which require corrective action for progression. For further information regarding these probations, please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

### ***Enrollment in Advanced Professional Practice Experiences (APPE-P4)***

A student is allowed to progress to the P4 year if they have successfully completed all PI-P3 course requirements. Please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

### ***Annual Progressions Recommendations***

Each year, the students' academic performance (class grades and Annual Assessment scores) will be reviewed by the Student Progressions Subcommittee/SAC. Recommendations regarding the status of each student will be made to the Dean for the upcoming year. For further information, please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

### ***Addressing Course Failures by Repeating Courses at Other Institutions and the Impact on Student Progressions***

[Academic Standards for Grading, Progressions, Dismissal, and Readmission](#) addresses the transfer of Course Credits and Course Waivers. For further information, also refer to the policy [Course Transfer Credit and Course Waiver](#)

### ***Course Failures Resulting from Sanctions Secondary to Academic or Professional Misconduct***

Course failure resulting from sanctions enforced due to academic or professional misconduct will be dealt with by the use of academic probation and possible dismissal from the Pharmacy School Program. Please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

### ***Dismissal from the MUSOP***

Dismissal is defined as termination of student status, including any right or privilege to receive some benefit, or recognition, or certification. This section of the handbook addresses reasons why a student can be dismissed, whether the student can enroll in other courses at Marshall University once dismissed from MUSOP, application for readmission to MUSOP after being dismissed, and instances where the transcript may contain information regarding dismissal. Please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

### ***MUSOP Appeals Process – Sanctions, Probation, and Dismissal***

Students who have been placed on academic probation, dismissed for academic reasons, or dismissed for administrative reasons may appeal. For further information on the appeal process, please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

### ***Readmission to the MUSOP on Academic Dismissal***

MUSOP provides guidance to students considering readmission to the school after being academically dismissed from MUSOP's Program. Please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#) for further information.

***Readmission to the MUSOP by Withdrawal***

A student who withdraws from the MUSOP may be admitted after filing readmission documents. Please refer to [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

**Grade Grievance**

It is the policy of the MUSOP to affirm the rights of its students and faculty should questions or complaints arise concerning the assignment of a grade. The University recognizes that it is the instructor's/teaching team's prerogative to determine a grade. Responsibility for resolving grade disputes is shared among the instructor/teaching team, the student, and the School of Pharmacy. Please refer to the [MUSOP Grade Grievance Policy](#)

## Terminal Outcomes and Abilities Statements

The Doctor of Pharmacy program's terminal learning outcomes provide a broad description of the expectations of Marshall University School of Pharmacy graduates. These learning outcomes are further defined by a series of abilities. These abilities are linked to individual learning outcomes.

TO domain	TO number	Terminal Outcome	Ability number	Ability
PATIENT-CENTERED CARE	1	Improve patient quality of life.	1	Critical thinking and problem solving
			2	Perform physical assessment for the purpose of identifying medication misadventures or for the diagnosis of common ailments
			3	Assess illness severity for the purpose of patient referral (triage)
			4	Administer medications
			5	Individualize patient therapy (Perform therapeutic dose adjustment)
			6	Assess laboratory data acquired during the course of care provision
			7	Select appropriate drug therapy based upon patient and pharmaceutical parameters
			8	Develop and initiate a therapeutic plan
			9	Document professional practice activities
			10	Use foundational knowledge during the performance of professional duties
	2	Contribute to the betterment of patient care through integration in healthcare teams.	11	Identify and describe team dynamics
			12	Resolve conflicts in such a way that everyone involved wins
			13	Identify and resolve ethical dilemmas
			14	Integrates himself/herself into the healthcare team in a positive manner
			15	Aware of current healthcare and stakeholder stressors
			16	Builds consensus during team interactions
			17	Debates and negotiates effectively

