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(Alternative formats of this publication are available upon request. This handbook is available on computer disc. For more information on alternative formats, contact the Associate Dean for Student Affairs for the School of Pharmacy.)
Introduction

The South University School of Pharmacy Student Handbook has been prepared as a reference guide to provide students with information about the school. The Handbook outlines information about academic progressions, policies and procedures, and student support services. Continuous quality assessment and improvement will require continuous review by the Faculty and Administration of the School of Pharmacy. All students should be familiar with current academic requirements, and operational policies, as well as other official documents or announcements by South University.

South University reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect; however, South University will make reasonable attempts to notify students promptly of any distributions or other methods deemed appropriate by the college administration.

All students will be subject to, and expected to observe the Code of Ethics for Pharmacists, the Pledge of Professionalism and the Oath of a Pharmacist established by the American Pharmacists Association.

Non-Discrimination Policy

South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, genetic marker, veteran’s status or any other characteristic protected by state, local or federal law, in our programs and activities. South University, Savannah will not retaliate against persons bringing forward allegations of harassment or discrimination. The Dean of Student Affairs, has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the non-discrimination policy.
General Information
# School of Pharmacy Didactic Calendar 2014 - 2015

## Summer 2014

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>June 9&lt;sup&gt;th&lt;/sup&gt; to 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Orientation</td>
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<td>June 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>White Coat Ceremony</td>
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<tr>
<td>June 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Classes Begin for Quarters 1 and 9</td>
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<tr>
<td>July 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Fourth of July Holiday</td>
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<tr>
<td>August 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Career Fair in Savannah, GA</td>
</tr>
<tr>
<td>August 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Career Fair in Columbia, SC</td>
</tr>
<tr>
<td>August 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 23&lt;sup&gt;rd&lt;/sup&gt; – August 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Reading Days/ Final Exams</td>
</tr>
<tr>
<td>August 31&lt;sup&gt;st&lt;/sup&gt; – September 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Fall Break</td>
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## Fall 2014

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<tr>
<td>September 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Classes Begin for Quarter 2 and 6</td>
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<tr>
<td>November 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Classes End</td>
</tr>
<tr>
<td>November 24&lt;sup&gt;th&lt;/sup&gt; – 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Thanksgiving Break</td>
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<tr>
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<td>Reading Days/ Final Exams</td>
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<tr>
<td>December 13&lt;sup&gt;th&lt;/sup&gt; – January 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Winter Break</td>
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## Winter 2015

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<tr>
<td>January 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Classes Begin for Quarter 3 and 7</td>
</tr>
<tr>
<td>January 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>National Pharmacist Day</td>
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<tr>
<td>January 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Martin Luther King Holiday</td>
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<td>February 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Application Deadline for the Class of 2018</td>
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<tr>
<td>March 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Classes End</td>
</tr>
<tr>
<td>March 7&lt;sup&gt;th&lt;/sup&gt; – 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Reading Days/ Final Exams</td>
</tr>
<tr>
<td>March 15&lt;sup&gt;th&lt;/sup&gt; – 22&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Spring Break</td>
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## Spring 2015

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<tr>
<td>March 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Classes Begin for Quarter 4 and 8</td>
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<td>April 3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Good Friday Holiday</td>
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<td>May 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Last Day of Class</td>
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<tr>
<td>May 23&lt;sup&gt;rd&lt;/sup&gt; – May 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Final Exams</td>
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<td>May 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Memorial Day Holiday</td>
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<tr>
<td>May 31&lt;sup&gt;st&lt;/sup&gt; – June 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Summer Break</td>
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**Dates are subject to change if necessary**
School of Pharmacy Experiential Education Calendar 2014 - 2015

Intermediate Rotation Schedule

<table>
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<tr>
<th>Rotation Start Date</th>
<th>Rotation End Date</th>
<th>Session</th>
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<tr>
<td>June 9, 2014</td>
<td>July 4, 2014</td>
<td>Intermediate 1</td>
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<td>July 7, 2014</td>
<td>August 1, 2014</td>
<td>Intermediate 2</td>
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Advanced Rotation Schedule

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<th>Session</th>
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<tr>
<td>September 8, 2014</td>
<td>October 10, 2014</td>
<td>APPE 1</td>
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<tr>
<td>October 13, 2014</td>
<td>November 14, 2014</td>
<td>APPE 2</td>
</tr>
<tr>
<td>November 17, 2014</td>
<td>December 19, 2014</td>
<td>APPE 3</td>
</tr>
<tr>
<td>January 5, 2014</td>
<td>January 9, 2014</td>
<td>On Campus Rotation- TBD</td>
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<td>January 12, 2015</td>
<td>February 13, 2015</td>
<td>APPE 5</td>
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<td>February 16, 2015</td>
<td>March 20, 2015</td>
<td>APPE 6</td>
</tr>
<tr>
<td>March 23, 2015</td>
<td>April 24, 2015</td>
<td>APPE 7</td>
</tr>
<tr>
<td>May 11, 2015</td>
<td>June 12, 2015</td>
<td>APPE 8</td>
</tr>
</tbody>
</table>

The only holidays during intermediate or clinical rotations are those associated with the experiential site. South University’s holidays do not apply.
School of Pharmacy Faculty and Staff

Savannah Campus Administration

Curtis E. Jones, Ph.D., R.Ph.                                    Gabriella Pahno Fischer, M.Ed.
Dean and Associate Professor                                 Associate Dean for Student Affairs
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Department of Pharmacy Practice

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Associate Professor of Pharmacy Practice

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                                                               the Director of Admissions

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Assem, Mahfoud, Ph.D.
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(Medicinal Chemistry)

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Professor and Chair
(Medicinal Chemistry)

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Assistant Professor (Pharmacology)

Mostafa M. Elgebaly, Ph.D.
Assistant Professor (Clinical Pharmacy)

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Assistant Professor (Pharmaceutics)

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Dean and Associate Professor (Pharmaceutics)

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Assistant Professor

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Assistant Professor

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Experiential Education Coordinator

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Assistant Professor

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Instructor
Melissa C. Jones, Pharm.D., BCPS  
Associate Professor

Somer L. Smith, Pharm.D., AAHIVP  
Assistant Professor

C. Scott Lancaster, Pharm.D.  
Assistant Professor

Gregory V. Stajich, Pharm.D

Professor

Griffin Martiniak, Pharm.D.  
Resident

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Associate Professor

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Academic Success Coordinator

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Resident

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Kenric B. Ware, Pharm.D  
Assistant Professor

Gregory C. McKeever, Pharm.D.  
Assistant Professor

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Assistant Professor

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Adjunct and Part-Time Faculty

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Adjunct Instructor – Savannah

