

**Marshall University**  
**School of Pharmacy**  
**Student Services Handbook**  
**2022-2023**

## Marshall University School of Pharmacy Student Services Handbook

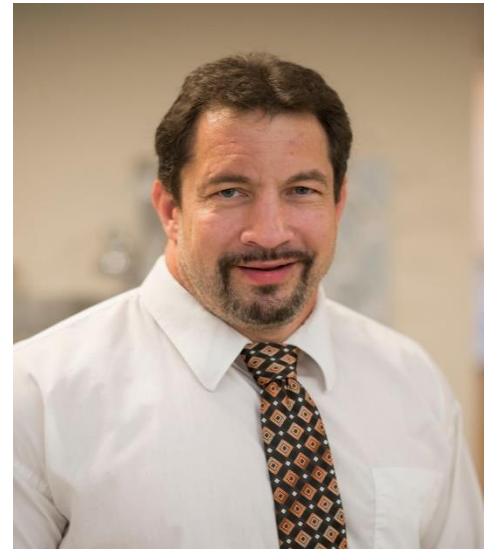
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## Dean's Welcome

Hello and congratulations on your acceptance to the Marshall University School of Pharmacy!

At Marshall, we are committed to preparing you to meet the specialized and evolving health care needs of patients in the 21st century. Projected growth in the pharmacy industry indicates you will have many career options in the coming years, from industry research and development to hospital pharmacy, traditional retail pharmacy, nuclear pharmacy, and a wide array of other opportunities. This is an exciting time to contemplate a career in pharmacy and we are pleased that you chose us to guide you on your journey.



Our program leading to a doctorate in pharmacy (Pharm. D.) degree is rigorous but is also based on innovative teaching methodologies that are proven to increase your understanding and application of content knowledge. From the first day, you will be immersed in an environment that emphasizes active learning and collaboration with other pharmacy students as well as colleagues in other health professions. This is in response to the changing nature of pharmacy; from dispensing to patient-centered, team-based health care management. You will learn content through active application to real-world problems faced in the health professions. By combining our School of Pharmacy with the resources available through Marshall University's College of Health Professions and the Joan C. Edwards School of Medicine, we offer a robust, interdisciplinary environment that allows for rich and diverse educational experiences for all. In addition, Marshall has long-standing relationships with area medical facilities which will provide you with the opportunity to practice your skills in real-life environments under the direction of experienced professionals.

Our outstanding faculty are thriving researchers and clinicians, focused on the pursuit of excellence, and committed to your success. We know that diversity and inclusion are fundamental to reaching these goals and this is reflected in our faculty, staff, and student body. When you chose to attend Marshall University School of Pharmacy, you became an important member of the Marshall "Pharmily," where we are committed to working hard as a team and learning with passion. If you share this commitment, then we can help you succeed!

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 [https://www.marshall.edu/pharmacy/about\\_us/contact-us/](https://www.marshall.edu/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>

- **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:

[https://www.marshall.edu/pharmacy/about\\_us/missionvision/](https://www.marshall.edu/pharmacy/about_us/missionvision/)

## 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](tel: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 MUSOPOP: 200.003 [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 MUSOPOP: 200.003 [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 MUSOPOP: 200.003 [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 MUSOPOP: 200.003 [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 MUSOPOP: 200.003 [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 MUSOPOP: 200.003 [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 Process Policies and Procedures](#) 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. Please refer to [Graduate Admissions International Admissions](#)

- **Application**

Details regarding application submissions and fees can be found on the School of Pharmacy website at: <https://www.marshall.edu/pharmacy/join-our-program/>

- **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 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, criminal background checks 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 criminal background checks and drug screen requirements will be forwarded following the student's tentative acceptance to the School of Pharmacy. The criminal background checks and drug screens will be required upon admission to MUSOP and repeated prior to the start of APPEs and as required by clinical sites. Students are subject to random drug screenings at any time. Please refer to MUSOPOP: 200.013 [Background Check, Drug Screen, Immunization, and Certification Requirements for Students](#)

- **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. Vaccine Administration Records will be verified. Rotation requirements stipulate that all immunizations must be kept current. Influenza vaccination is required by November 1<sup>st</sup> of each year. Because IPPE/APPE sites (hospitals and other healthcare facilities) require influenza vaccinations, no exemptions will be permitted. Failure to maintain immunization requirements may result in failure of rotations and a delayed graduation. Please refer to MUSOPOP: 200.013 [Background Check, Drug Screen, Immunization and Certification Requirements for Students](#)