				for the betterment of the team
	3	Incorporates cultural awareness and empathy into practice.	18	Assesses patient health literacy
			19	Uses educational techniques or tools to facilitate patient understanding of care
			20	Develops care plans that are sensitive to and incorporates a patient's cultural differences
			21	Aware of and follows EEOC standards'
			22	Places professional responsibilities before own cultural beliefs and prejudices
MEDICATION USE SYSTEMS	4	Accurately and safely dispense and formulate medication dosage forms.	23	Execute a patient order or prescription
			24	Accurately perform pharmaceutical calculations
			25	Compound oral, topical, rectal, vaginal, parenteral, sterile medication formulations
	5	Manage business, personal, and personnel responsibilities.	26	Manages personnel
			27	Uses job acquisition skills effectively
			28	Networks as a method of self-marketing
			29	Develops business plans
			30	Uses third-party payer systems to acquire reimbursement of services provided
			31	Manages inventory and inventory turnover
			32	Writes and implements cost containment policy (project management)
			33	Uses and plans for use of technology to improve dispensing efficiency
			34	Compares and contrasts healthcare systems
			35	Applies organizational skills and time management
	6	Contributes to the growth of the profession.	36	Uses decision making skills to improve the pharmacy profession's standing in healthcare institutions
			37	Is a credible member of the healthcare team
			38	Deserves the public's trust due to existence of personal integrity, professional competency, and dedication to the profession and patient.



			39	Assumes responsible for actions, success, and failures
			40	Uses strategic planning processes
			41	Mentors peers and subordinates
PUBLIC HEALTH/POPULATION-BASED OUTCOMES	7	Improves population-based outcomes through application of public health and disease prevention principles.	42	Engages in public service
			43	Provides patient care targeted at improving the health of the community
			44	Applies principles of epidemiology and pharmacoepidemiology in practice
			45	Integrates cost, risk, and benefit considerations into care plans
CORE ABILITIES	8	Communicates appropriately with all stakeholders.	46	Applies education theory to the continued develop of one's self, patients, health practitioners, researchers, and future pharmacists
			47	Provides and receives feedback in the educational and professional environments
			48	Counsels patients
			49	Speaks in public settings
			50	Assesses nonverbal communication to determine understanding, agreement, or disagreement.
			51	Actively listens
			52	Communicates through use of professional written media
			53	Develops and presents continuing education programs
	9	Uses best available medical evidence during performance of professional responsibilities.	54	Performs efficient medical literature searches
			55	Evaluates medical literature for the purpose of validity assessment
			56	Interprets research findings within the context of current practice.
	10	Exhibits professional behavior.	57	Dresses appropriately for each practice setting
			58	Aware of current political and professional debates
			59	Adapts to new practice challenges and environments in a positive manner
			60	Apply various methods to achieve learning

			61	Self-evaluates for the purpose of personal continuous quality improvement
			62	Commits to life-long learning
			63	Practices lawfully and ethically
			64	Provides customer service
			65	Is empathetic during provision of patient care
	11	Is proactive in assuring patient safety.	66	Adheres to tenets of patient safety
			67	Identifies, assesses, and avoids potential medication misadventures
			68	Integrates technology and practice to minimize patient risk
			69	Reports incidences that threaten patient safety
			70	Performs continuous quality assurance processes

## Graduation Requirements

Students are eligible for graduation upon successful completion of all academic and clinical (Professional Practice Experiences) requirements and documented competency in the P4 Annual Assessment of Competency. Students must earn a minimum of 151 semester credit hours. The minimum grade point average to meet graduation requirements is 2.5. The student is responsible for knowing and satisfying degree and graduation requirements. Students must be enrolled in the term in which they plan to graduate.

## **Student Services**

### **Ethical and Professional Conduct**

Pharmacy is a well-respected profession. MUSOP students are expected to behave both professionally and ethically at all times. Please refer to the [Ethical and Professional Conduct](#) policy for further information.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. For further information regarding FERPA, please refer to <http://www.marshall.edu/wpmu/disclosures/ferpa/>.

### **Student Health Services & Prescriptions**

Student Health Services is available to provide health care services to students for treatment of acute illnesses and applicable prescriptions. The Student Health facilities are located in the Family Medicine center at Cabell Huntington Hospital. A summary of services and eligibility are available on the Student Health website at <http://www.marshall.edu/wpmu/studenthealth/>. Students can contact the Student Health Office on the main Marshall campus regarding services available to students. They can be reached by phone at (304) 696-2269.

The School of Pharmacy requires that all students have health insurance coverage. The university sponsored health insurance program is contracted yearly and made available for purchase by students. School of Pharmacy students are contacted annually with the option to provide proof of insurance and request a waiver, or to enroll in the current contracted program. School of Pharmacy students who do not have health insurance coverage or whose coverage does not meet minimum waiver requirements will be required to be enrolled in the university provided health insurance plan for the academic year. Students are responsible for paying the health insurance fees by the stated deadline each year.