Janis L. Montgomery, Pharm.D.  
Assistant Professor – Columbia

Heather B. Pound, Pharm.D.,BCPS  
Assistant Professor

J. Walter Sowell, Ph,D.  
Professor

Allison Shirer, Pharm.D.  
Adjunct Instructor - Columbia

Key University Administration

John T. South, III  
Chancellor

Todd M. Cellini, Ed.D.  
President, Savannah Campus

O. Joseph Harm, Ph.D.  
Vice-Chancellor for Academic Affairs

David Shoop, Ph.D.  
President, Columbia Campus
<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
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<tr>
<td>Adams, Dr. Patti W.</td>
<td>201-8126</td>
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<td>Adeniji, Dr. Adegoke O.</td>
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<td>Allen, Dr. Rondall E.</td>
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<td>Anderson, Dr. Keri C.</td>
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<td>Cotta, Dr. Karyn I.</td>
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<td>Cox, Dr. Arthur G.</td>
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<td>DeBellis, Dr. Heather B.</td>
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<td>Fetterman, Dr. Andria</td>
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<td>Fetterman, Dr. James W.</td>
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<td>Fischer, Dean Gabriella P.</td>
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<td>Garton, Dr. Lauren M.</td>
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<tr>
<td>Hull, Mr. Ronald W.</td>
<td>790-4168</td>
<td>2nd Floor</td>
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<td>Jervis, Dr. Kelly P.</td>
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<tr>
<td>Jones, Dr. Curtis E.</td>
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<td>Jones, Dr. Melissa C.</td>
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<td>Keeter, Mrs. Amy</td>
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<td>Lynch, Dr. Launa M. J.</td>
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<td>Macias-Moriarity, Dr. Lilia Z.</td>
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<td>Martiniak, Dr. Griffin</td>
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<td>McKeever, Dr. Andrea L.</td>
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<td>Porter, Dr. James K.</td>
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<td>Ridley, Ms. Rachel C.</td>
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<td>Santos, Dr. Roseane M.</td>
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<tr>
<td>Schwartz, Mrs. Lorie L.</td>
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<tr>
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<td>Schwartz, Dr. Michael D.</td>
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<td>Sehl, Ms. Julie A.</td>
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<td>Smith, Dr. Somer L.</td>
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<td>Stajich, Dr. Gregory V.</td>
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<td>Stewart, Ms. Diana M.</td>
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<td>Tackett, Dr. Kimberly L.</td>
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<td>Thurmon, Dr. Tara B.</td>
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<td>Tucker, Mrs. Lindsey L.</td>
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**Columbia Faculty Office and Phone Numbers (Area Code 803)**

<table>
<thead>
<tr>
<th>Name</th>
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<th>Office</th>
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<tr>
<td><strong>Assem, Mahfoud</strong></td>
<td><strong>935-9699</strong></td>
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<tr>
<td>Bradshaw, Dr. Marquita D.</td>
<td>935-9694</td>
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<tr>
<td>Braga, Dr. Sarah F.</td>
<td>935-9707</td>
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<tr>
<td>Clark, Dr. Kelly J.</td>
<td>935-9702</td>
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<tr>
<td>Elgebaly, Dr. Mostafa M.</td>
<td>935-9712</td>
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<td>Hansford, Mrs. Samantha N.</td>
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<td>Karaniuk, Mrs. Kimberly C.</td>
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<td>Rhyne, Dean Sandra</td>
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<td>Stroman, Dr. Ronald T.</td>
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<td>Tillery, Dr. Erika E.</td>
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<td>Ware, Dr. Kenric B.</td>
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<td>Wynn, Dr. William</td>
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<tr>
<td>Main Number – School of Pharmacy</td>
<td>935-9700</td>
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</table>
South University’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street, Suite 4100 Chicago, IL  60603-4810, (312) 664-3575; FAX (312) 664-4652.  Their website is www.acpe-accredit.org.

South University School of Pharmacy is delivered on the Savannah, GA and Columbia, SC campuses in two freestanding facilities designed specifically to accommodate delivery of modern pharmacy education. The Savannah campus is housed in a 40,000 square foot facility and the Columbia Campus is housed in a 26,000 square foot facility designed to duplicate the environment of delivery constructed at the Savannah campus. The buildings provide equivalent instructional, laboratory, and office facilities for pharmacy students, faculty and administrators. These facilities also provide large modern lecture halls equipped with video conferencing technology for real-time, synchronous instruction and small classrooms to facilitate small group instruction.

General Purpose Laboratories and patient examination rooms for physical assessment and patient counseling practice are located in each facility. All patient examination/counseling rooms have video recording capabilities. In addition, aseptic processing and sterile product rooms are available. The practice laboratories are designed to emulate real practice settings while providing maximum use in the academic program. A Drug Information Center in each facility provides an active learning center in the School of Pharmacy on both campuses.

Practice sites are developed to support the experiential component of the curriculum. Early activity is focused on the introductory practice experiences. Students are educated in three phases of practice experience: longitudinal, intermediate and advanced.

Experiential sites provide a wide variety of practical experiences in sites such as chain, independent community and specialty pharmacies, teaching and community hospitals, long term care facilities, managed care facilities, pharmaceutical companies, home infusion therapy companies, regulatory agencies, service agencies, family practice clinics and a veterinary hospital, among others.
The Mission and Vision of the South University School of Pharmacy is …

Mission:

To prepare graduates for the practice of pharmaceutical care and life-long learning, and to promote faculty research, scholarship, and service.

Vision:

To become a national leader in pharmacy education.

The South University provides a learning community that facilitates critical thinking, problem-solving skills and scholarship, using industry standard technology. It provides for active student centered learning that fosters life-long learning and continuing professional development. Although the School prepares pharmacists for all areas of practice, special emphasis is placed on the community environment in which the majority of health care services will be provided in the future.

In fulfillment of its mission, The School of Pharmacy strives for excellence in the following broad areas.

Teaching

• Provide students with the knowledge, skills, abilities, attitudes and values necessary to practice pharmaceutical care
• Develop an understanding of and approach to critical inquiry
• Facilitate the transformation of students from dependent to independent learners
• Foster a desire and need for life-long learning
• Provide a model of care that improves health outcomes for patients

Scholarship

• Engage in all forms of scholarship including the scholarship of teaching
• Expose students to the processes of research
• Encourage scholarly inquiry into the benefits of pharmaceutical care in improving patient outcomes

Professional Service and Practice

• Develop an understanding of the value of interdisciplinary care
• Provide students with models of wellness and community health programming
• Involve students in the profession of pharmacy

Community Service

• Develop an understanding of the importance of volunteerism and its impact on the community
• Integrate the School into the daily life of the community
Core Values

The mission of the School represents a self-analysis of what we consider to be our role within our professional and academic community. The vision represents the ultimate goal of the state of being that the School of Pharmacy continuously strives to attain. The definition of who we are as an entity (mission) and what we strive to be (vision) is a limited portrayal of the essential components of the School of Pharmacy. These measures and goals are ultimately based on the collective values of the School and University community. The values that serve at the foundation and motivation for the faculty and staff of South University School of Pharmacy are as follows:

- Integrity
- Caring
- Intellectual Curiosity
- Respect
- Responsibility
- Leadership
- Professionalism
- Critical Thinking

Integrity - Unwavering adherence to a moral and ethical code of conduct and having the courage to do what is right.