- **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. Current CPR certification, as stated above, is not only required for rotations, but is also a legal requirement for vaccine administration as stated in the Pharmacy Laws and Legislative Rules of West Virginia. Failure to maintain a current CPR certification may result in failure of rotations and delayed graduation. The student should keep the card current after graduation should they continue to provide immunizations to patients or if their employer mandates this. Please refer to MUSOPOP: 200.013 [Background Check, Drug Screen, Immunization and Certification Requirements for Students](#)

- **Health Insurance**

All PharmD students are required to have or purchase high quality health insurance due to the inherent risks that pharmacy students are exposed to at experiential education sites. Students of the School of Pharmacy are automatically enrolled in the Student Health Insurance Plan unless proof of other insurance coverage is demonstrated. Refer to <http://wellfleetstudent.com/> for details.

- **Intern License**

While enrolled at MUSOP, students must maintain active intern licensure in Ohio, Kentucky, and West Virginia. See MUSOP Student Manual for more information. [Office of Experiential Learning Student Handbook](#)

## **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 <https://www.marshall.edu/pharmacy/pharmd/>

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

An overview of the curriculum can be found at:  
<https://www.marshall.edu/pharmacy/pharmd/>.

- **Course Descriptions**

Please refer to the Marshall University Graduate Catalog <https://www.marshall.edu/catalog/>

- **GPA Calculation & Transcripts**

MUSOP will calculate GPA for the purpose of transcripts following the MUSOPOP: 200.001 [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

- **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.

<b>Outcome</b>	<b>Ability</b>	<b>Standards Addressed</b>
<p>1. LEARNER-Integrate, and apply knowledge from the foundational sciences (i.e., biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient-centered care.</p>	<p>1.1 Develop, integrate, and apply knowledge in pharmaceutical, social/behavioral/administrative, and clinical outcomes to the care of patients</p> <p>1.2 Integrate knowledge from foundational sciences to explain how specific drugs or drug classes work and evaluate their potential value in individuals and populations.</p> <p>1.3 Critically analyze scientific literature related to drugs and disease to enhance clinical decision making.</p>	<p>ACPE Std 1.1; CAPE 1.1 (Learner); CAPE 4.0; NAPLEX 1.5.1; (multiple others); MPJE (multiple)</p>
<p>2. PATIENT CAREGIVER-Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).</p>	<p>2.1 Collect subjective and objective evidence related to patient, medications, allergies/adverse reactions, and disease, by performing patient assessment (including physical assessment) from chart/electronic health records, pharmacist records and patient/family interviews.</p> <p>2.2 Interpret evidence and patient data to formulate evidence-based care plans,</p>	<p>ACPE Std 2.1; CAPE Domain 2.</p>

	<p>assessments, and recommendations with considerations for cost, risk, and benefit considerations.</p> <p>2.3 Implement, monitor and adjust patient care plans as needed</p> <p>2.4 Document patient care related activities.</p>	
<p>3. PRACTICE MANAGER - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems and pharmacy operations.</p>	<p>3.1 Apply basic management principles to all aspects of pharmacy operations including human resources, operations, patient safety, information technology, inventory, finance and accounting, and marketing</p> <p>3.2 Understand and be able to negotiate appropriate payment structure including patient assistance plans and determine consequences of contracts with payers</p> <p>3.3 Identify and utilize human, financial, and physical resources to optimize the medication use system including effectively utilizing continuous quality improvement techniques</p> <p>3.4 Manage healthcare needs of patients including financial, logistical, and transitions of care.</p>	<p>Std: PCPP: Assess, Plan, Follow-Up, monitor, evaluate; EPA Domain 5 (Practice Manager); CAPE (Manager); MPJE Area 1, 2, and 3; NAPLEX Area 2; IPEC Roles and Responsibilities; Essential Elements APPE: Administration and Management</p>
<p>4. PROMOTER - Contributes to identifying and promote solutions for public health challenges for patients and society.</p>	<p>4.1 Engage in service learning and community service.</p> <p>4.2 Apply principles of</p>	<p>CAPE Domain 2.3 - Promoter; MPJE Area 2; NAPLEX Area 1; IPEC Values and Ethics</p>