### **Counseling Services**

The Marshall University Counseling Center is committed to helping students overcome adversities. The center offers services to help students manage stress, depression, anxieties including test anxiety. The center can guide students through conflict resolution, anger management and relationship issues. Counselors understand the pressures of surviving in a university environment, and are available to help students attain their personal and academic goals.

Please refer to [Marshall University Counseling Center's Webpage](#) for further information about the Marshall's Counseling Services.

In the event of an emergency, a Counseling Services staff member is available 24 hours a day seven days a week and can be reached by calling (304) 696-3111 or the Campus Police Department at (304) 696-HELP (4357).

## **Disability Services**

Marshall University is committed to making all programs, services, and activities fully accessible to students with disabilities. The purpose of the Office of Disability Services is to provide the educational and physical accessibility support necessary for students to achieve their academic goals and to promote as much independence as possible on the part of the students with disabilities. Please refer to [Office of Disability Services](#) for further information regarding disabilities.

The Assistant Dean for Student Affairs at the School of Pharmacy will work with the Office of Disability Services to assist individuals with any necessary accommodations needed at the School. Please schedule an appointment with the Assistant Dean to discuss your needs.

## **Housing**

### **Fairfield Landing**

Fairfield Landing, Marshall University's independently operated on-campus residential apartment community, is located adjacent to the pharmacy school on Hal Greer Blvd. and just a few blocks from Marshall's Huntington campus.

The facility features fully-furnished studio and two-bedroom apartments with stainless steel appliances, including washer/dryer and private bathrooms. This all-inclusive apartment community is in a prime location close to several parks and eateries. Units are pet-friendly, however, a non-refundable pet fee will apply. For more information including applications refer to: <https://www.marshall.edu/graduatestudenthousing/>

### **Office of Housing and Residence Life**

The Office of Housing and Residence Life provides housing opportunities for all Marshall University Students. For information regarding housing please contact their office at [housing@marshall.edu](mailto:housing@marshall.edu) or calling the office at 1-800-438-5391.

Off campus housing opportunities, where available, are the responsibility of the student to locate and arrange lease agreements.

## **Academic and Career Counseling**

MUSOP is committed to a strong program of quality student advising for all of its students. Students will be assigned to an advisor who will work with them throughout their academic years at the MUSOP (from the P1 year to graduation). The faculty advisor will provide assistance in many areas such as educational goals, requirements to graduate, and career goals. In addition, the student-advising program will also function as a referral source to other campus agencies. For further information, please refer to the [Student Advising Policies and Procedures](#)

## **Student Organizations/Student Representation**

### **Student Executive Council**

The Student Executive Council (SEC) is a student organization created in order to enhance communication between members of each pharmacy class, organization, faculty, and administration. The SEC will provide a forum for students to voice concerns and offer feedback in order to improve the quality of MUSOP. Please refer to the [Student Executive Council](#) for more information.

## **School of Pharmacy Faculty, Staff, and Administration Contact Information**

Updated contact information can be found in the [Directory](#) located on MUSOP's home webpage.

## **Complaints Concerning Violations of Accreditation Council for Pharmacy Education (APCE) Standards**

The Accreditation Council for Pharmacy Education (ACPE) is the national agency for the accreditation of professional degree programs in pharmacy and providers of continuing pharmacy education. A policy is in place to address any complaints students may have regarding curriculum, faculty, student affairs or other areas relating to ACPE.

### **Student Complaint Policy and Procedure**

#### ***Policy***

If a student wishes to complain about an issue related to the accreditation standards of ACPE, the student should follow the procedure detailed in [Complaints Concerning Violations of Accreditation Council for Pharmacy Education \(ACPE\) Standards](#)

***Procedure***

ACPE related complaints should be made in writing, by the student, using the Student Complaint Form. The student should submit the completed form to the School of Pharmacy Associate Dean for Academic and Curricular Affairs. For further information regarding this process and form, please refer to the policy [Complaints Concerning Violations of Accreditation Council for Pharmacy Education \(ACPE\) Standards](#)