Modeled Behaviors: Integrity
- Is fair, straightforward, and truthful
- Admits, corrects, and learns from mistakes
- Honors commitments and accepts responsibility for actions
- Expresses concerns about work issues and works constructively to create a resolution
- Addresses any dishonest or unethical behavior

Caring - Showing concern for the well-being of others

Modeled Behaviors: Caring
- Places other’s interests ahead of own
- Shows compassion and kindness toward others
- Treats everyone fairly and genuinely concerned about the welfare of others
- Is sensitive to the personal concerns and beliefs of others
- Will go out of the way to accommodate the needs of others
- Is mindful and respectful of others
- Recognizes the value of others, their ideas, beliefs, diversity, and cultural heritage

Intellectual Curiosity - Acquiring and synthesizing intellectual curiosity as well as understanding and assimilating new knowledge and information

Modeled Behaviors: Intellectual Curiosity
- Actively participates in faculty or staff development
• Shares knowledge of new procedures and technologies with peers
• Participates in teaching and learning colloquies and seminars
• Updates lectures and courses with new knowledge and theories

Respect - Valuing diverse cultures, opinions, teaching methods, and learning styles

Modeled Behaviors: Respect
• Seeks to learn from and accommodate different perspectives
• Seeks, accepts, and acts on feedback from others
• Encourages the expression of ideas and opinions
• Treats others with humility, fairness, and equality

Responsibility - Being accountable for one’s actions and decisions

Modeled Behaviors: Responsibility
• Strives to adhere to university and school policies and procedures
• Supports the mission, goals, and objectives of the school through research, teaching, and service
• Actively participates in on-going educational and professional activities

Leadership - Capacity to generate ideas and advance the knowledge and practice of pharmacy

Modeled Behaviors: Leadership
• Develops new approaches to offering lectures and courses
• Initiates novel ways to advance the knowledge and practice of pharmacy
• Generates ideas for pharmacy research and scholarship
• Serves as a role model for students in their development as leaders

Professionalism - Exhibiting appropriate behaviors and adhering to an established code of conduct

Modeled Behaviors: Professionalism
• Treats people in a friendly, courteous, and professional manner
• Actively listens when others are sharing information and experiences and asks questions for clarification
• Avoids gossip, hostility, crude language, offensive joke telling, inappropriate dress
• Reacts timely and appropriately to inquiries or change
Pledge of Professionalism

As a student of pharmacy, I believe that there is a need to build and reinforce a professional identity founded on integrity, ethical behavior and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between society and myself, as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

To accomplish this goal of professional development, I, as a student of pharmacy, should:

- **DEVELOP** a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.

- **FOSTER** professional competency throughout life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.

- **SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimionides and a Code of Ethics as set forth by the profession.

- **INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.

- **MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional school community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

Preamble
Pharmacists are health professionals who assist individuals in making the best use of medications. This Code of Ethics for Pharmacists, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues are established to guide pharmacists in relationships with patients, health professionals, and society.

1. *A pharmacist respects the covenantal relationship between the patient and pharmacist.*
   Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

2. *A pharmacist promotes the good of every patient in a caring, compassionate and confidential manner.*
   A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

3. *A pharmacist respects the autonomy and dignity of each patient.*
   A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

4. *A pharmacist acts with honesty and integrity in professional relationships.*
   A pharmacist has a duty to tell the truth, to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interest of patients.

5. *A pharmacist maintains professional competence.*
   A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

6. *A pharmacist respects the values and abilities of colleagues and other health professionals.*
   When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
7. **A pharmacist serves individual, community and societal needs.**
   The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

8. **A pharmacist seeks justice in the distribution of health resources.**
   When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

### Oath of a Pharmacist

I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession’s moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

*The Oath of a Pharmacist is based on the “Oath and Prayer of Maimonides” with input from the American Pharmacists Association (APhA), and the American Association of Colleges of Pharmacy (AACP). The Board of Directors of AACP approved the Oath of a Pharmacist in 1983, revised it in 1994, and again in 2007. The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the APhA.*
Pharmaceutical Care

The School of Pharmacy has endorsed the concept of pharmaceutical care by incorporating it into the School’s mission statement and by integrating the principles of pharmaceutical care throughout the School’s professional program. Pharmaceutical care is a patient centered practice that requires the pharmacist to work in concert with the patient and the patient’s other health care providers to promote health, to prevent disease, and to assess, to monitor, to initiate, and to modify medication use to assure that drug therapy regimens are safe and effective. The goal of pharmaceutical care is to optimize the patient’s quality of life, and to achieve positive clinical outcomes, within realistic economic expenditures. To achieve this goal, the pharmacist must accomplish the following:

- Establish and maintain professional relationships.
- Collect, organize, record, and maintain patient-specific medical information.
- Evaluate patient-specific medical information and develop with the patient a drug therapy plan
- Assure that the patient has all supplies, information, and knowledge necessary to carry out the drug therapy plan; and
- Review monitor, and modify the drug therapy plan as necessary and appropriate, in concert with the patient and the patient’s other health care providers.

In addition, the pharmacist must accurately document the patient’s progress in the pharmacy record and communicate such progress to the patient and to the patient’s other health care providers as appropriate. The pharmacist also shares information with other health care providers as the setting for care changes, helping to assure continuity of care as the patient moves from the community setting to the institutional setting, to the long-term care setting.

Self-Directed Learning

It is essential the students adopt and exhibit the concepts of self-directed learning. In this educational model, faculty members facilitate the acquisition of critical thinking and problem solving skills to students. With rapid changes in information and medical breakthroughs, students must be able to apply the basic concepts of biomedical, clinical and pharmaceutical sciences to new concepts that are constantly and will constantly evolve throughout their careers. It is the student’s responsibility to demonstrate mastery of knowledge and skills that lead to life-long learning.
New Student Obligations

Attendance at Orientation and the White Coat Ceremony is mandatory for all new students.

Students must submit proof of basic health insurance in order to matriculate. Students must provide required immunizations as specified by the School of Pharmacy.

Tuition and fees are due and payable on or before the registration date for each quarter. Circumstances, which prevent a student from adhering to these dates, should be discussed with the business office. Students attending school under a grant or loan should confer with the Director of Financial Aid concerning the payment of fees; students attending school under the G.I. Bill can discuss payment of school fees with the Director of Financial Aid.

Failure to make proper payments, unless otherwise cleared with the business office, will result in dismissal from the University. Grades will not be issued, degrees granted, or academic transcripts furnished until all financial obligations have been satisfied and all University property returned.

Current telephone numbers, mailing addresses, and South University email addresses for each active student will be maintained by the administrative staff of the School of Pharmacy for the purpose of contacting students in regard to their academic status. It is the responsibility of each student to ensure that the current contact information on file is accurate and up to date. Students are responsible for establishing and checking South University email accounts. Instructions are provided during the Orientation program and are available by the University Registrar.

Technical Standards for School of Pharmacy

The educational goal of the South University School of Pharmacy is to educate and graduate competent practitioners to provide pharmaceutical care in a variety of institutional, community and other settings. Students admitted to the School of Pharmacy must also meet the technical standards for admissions. These technical standards outline the essential functions that candidates for the Doctor of Pharmacy degree must be able to perform. These essential functions reside in the following categories: Observation, Communication, Motor, Intellectual, and Behavior/Social. However, it is recognized that degrees of ability vary among individuals. The South University School of Pharmacy is committed to supporting its students by any reasonable means to complete the course of study leading to the Doctor of Pharmacy degree.