	<p>epidemiology and pharmacoepidemiology to prioritize public health needs</p> <p>4.3 Provide education and conduct health screenings including recommendations and referrals as appropriate.</p> <p>4.4 Participate in immunization and wellness advocacy to patient and providers.</p>	
<p>5. PROVIDER - Describe how population-based care influences patient-centered care and influences the development of practice guidelines and evidence-based best practices.</p>	<p>5.1 Assess the healthcare status and needs of targeted patient populations.</p> <p>5.2 Develop and provide an evidence-based approach that considers the cost, care, access, and satisfaction needs of a targeted patient population.</p> <p>5.3 Participate in population health management by evaluating and adjusting interventions to maximize health.</p>	<p>CAPE Domain 2 and 3; 2.4; NAPLEX 1.2.11, 1.2.12, 2.2; ACPE Standard 2.1 and 3.1</p>
<p>6. PROBLEM SOLVER – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.</p>	<p>6.1 Identify the primary problem facing a patient, health care team, or health care system and set goals to implement a viable solution.</p> <p>6.2 Evaluate, prioritize, and defend multiple possible solutions and consider the potential positive and negative outcomes of each.</p> <p>6.3 Implement the most</p>	<p>CAPE 1.1.4, 3.1, 4.3.3; ACPE 1.1, 3 (3.1 especially), 4.3; Appendix 3 Standard 3&amp;10; EPA: Patient Care Provider Domain, Practice Manager Domain?; EE: PPC2; PPCP: Assess, Plan, Implement; IPEC: TT3; NAPLEX and MPJE:</p>

	<p>viable solution, including monitoring parameters to measure intended and unintended consequences of the solution, and then reflect on the solution implemented in order to improve future performance.</p>	
<p>7. EDUCATOR - Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.</p>	<p>7.1 Select the most effective educational techniques/strategies and adapt instruction for the intended audience to achieve learning objectives.</p> <p>7.2 Demonstrate the ability to coordinate educational efforts with other healthcare providers, when appropriate, to ensure a consistent, up-to-date, comprehensive, and team-based encounter.</p> <p>7.3 Assess the audience comprehension for provided education</p>	<p>CAPE 3.2; ACPE Standard 3.2</p>
<p>8. COLLABORATOR - Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.</p>	<p>8.1 Demonstrate mutual respect necessary for team members to meet patient care needs</p> <p>8.2 Define clear roles and responsibilities for team members to optimize patient care encounters</p> <p>8.3 Provide pharmacy expertise to form a highly functioning team and promote shared patient-centered problem solving</p>	<p>CAPE 3.4; NAPLEX 1.4.0; ACPE 3.4; IPEC Core Competencies</p>

<p>9. INCLUDER - Recognize social determinants of health to diminish disparities and inequities in access to quality care</p>	<p>9.1 Assess a patient's health literacy and social determinants of health and modify communication strategies to meet the patient's needs</p> <p>9.2 Appropriately incorporate patients' cultural beliefs and practices into health and wellness care plans</p>	<p>CAPE 3.5; ACPE 3.5</p>
<p>10. COMMUNICATOR - Effectively communicate verbally and nonverbally when interacting with an individual, group or organization</p>	<p>10.1 Interview patients using an organized structure, specific questioning techniques (e.g., motivational interviewing), and medical terminology adapted for the audience.</p> <p>10.2 Use effective interpersonal skills, active listening and appropriate questioning to establish rapport and build trusting relationships.</p> <p>10.3 Communicate assertively, persuasively, confidently, and clearly while demonstrating empathy</p> <p>10.4 Develop professional documents pertinent to organizational needs (e.g., monographs, policy documents).</p> <p>10.5 Use available technology and other media to assist with communication</p>	<p>CAPE 3.6</p>

	as appropriate.	
11. SELF-AWARE/SELF DEVELOPER - Demonstrate personal and professional development.	11.1 Develop and implement an individualized and effective plan for continuous personal and professional development (CPD)  11.2 Examine and reflect on personal and professional factors and experiences that could enhance or limit personal and professional growth  11.3 Assume responsibility for the accomplishing personal and professional goals	CAPE Domain 4/4.1; IPEC Values and Ethics; ACPE Section 1 Educational Outcomes; MPJE Area 2
12. LEADER - Demonstrate responsibility for creating and achieving shared goals, regardless of position.	12.1 Provide leadership (formal and informal) in the profession, community, and health care teams to improve pharmacists' role in optimizing medication use  12.2 Develop relationships, value diverse opinions, and understand individual strengths and weaknesses to promote teamwork and implement change.	CAPE Domain 4
13. INNOVATOR - Demonstrates innovative and entrepreneurial skills in pharmacy practice.	13.1 Be able to assimilate plans to develop and justify innovative and entrepreneurial pharmacist services, staffing, and/or technology where appropriate as part of pharmacy services.	CAPE 4.3