- **Observation:** A student must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A student must be able to observe a patient accurately at a distance and close at hand. In detail,
observation necessitates the functional use of the sense of vision and other sensory modalities.

- **Communication:** A student must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive non-verbal communication. Communication includes speech, reading, writing, and computer literacy. A student must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team.

- **Sensory/Motor:** A student must have sufficient motor function to elicit information from patients by physically touching patients, e.g. assessing range of motion of a joint, taking blood pressure readings, taking a pulse reading. A student must be able to execute motor movements to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation. A student must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- **Intellectual** (Conceptual, Integrative, and Quantitative Abilities): A student must have the ability to measure, calculate, reason, and analyze. A student must be able to synthesize and apply complex information. A student must be fully alert and attentive at all times in clinical settings.

- **Behavioral/Social Attributes:** A student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with patients. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A student must be able to tolerate physically taxing workloads and to function effectively under stress. A student must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A student must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.
Academic Affairs
**Academic Advising**

The academic advisor-advisee relationship can be a singularly valuable relationship in a student’s pharmacy education, providing an opportunity for sustained academic and personal faculty-to-student contact.

Pharmacy students are assigned Faculty Advisors at the start of Quarter One of the curriculum. Student-advisor interactions take many forms, including required quarterly meetings during the didactic program (Quarter 1 – 4 and 6 – 9). Students are encouraged to see their faculty advisor as well as other faculty members as important resources for on-going academic and career advice. Students on probation should meet their faculty advisor frequently and/or as prescribed by the Scholastic and Professional Standing Committee.

**Class Attendance**

Class attendance and punctuality are expected of all students. While the university maintains minimum attendance requirements, individual course coordinators reserve the right to enact more stringent attendance requirements at their own discretion. Specific policies for each course are outlined in each syllabus and should be adhered to by all students. Failure to adhere to the attendance policy for any course will result in the administrative assignment of a non-passing grade for the course.

**Grading and Credit Hours**

To **satisfactorily** complete a course, a student must earn a grade of 2.00 (C) or better for the course. The course grade may be based upon components such as quizzes, examinations, participation and assignments as outlined in each course syllabus. The format of course examinations may vary at the discretion of the instructor(s). Common exam formats used include multiple choice, matching, short answer, essay and demonstrations of clinical competencies. Specific instructions regarding missed assignments or examinations are outlined in each course syllabus, but approval of the course coordinator(s) is a common requirement for making up a missed test or examination. Specific information regarding the calculation of course grades can be found in the syllabus of each course. Students are encouraged to read course syllabi carefully and to contact the course coordinator(s) if any questions arise.

Course instructors will make every effort to post graded examinations and assignments promptly. Students may be allowed to review and/or required remediate examinations and assignments after they have been graded. At that time, faculty members are expected to maintain reasonable availability to address student questions regarding the test.
Grading Scale

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>GPA</th>
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<tbody>
<tr>
<td>90 and above</td>
<td>4.00</td>
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<tr>
<td>89</td>
<td>3.90</td>
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<tr>
<td>88</td>
<td>3.80</td>
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<tr>
<td>87</td>
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<td>86</td>
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<td>84</td>
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<td>66</td>
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<tr>
<td>65</td>
<td>1.00</td>
</tr>
<tr>
<td>64 and below</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Courses are rated at one credit hour for 10 hours of lecture, 15-20 hours of recitation/small group discussion, or 30 hours of laboratory/and or practice session. A total of 2.0 credit hours will be assigned for each week of introductory practice experience/rotation and 1.6 credit hours will be assigned for each week of advanced practice experiences/rotations. A cumulative grade point average will be calculated and posted on the student’s transcript at the end of each academic quarter. Class ranking information is available upon request from the Office of the Dean.
Introduction to ExamSoft

ExamSoft® is an exam testing software that blocks access to all applications and stored files on the laptop during the exam. Once the exam begins, students can work only on the exam and cannot regain access to their files until they exit the exam. Even if the laptop is shut off, crashes, or freezes, upon rebooting the computer, a dialog box appears informing the student that an unfinished exam has been located and gives the student an option of continuing the exam or, if the student is finished and wants to exit, of exiting the exam. The application saves the student’s exam every 60 seconds and creates multiple backup copies, all of which are stored in encrypted format on the student’s hard drive. If the student’s laptop crashes during an exam and there are problems with rebooting it, an encrypted copy of the exam will be on the laptop, which only authorized School of Pharmacy personnel can retrieve.

At the end of an exam, students upload their exam answers to a secure server via the internet. The answer files are retrieved and graded by the professors.

Basic Information

1. Students must install the software and complete the process of registering their computers with ExamSoft® prior to the first day of class. This can be completed by following the installation instructions provided by the ExamSoft® link that is e-mailed to the students.
   a. The subscription fee is to be paid by the student directly to ExamSoft® using a credit card or other acceptable form of payment.
   b. The subscription fee is non-refundable.
   c. Students must renew the ExamSoft® subscription each academic year. Students will be notified by ExamSoft® via email when the new subscription is activated.

2. It is the student’s responsibility to provide his/her own laptop and power cord and to install the ExamSoft® software on the laptop.
   a. It is the student’s responsibility to make sure the laptop/computer is in working condition.
   b. Students are expected to be fully familiar with the equipment and ExamSoft® program.
   c. Training in the ExamSoft® program is the responsibility of the student.
      i. Training video may be viewed at http://learn.examsoft.com/exam-takers
      ii. Technical Support is provided by ExamSoft® at http://support.examsoft.com/ics/support or by phone at 1-866-429-8889
      iii. SUSOP’s faculty and tech support staff are not trained to provide ExamSoft technical support and will only be able to assist with maintaining internet connections.

In the event of a catastrophic computer failure or other extenuating circumstances (not due to lack of student ExamSoft training/installation or equipment preparation), the student should
immediately notify the proctor. An alternative testing method may be provided by the proctor at the exam proctor’s discretion.

3. Any attempt to disable or tamper with the security features of ExamSoft® will be treated as a violation of the HONOR CODE.

4. Students who accidentally use the “Practice” mode to type their exam will receive a grade of zero (0) for the exam. Exams typed in the “practice mode” are not saved, printed or produced.

Before the Exam
1. Student must download the exam. This must be **completed** prior to the scheduled start time for the examination period. Additional time will not be allowed to accommodate students downloading exams.

2. Updates that automatically run on student’s laptop should be scheduled for non-exam times.

3. Students must resolve any ExamSoft® technical problems prior to arrival for the exam. Technical support information is provided above.

4. Students must have the appropriate materials for the exam which may include:
   a. Functioning laptop with ExamSoft® installed, **power cord**, and charged battery pack (required)
   b. Pen, pencil, calculator, and/or scratch paper if allowed.
   c. Student login and ExamSoft® password

During the Exam
1. Start Time: Students are not allowed to write/type until instructed to do so by the proctors.

2. ExamSoft® users who experience software/computer failure should
   a. Notify proctor immediately
   b. Proctor will provide further instructions

3. In the event of a computer issue, due to lack of student preparation as described above, consequences may include the following at the proctor’s discretion:
   a. Assignment of a failing grade
   b. Other consequences as defined by course syllabus

4. Questions about the Exam: refer to examination policy defined by course syllabus.

After the Exam
1. Calling Time: When proctors say "stop," students must stop writing/typing immediately.
2. Students must upload their exam files immediately upon completion of the exam.
3. When the exam is uploaded, proctor must confirm successful submission of the exam prior to student leaving the room. Proctor will confirm notification on computer screen.

![Image of a congratulatory message]

4. Following verification of exam submission by the proctor, students should exit the room as quietly as possible. If a student finishes with 5 or less minutes remaining for the examination, the student may not leave the exam room early. Students should sit quietly with laptop closed until the end of examination period.

5. **Students MAY NOT** remove any of the exam materials, scratch paper etc. from the classroom.
Academic Honors

President’s List
Published semi-annually, the President’s list honors those students who demonstrate outstanding academic achievement. To be eligible for the President’s List, a student must complete a minimum of twelve credit hours of didactic work and earn a grade point average of 4.00. Graduate students who are doing experiential work on clinical rotations are not eligible.

Dean’s List
Published quarterly, the Dean’s list honors those students who demonstrate outstanding academic achievement. To be eligible for the Dean’s List, a student must complete a minimum of twelve credit hours of didactic work. Dean’s certificates are distributed based on qualifying GPA’s. GPA’s of 3.6 – 3.74 ear Dean’s List Honors certificates. GPA’s of 3.75 – 4.0 earn Dean’s List High Honors certificates.

Graduation with Honors
Doctor of Pharmacy students graduating with a grade point average of 3.75 through 3.89 will be graduated with Honors. Doctor of Pharmacy students graduating with a grade point average of 3.90 through 4.00 will graduate with High Honors.

Scholarship Awards
Each year, students apply for scholarships and/or faculty members nominate outstanding students for awards. Either the Awards and Scholarships Committee or the sponsoring agency selects student winners. The awards are presented at a Scholarship Ceremony in the spring.

Scholarships Awarded in 2013:

<table>
<thead>
<tr>
<th>Scholarship Award</th>
<th>Award Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wal-Mart Pharmacy Scholarship:</td>
<td>One award for $1000</td>
</tr>
<tr>
<td>CVS Pharmacy Scholarships:</td>
<td>Five awards for $1000 each</td>
</tr>
<tr>
<td>Georgia Pharmacy Foundation:</td>
<td>Four Fellowships for $1000 each</td>
</tr>
<tr>
<td>National Association of Chain Drug Stores:</td>
<td>One award for $1000</td>
</tr>
<tr>
<td>Walgreens Diversity Scholarship:</td>
<td>One award for $2000</td>
</tr>
<tr>
<td>Georgia Society of Health-System Pharmacists:</td>
<td>One award for $1000</td>
</tr>
<tr>
<td>Smith Drug Company</td>
<td>One award for $1000</td>
</tr>
<tr>
<td>Pharmacist Mutual</td>
<td>One award for $1000</td>
</tr>
<tr>
<td>Mutual Drug Co. Award</td>
<td>One award for $1000</td>
</tr>
<tr>
<td>South Carolina Pharmacy Assoc.</td>
<td>One award for $500</td>
</tr>
</tbody>
</table>
Academic Awards

Each spring, recognition is given to senior students with outstanding records in the form of awards presented at the annual Hooding Convocation in June.

**Lilly Achievement Award:**
Given to a member of the graduating class having superior scholastic achievement in the professional curriculum, leadership qualities, and an outstanding professional attitude.

**Facts & Comparisons Awards of Excellence in Clinical Communication:**
Given to a member of the graduating class that ranks in the top 25% of his or her class and has demonstrated superior verbal and writing clinical communication skills.

**Mylan Excellence in Pharmacy Awards:**
The recipient must rank in the top 25% of his or her class, demonstrate high professional motivation and the intent to enter practice upon graduation. The recipient shall demonstrate high personal motivation and possess a unique ability to communicate drug information.

**Dean’s Mortar & Pestle Awards:**
Recognizes a student who exhibits the ideals of professionalism and excellence in patient care in all aspects of his or her academic pharmacy career and has demonstrated exceptional service and commitment to the profession of pharmacy.

**American Pharmacists Association Senior Recognition Award:**
Recognizes a student for outstanding services to the APhA-ASP Chapter.

**Grand Rounds Award**
This recipient must demonstrate a superior ability to interpret relevant literature and apply it to a central question regarding the student of pharmacy, create an original manuscript, and then make an outstanding presentation to the faculty.

**Pharmaceutical Sciences Achievement Award**
This award is given to the graduate with the highest grade point average in the Pharmaceutical science courses consisting of Biochemistry, Molecular Biology, Pathophysiology, Pharmaceutical Analysis, Pharmaceutics, Pharmacokinetics, Epidemiology/Biostatistics, and three science-based Integrated Sequence course.

**First Honor Graduate**
This award is given to the graduate with the highest cumulative pharmacy grade point average.

**Leadership in Pharmacy Award**
This award recognizes a student who leads by example and exemplifies attributes of integrity, creativity, and dedication to the pharmacy profession.
Academic Appeals Policy
Final Grade in a Course

A student has the right to file a formal appeal if there is a disagreement with the final grade, which has been awarded in a course that is based on an appropriate concern. The procedure for bringing an academic appeal is as follows:

1. A formal appeal must be initiated within ten business days following the published date that grades are due at the end of an academic term. The entire appeal process should be completed within thirty calendar days following the initiation of the process.

2. To initiate an appeal, the student must present the appeal in writing utilizing the appropriate School of Pharmacy Notification of Appeal Form to the faculty member in charge of the course. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. It is the responsibility of the faculty member to forward the notification of appeal to the appropriate department chairperson and the Dean to inform them that a grade appeal has been filed. After reviewing the student’s appeal, the faculty member will render a decision in writing no later than ten calendar days after receiving the appeal.

3. If the faculty member does not resolve the appeal, the student may forward the notification of appeal to the appropriate department chair within three business days. After reviewing the student’s appeal, the department chair will render a decision in writing no later than ten calendar days after receiving the appeal.

4. If the department chair does not resolve the appeal, the student may present the notification of appeal to the Dean within three business days. After reviewing the student’s appeal, the Dean will render a decision in writing no later than ten calendar days after receiving the appeal. The Dean’s decision will be final.
Academic Progressions Policy

Due to the challenging nature of the year-round, accelerated curriculum, the School of Pharmacy has adopted a progressions policy. The goal of the policy is to balance the commitment of the school’s faculty to student instruction and retention with the responsibility of the faculty to protect and preserve the public health. The academic progression policy is administered by the Professional Performance Committee, a group of faculty members appointed by the Dean of the School of Pharmacy.

Students will be contacted by their South University email account regarding their academic status and the need to appear before the Professional Performance Committee. The student will be responsible for correspondence through this mechanism. All formal, written communication regarding remediation procedures and decisions of the Professional Performance Committee shall be communicated to students through the Office of the Associate Dean or the Chair of the Professional Performance Committee.

Students are encouraged to maintain frequent, open communication with course instructors, course coordinators, advisors, and/or preceptors regarding their academic performance in each course or rotation and nothing in the preceding description of the formal notification procedure should be construed as discouraging this process. Students who are experiencing academic difficulty during a quarter and anticipating deficient grades should make every effort to be available for committee meetings if called and should check their email daily between quarters.