	13.2 Use critical thinking to solve complex problems in healthcare.	
14. PROFESSIONAL - Demonstrates professionalism and integrates effectively as part of the patient care team.	<p>14.1 Exhibit behaviors and values that are consistent with the trust given to the profession to improve interactions with patients, other healthcare providers and society</p> <p>14.2 Consistently demonstrates respect and empathy for others in all classroom, experiential, and professional activities.</p> <p>14.3 Practices lawfully and ethically.</p> <p>14.4 Proactively improve practice through participation in legislative and regulatory processes.</p> <p>14.5 Participate in activities that promote the profession of pharmacy including mentorship of others</p>	ACPE 4.0, CAPE 4.4/ Domain 4; EPA 6; PCPP: Collect, Assess, Plan, Implement, Follow-up: monitor & Evaluate; IPEC- values and ethics for IPE.

### ■ **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.

## **Progressions**

- **Academic Probation, Administrative Probation, and Learning Outcome Deficiencies**

Students who fail a course will be placed on *academic probation*. Students who do not meet enrollment requirements will be placed on *administrative probation*. For further information regarding these probations, please refer to MUSOPOP: 200.001 [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 P1-P3 course requirements. Please refer to MUSOPOP: 200.001 [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. Recommendations regarding the status of each student will be made to the Dean for the upcoming year. For further information, please refer to [Annual Progressions Recommendations](#)

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

MUSOPOP: 200.001 [Academic Standards for Grading, Progressions, Dismissal, and Readmission](#) addresses the transfer of Course Credits and Course Waivers. For further information, also refer to MUSOPOP: 200.002 [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 MUSOPOP: 200.001 [Academic Standards for Grading, Progressions, Dismissal, and Re-admission](#)

- **Dismissal from 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 MUSOPOP: 200.001 [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 MUSOPOP: 200.001 [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 MUSOPOP: 200.001 [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 MUSOPOP: 200.001 [Academic Standards for Grading, Progressions, Dismissal, and Re-Admission](#)

## **Student Services**

- **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 [FERPA Release of Information](#)

- **Student Health Services and 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 [Student Health Services](#). 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](#) 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: [Fairfield Landing](#)

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](tel: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 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 MUSOPOP: 200.005 [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 MUSOPOP: 800.001 [Student Executive Council](#) for more information.

### ■ **Organizations, Societies, Fraternities**

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

- <https://www.aaps.org>
- Founded in 1986, the American Association of Pharmaceutical Scientists (AAPS) is a professional, scientific organization of approximately 7,000 individual members and over 10,000 actively participating stakeholders employed in academia, industry, government, and other pharmaceutical science related research institutes worldwide. The five core values of the organization are: Learning, Innovation, Service, Inclusiveness and Integrity.
- Membership is welcome to all anytime of the year

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

- [https://www.pharmacist.com/apha-asp?is\\_sso\\_called=1](https://www.pharmacist.com/apha-asp?is_sso_called=1)

- The mission of the APhA Academy of Student Pharmacists is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy
- Fall and Spring membership drives are welcome to all MUSOP students.
- **Academy of Managed Care Pharmacy (AMCP)**
  - <https://www.amcp.org/>
  - AMCP is the professional association leading the way to help patients get the medications they need at a cost they can afford. AMCP's diverse membership of pharmacists, physicians, nurses, biopharmaceutical professionals, and other stakeholders leverage their specialized expertise in clinical evidence and economics to optimize medication benefit design and population health management and help patients access cost-effective and safe medications and other drug therapies. AMCP members improve the lives of nearly 300 million Americans served by private and public health plans, pharmacy benefit management firms, and emerging care models
  - Membership is welcome to all MUSOP students.
- **Christian Pharmacists Fellowship International (CPFI)**
  - <https://www.cphi.org/>
  - Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Our mission is to serve Christ and the world through pharmacy.
  - Membership is welcome to all MUSOP students.
- **Kappa Psi Professional Pharmacy Fraternity**
  - <https://kappa-psi.com/>
  - Kappa Psi Pharmaceutical Fraternity is the oldest and largest pharmacy fraternity in the world with a mission to develop leaders with a passion for service to their community while creating lifelong professional connections
  - Fall Rush for P1-P4 students; any MUSOP student may join
- **Marshall University Student Society of Health-System Pharmacists**
  - <https://www.ashp.org/Pharmacy-Student/Student-Societies?loginreturnUrl=SSOCheckOnly>
  - The American Society of Health-System Pharmacists (ASHP) is the leading professional association for pharmacists, pharmacy residents, student pharmacists, and pharmacy technicians. For more than 75 years, we have helped our members meet their professional goals and achieve optimal health outcomes for their patients. Through the MUSSHP chapter, you will have opportunities to explore careers in health-system pharmacy, to learn about post-graduate training and