Progression Requirements

Students meeting any of the following criteria will be subject to action by the Professional Performance Committee.

1. Meeting any of the following conditions will result in a student being placed on didactic observation (see didactic observation below) for a period of not less than three academic quarters:
   - Receiving a course grade of 0.00 (F)
   - Posting a quarterly grade point average (GPA) < 2.00 for a single quarter
   - Receiving a third final course grade of 1.00 – 1.80 (D).
   - Multiple individual course grades < 2.00 for a single quarter

2. Meeting any of the following conditions will result in a mandatory meeting between the student and representatives of the Professional Performance Committee to discuss the student’s academic performance and progress within the Pharmacy program:
   - Failing to meet any condition of didactic observation
   - Receiving a second course grade of 0.00 (F)
- Posting a quarterly grade point average (GPA) < 2.00 for more than one quarter
- Receiving three or more course grades < 2.00 (D or F)
- Receiving an individual rotation (Introductory or Advanced Practice Experience) grade < 2.00

Possible actions include academic counseling, placement in special elective courses or programs of study to address academic deficiencies, placement on or extension of didactic observation, administrative academic withdrawal (with or without consideration for re-entry) from the School of Pharmacy or combinations thereof.

**Academic Status**

**Didactic Observation:**
Didactic observation is a special status for students with academic deficiencies. While on didactic observation, students must post quarterly grade point averages $\geq 2.00$ with no individual course grades of $< 2.00$. Students will remain on didactic observation status for a period of not less than 3 quarters following an event warranting such status. Students who do not meet the requirements of their didactic observation status will be subject to action by the Professional Performance Committee. Possible actions include continued or extension of the didactic observation, academic counseling, placement in special elective courses or programs of study to address academic deficiencies, or administrative academic withdrawal (with or without consideration) for re-entry from the School of Pharmacy. Students on didactic observation will not be permitted to seek or hold offices in any student organization or participate in extracurricular activities which involve a significant time commitment.

**Administrative Academic Withdrawal With Consideration for Re-entry:**
A student may be placed on administrative academic withdrawal (with consideration for re-entry), a status in which a student is still affiliated with the School of Pharmacy but not actively enrolled in Pharmacy classes, for failure to achieve satisfactory scholastic and professional performance, as outlined in the academic criteria described above. Students on didactic observation will not be permitted to seek or hold offices in any student organization or participate in extracurricular activities which involve a significant time commitment.

**Administrative Academic Withdrawal Without Consideration for Re-entry:**
A student may be placed on administrative academic withdrawal (without consideration for re-entry) from the Doctor of Pharmacy program for failure to achieve satisfactory scholastic and professional performance, as outlined in the academic criteria described above. Students on this status are no longer affiliated with the Doctor of Pharmacy program.
Satisfying a Deficient Course Grade

1. Repeating a Course:
   Students may satisfy a deficient grade by retaking the course in the normal academic year offering. A grade $\geq 2.00$ must be earned for any course that is repeated.

2. Remediating a Course:
   Remediation is the process through which a student may retake a course for full credit, in a course for which a deficient grade has been rendered. Remediation occurs during the specified remediation period for a given course. A grade $\geq 2.00$ must be earned for any course that is remediated.

Remediation should be regarded as a privilege, which must be earned by a student through active participation in the educational program as demonstrated by regular class attendance, individual initiative, and utilization of available academic resources. Students should recognize that the need to remediate coursework may delay the timetable for their graduation from the Pharmacy program.

Remediation is expressly unavailable as an option for failing grades resulting from violations of the School’s Academic Integrity Policy.

Decisions by the Professional Performance Committee regarding remediation will be made on an individual basis after consideration of all pertinent information. The Professional Performance Committee will base any decision on the student’s academic record and possible further consideration after consultation with the student, the Preceptor or Course Coordinator(s), Pharmacy School Administration, or the student’s Faculty Advisor, where appropriate.

In reviewing the student’s academic deficiencies, the following guidelines will be used:
   a) The Professional Performance Committee will consider all individual failing grades as requiring remediation.
   b) Educational objectives for remedial courses should be the same as the educational objectives for courses in the regular curriculum. The specific content and format of remedial courses are at the discretion of the course instructor(s) and/or course coordinator(s).
   c) Where deemed appropriate, the Professional Performance Committee, after consultation with the Course Coordinator(s), Faculty Advisor, or appropriate Department Chair, may recommend any of the following options for the student:

   **Didactic Courses:**
   1. Students with a final grade of 0.00 (F) in a course will be required to remediate (or repeat) the course. The specific content and format of the repeated course are at the discretion of the course instructor(s) and/or course coordinator(s).
   2. Any course in which a grade of 0.00 (F) was received must be repeated during the specified time periods allotted for remediation. Courses delivered in Quarters 1 – 4 will be remediated during Quarter 5 prior to participating in the Intermediate Practice
Experiences/Rotations (Quarter 5), and all courses delivered in Quarters 6 - 9 must be remediated during Quarter 10 prior to Advanced Practice Experiences/Rotations. Remediation of didactic coursework from quarters 6 - 9 may result in one APPE rotation being scheduled during the first four weeks in Quarter 10 prior to starting APPE rotations, thusly extending APPE rotations past the traditional end of the entire program. It is the responsibility of both the faculty and the student(s) involved in remediation to ensure that all classes remediated are carried out in a timely manner as described above. Tuition costs for remediation will be based upon university fees for matriculation.

3. Students receiving two grades of 0.0 (F) that fall into the same remediation period, will be placed on administrative academic withdrawal with consideration. Students withdrawn with consideration may petition the Committee to return to the program to repeat the full course in which they received a deficiency during the next scheduled offering of the course.

4. Students who fail to successfully complete course remediation will be required to meet with the Professional Performance Committee to discuss their academic progression within the Pharmacy program. In such cases, the Professional Performance Committee may recommend any of the following actions:
   - Repetition of the academic year
   - Administrative academic withdrawal (with or without consideration for re-entry)
   - Other professional and/or educational measures
   - Combinations of above actions

**Experiential Rotations:**

1. Students failing any experiential rotation will be required to meet with the Professional Performance Committee to discuss their academic progress. The Professional Performance Committee may recommend any of the following actions (alone or in combination):
   
   a) Repetition (Remediation) of the Rotation – Assignment of the rotation will be made by the Experiential Education Coordinator in conjunction with the Associate Dean. As with all didactic coursework all experiential courses presented in Quarters 2 – 4 (LPPE Courses) will be remediated during Quarter 5 prior to participating in the Intermediate Practice Experiences/Rotations (Quarter 5), and all courses delivered in Quarters 6 - 9 (LPPE Courses) must be remediated during Quarter 10 prior to Advanced Practice Experiences/Rotations. Remediation of didactic coursework from quarters 6 - 9 may result in one APPE rotation being scheduled during the first four weeks in Quarter 10 prior to starting APPE rotations, thusly extending APPE rotations past the traditional end of the entire program. It is the responsibility of both the faculty and the student(s) involved in remediation to ensure that all classes remediated are carried out in a timely manner as described above. Tuition costs for remediation will be based upon university fees for matriculation.
b) Administrative academic withdrawal (with or without consideration for re-entry) from the Pharmacy Program

c) Academic/Professional Counseling

d) Other professional and/or educational measures

2. The grade earned from the remediation of either a didactic course or experiential rotation will be recorded on the student’s transcript along with the original grade. The remediation grade will be recorded on the transcript with an asterisk. For those students required to remediate at an off-campus location, a footnote will specify where the remediation took place.

3. Students who fail to successfully complete experiential course remediation (LPPE, IPPE, or APPE) will be required to meet with the Professional Performance Committee to discuss their academic progression within the Pharmacy program. In such cases, the Professional Performance Committee may recommend any of the following actions:

• Repetition of the academic year
• Administrative Academic Withdrawal (with or without consideration)
• Other professional and/or educational measures
• Combinations of above actions
• Dismissal from the Pharmacy Program

**Academic Progressions Appeals Process:**

A student has the right to file an appeal if there is a disagreement with the final disposition of proceedings rendered by the Professional Performance Committee. The procedure for such appeal is as follows:

1. A formal appeal must be initiated within 5 calendar days following the student's receipt of the written notification of the Professional Performance Committee's decision. The entire appeal process should be completed within 30 calendar days following initiation of the process.

2. The student must initiate the process by presenting the appeal in writing using the SUSOP Notice of Appeal Form, to the Office of the Dean of the School of Pharmacy. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. Proper grounds for an appeal include such non-limiting examples as deviation from proper due process or the existence of previously undisclosed evidence in information pertinent to the action or findings. In turn, the Dean will notify the Associate Dean and the Chair of the Professional Performance Committee that an appeal has been filed. After reviewing the student's appeal, the Dean will render a decision in writing no later than 10 calendar days after receiving the appeal. The Dean may grant the appeal, reject the appeal or modify the original finding.
Protocol for Concerns Regarding a Pharmacy Class

When a student has a personal concern involving a faculty member or course that is not of general interest to the class, he or she should initially speak to the faculty member directly. If the concern involves additional members of the class, it should be taken to the appropriate class representative so that he or she might sample class opinion to find out the extent of the concern. If, in the opinion of the class representative, the concern is valid, the class representative should bring the matter to the attention of the faculty member with the objective of resolving it at that level.

If the matter cannot be resolved between the individual student or class and the faculty member, it should be taken to the appropriate Course Coordinator or Rotation Preceptor. If that action proves unsatisfactory, the appropriate Department Chair should be contacted concerning the matter. If the matter cannot be handled satisfactorily by the appropriate Department Chair, or if the students feel it was not handled satisfactorily, it should be taken to the Dean. The decision of the Dean will be final.

If the matter involves a personnel issue that the appropriate Department Chair cannot resolve, the matter will be forwarded to the Dean. If the matter involves a curricular issue that the appropriate Department Chair cannot resolve, it will be forwarded to the Curriculum Committee, who will forward a recommendation to the Dean.

Withdrawal Policy

Attendance at the School of Pharmacy is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The School of Pharmacy reserves the right to require withdrawal of any enrolled student at any time it deems necessary to safeguard its standards of scholarship, conduct, personal or public safety and orderly operation.

A student wishing to withdraw from further study at the School for any reason should observe the following procedure:

1. The student must first consult with his or her faculty advisor.
2. The student must consult with the Assistant Dean for Student Affairs to discuss the reason for the withdrawal.
3. If the student still wishes to go through with the withdrawal, he or she must inform the Campus Dean with a written letter of intent. The Campus Dean will counsel the student and inform the University Registrar. All appropriate communication regarding withdrawals and reinstatements shall be issued from the Campus Dean or his designee who will notify the appropriate parties in the SUSOP.

Voluntary withdrawals from the program for reasons other than medical or personal are discouraged. Readmission to the Pharmacy program following a voluntary withdrawal cannot be guaranteed.
Requirements for Graduation

Students who have satisfactorily completed all academic requirements and who have been recommended by the Professional Performance Committee and by the School of Pharmacy faculty (as indicated by the successful completion of the School of Pharmacy curriculum) may be awarded the Doctor of Pharmacy degree, provided that they are of good moral character and have met the following standards. They must:

1. Have successfully remediated all course scores of 0.00 (F).
2. Have completed the Doctor of Pharmacy curriculum with no less than a 2.00 cumulative grade point average.
3. Have satisfactorily completed four academic years of residence in a school of pharmacy that is either fully ACPE accredited or has ACPE pre-candidate or candidate status, the final two academic years of which must be completed at South University School of Pharmacy.
4. Have completed all legal and financial requirements of the School of Pharmacy.
5. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of pharmacy.
6. Have completed a Clearance Check Form from the office of the registrar.
7. Have completed an exit interview with the office of financial aid if the student is a recipient of any form of financial aid.
8. Attend the Commencement at which the degree is awarded. Only in unusual circumstances and with approval of the dean, will a degree be awarded in absentia.

A student who completes the curriculum is required to meet graduation requirements listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the three calendar years, the student must meet the requirements for the class with whom the individual graduates, and any other requirements specified by the Professional Performance Committee and the Dean. Students must complete all requirements for graduation within five calendar years of the date of matriculation.
Conduct Policies
Conduct Policies

This section lists student responsibilities in effect at South University for School of Pharmacy students. These regulations have been adopted to insure the safety and well-being of the student body and the orderly operation of the University.

The three main documents to be aware of include the following:

- the Honor Council’s violations and procedures;
- the Code of Professional Behavior;
- the University-wide Code of Conduct;

Academic Honesty and Integrity

The Honor Code is a policy describing each student’s responsibility and the University’s expectations regarding academic integrity in all aspects of graduate health professions programs at South University. The purpose of the Honor Code is to communicate these responsibilities while confirming that each student endorses the highest levels of moral and ethical behavior. Faculty members are expected to uphold the integrity of the program and ensure that all aspects of the academic program are administered equitably. Students also have a corresponding responsibility to also uphold the integrity of the program in every way. In this regard, it is incumbent upon both faculty and students to report any Honor Code infraction. This behavior is consistent with that required for any member of a health care team concerned with the entire spectrum of diagnosis, treatment and management of human life. The Honor Council provides a forum to investigate and hear alleged Honor Code violations.

Each graduate program, due to its administrative structure and program length, may deviate slightly in constituting its Honor Council or in defining the flow of information. However, the fundamental concepts of definitions of violation, reporting, investigation, hearing, and penalties are consistent throughout all graduate programs.

Honor Council of South University School of Pharmacy

**Article I – Name**
The Name of this organization shall be the Honor Council of the South University School of Pharmacy (Honor Council).

**Article II – Purpose**
The purposes of the Honor Council are to:

1. Investigate and hear cases involving School of Pharmacy students accused of academic dishonesty
2. Act as a hearing body and establish the guilt or innocence of students who have allegedly committed such violations,
3. Recommend the disciplinary action to be taken, in all cases, in which the Honor Council determines there has been a violation,
4. Work with School of Pharmacy faculty/administration and South University administration in all matters regarding Honor Code administration.

**Article III– Authority**
Student authority to request revision of the contents of any article in the Honor Code resides with the Honor Council. Any revisions are subject to approval by the faculty and the Dean of the School of Pharmacy and South University administration. Responsibility to enforce any effective penalty rendered by the Honor Council lies with the School of Pharmacy’s Assistant/Associate Dean for Academic Operations or designee.