residencies, and to develop leadership abilities while serving your community.

- Students can join MUSSHP any time. Membership drives are held each fall, but rolling membership is accepted and encouraged. Any pharmacy student is eligible to join. Membership to MUSSHP, WVSHHP (the state affiliate), and ASHP is encouraged to promote the most professional development opportunities
- **Phi Delta Chi Professional Pharmacy Fraternity**
  - <https://www.phideltachi.org>
  - This mission of Phi Delta Chi is to provide a lifelong home for pharmacy professionals inspiring Brotherhood, Leadership, Service, and Scholarship.
  - Any student admitted to MUSOP may join; all qualified individuals will be accepted.
- **Phi Lambda Sigma**
  - <http://www.philambdasigma.org/>
  - Phi Lambda Sigma encourages, recognizes, and promotes leadership in pharmacy. Phi Lambda Sigma is an application-based organization to provide honor to those student pharmacists who are exemplary leaders in the profession
  - To join students must submit an application in the 2<sup>nd</sup> year of the pharmacy school. Only those students who have demonstrated exemplary leadership in the School of Pharmacy will be accepted.
- **Rho Chi Society**
  - [www.rhochi.org](http://www.rhochi.org)
  - As the academic honor society in pharmacy, the Rho Chi Society seeks to advance pharmacy through sustained intellectual leadership by encouraging and recognizing intellectual achievement, stimulating critical inquiry to advance pharmacy, contributing to the development of intellectual leaders, promoting the highest ethical standards, and fostering collaboration.
  - Membership is by invitation during the Fall semester of the P2 year.
- **Student Organizational Leadership Eligibility**

Student academic success in the PharmD program is a high priority for MUSOP. Programmatic goals include activities that compliment advanced learning, personal development, participation in leadership opportunities, and progression of diverse professional interests. MUSOP realized that it is of the greatest benefit to the students who are struggling to focus their time and efforts on academic pursuits. Please refer to MUSOP: 200.014 [Student Organizational Leadership Eligibility and Guidelines](#) for further information.

## **Statements and Policies**

### ■ **Ethical and Professional Conduct**

Pharmacy is a well-respected profession. MUSOP students are always expected to behave both professionally and ethically. Please refer to the MUSOPOP: 200.006 [Ethical and Professional Conduct](#) policy for further information.

### ■ **Affirmative Action Policy**

The provision of equal opportunities applies to the prospective and current student body, faculty, and staff based on 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 [Affirmative Action Policy](#)

### ■ **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 <https://catalog.marshall.edu/undergraduate/policies-procedures/>

### ■ **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 info on copyright 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 [Inclement Weather Policy](#)

- **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 MUSOP SharePoint site) [Excused Absence Form](#)

All absence request forms must be submitted 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.

- **Appropriate Attire and Conduct Policy**

[Appropriate Attire and Conduct Policy](#)

- **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

[Student Leave Policy](#)

- **Grading Policy**

MUSOP has developed a grading policy for the Pharm.D. program. For further information, please refer to MUSOP: 200.001 [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 MUSOP: 200.009 [Grade Grievance Policy](#)

- **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. Please refer to MUSOPOP: 200.007 [Complaints Concerning Violations of Accreditation Council for Pharmacy Education \(ACPE\) Standards](#)

- **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 MUSOPOP: 200.007 [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 MUSOPOP: 200.007 [Complaints Concerning Violations of Accreditation Council for Pharmacy Education \(ACPE\) Standards](#)

- **IT Support**

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

Email: SOPIT@marshall.edu

- **Faculty, Staff, and Administration Contact Information yep**

Updated contact information can be found in the [Directory](#) located on MUSOP's home webpage at: [https://www.marshall.edu/pharmacy/about\\_us/staff-directory/](https://www.marshall.edu/pharmacy/about_us/staff-directory/)