**Article IV– Membership**

**Section A** - There will be two student members from each yearly class and an at-large member selected by the faculty from the second- or third-year class. In addition, there will be two primary faculty members and two alternate faculty members, one of each from the two campuses. Each faculty member will serve a twelve to twenty-four month period and will be appointed by the Dean of the School of Pharmacy. An alternate member will replace a member who is unavailable, recused or removed from the Council. If an alternate is chosen to permanently replace a voting member, a new student alternate will be elected or a new faculty member will be appointed.

The faculty and students will provide an initial list of student nominees to the honor council. Faculty members will review the initial list and may strike a name without cause. Faculty will approve a final list from which students will elect two members and two alternate members from the respective classes, one of each from the Columbia campus and one of each from the Savannah campus to serve on the Honor Council. This appointment shall be made at the beginning of the second quarter for first-year student members. The Honor Council will convene and select an at-large member from a list of available second- or third-year students provided by the faculty. To be a member of the council, one must be in good academic and professional standing. Terms of office shall last from the date of election until the member graduates, unless decided otherwise by the Council. Alternates serve the Council as voting members during the period from the graduation date of the graduating class until the election of Honor Council members from the incoming class.

For hearing purposes, the Honor Council will consists of five voting members, three student members including the President and Secretary of the Honor Council and a third student member randomly selected from the remaining student members, and two faculty members.

**Section B** - The Honor Council will have two Advisors appointed by the Dean of the School of Pharmacy. One will be from the Savannah Campus and the other will be from the Columbia Campus. The Advisor will attend all meetings as non-voting Members of the Honor Council. The Advisors:
1. Advise the Honor Council on procedural matters
2. Ensure that due process and equitable procedures are followed in all cases before the Honor Council and advise on matters of precedent
3. Inform accused students of the Council’s protocol and procedures throughout the progression of a case
4. Once a case is accepted, notifies accused students of actions, hearings, and verdicts, and serves as liaison between the Council and the accused student
5. Provide proper notification of any Council action to the appropriate administrative personnel and faculty
6. Ensure that appropriate documentation is completed by the Secretary for all hearings and other Council meetings.
7. Supervise and conduct investigations during the “Period of Discovery”.
8. Assign a temporary President and/or Secretary when either/both are unable to fulfill their duties.

Section C - An Honor Council member will be removed by the Advisor for failure to fulfill Council-related obligations, failure to maintain good academic standing, or violation of the School’s Honor Code or the University’s Code of Conduct.

Article V– Officers
Section A - Council officers shall consist of a President and a Secretary, chosen by the Council members from the student members.

Section B - Officers must have completed at least three quarters of the School’s academic program or have past experience serving on a university-level Honor Council.

Section C - The Honor Council President shall:
1. Preside over all meetings;
2. Direct all hearing processes;
3. Represent the Honor Council in all appropriate affairs;
4. Supervise all case investigations;
5. Ensure the integrity of all proceedings by strict adherence to the established Honor Council procedures; and
6. Participate in investigations during the “Period of Discovery”.

Section D - The Honor Council Secretary shall:
1. Maintain written minutes of all Council meetings and hearings
2. Maintain a true and accurate record, by audio recording and in writing, of all hearing proceedings
3. Prepare written communications from the Council regarding violations and Council actions
4. Prepare official written communications to the Advisor for distribution to appropriate persons regarding Council actions
5. Inform Council members of all meetings through written communication
6. Promptly communicate in writing with all persons involved in cases
Section E - Meeting time and place shall be determined by the President and shall be as convenient as possible for all concerned. The meeting shall be held in a location where confidentiality can be ensured.

Section F - If the Council must meet during regularly scheduled class time, Council members shall be excused from conflicting classes and practice experiences to attend the meeting. The affected faculty member or preceptor shall be notified in advance of this excused absence by the Faculty Advisor.

Article VI – Commencement of Proceedings
Section A - All persons, including faculty having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report in writing the fact, along with any pertinent physical evidence, to the Faculty Advisor at the Campus where the incident occurred preferably within 72 hours of the alleged violation. In the event the Campus Faculty Advisor is unavailable, the information shall be reported to any available Faculty Advisor.

Section B - A written statement about the violation by the witness(es) shall be required to begin the “Period of Discovery,” or investigation.

Section C - Failure to report violations will be considered a form of illegal aid covered under Article IX, Section A.

Article VII – Case Procedure
Section A – Procedure for the administration of cases shall be as follows:

1. Within 10 days of receipt of written information about a possible violation, the President of the Honor Council or designee and an Advisor shall act as individuals responsible for conducting the “Period of Discovery” to interview witnesses, review evidence, and make a decision regarding whether or not to bring the case before the entire Honor Council.
2. The Period of Discovery determines if there is sufficient evidence to proceed with a hearing. In the event of insufficient evidence, the case will be dropped and documents destroyed. If there is sufficient evidence, the case will be presented to the Council and a hearing is scheduled.
3. If the case is accepted, the Secretary or an Advisor will promptly notify the accused of the relevant charges and of the Council’s intention to conduct a full Hearing of the case. At this time, the defendant shall be fully informed orally and in writing of the nature of the charges. The accused will be informed that if he/she chooses not to be present for the hearing, the case will be heard in his/her absence. The accused shall be given a copy of the violation and written notice of his/her rights to appear before the Council, to testify on his/her own behalf, to present evidence and to call or question witnesses. If the Honor Council is using the accuser’s testimony in determining the guilt or innocence of the accused, the student has the right to confront the accuser. The accused may at any time waive the right to a full hearing by entering a plea of guilty to the charges and proceed directly to the penalty phase.
4. All persons involved shall promptly receive notification (oral or written) to attend a hearing. The person bringing the incident report and the accused student(s) shall receive written
notification of the hearing. The Secretary and/or an Advisor shall provide this notification. Each individual shall be bound not to reveal the details of any alleged violation of the Honor Code. Disclosure by any participant about the case will be an Honor Code violation.

Article VIII – Hearing Procedures

Section A – Honor Council hearings are closed and all witnesses will be interviewed separately. The accused and accuser will be present for all presentations of evidence and witness testimony, provided that his or her behavior is not disruptive or threatening.

Note: In the rare event that a student or faculty member is unable to physically attend the Honor Council proceedings in person, he/she will be required to swear or affirm for the record the fact that no one else is in the same room or able to hear the proceedings during the hearing and that no audio/video recordings are being made of the hearing.

Section B – The procedure for conducting a hearing shall be as follows:
1. Following a formal reading of the charges, the defendant is required to enter a plea before testimony is heard.
2. Each person giving testimony will be required to testify under oath.
3. Should a witness prove unable to comment on specific, direct details of the case, he/she will be removed from the hearing. An Advisor or President shall determine a witness’ ability to meet this standard.
4. The Council may allow the introduction of evidence other than witness testimony if the Council President and an Advisor determine that the evidence is relevant.
5. The Council shall record in writing and on audio recording media the hearing proceedings.
6. After hearing all testimony and reviewing all relevant evidence, all non-Honor Council individuals will be excused for the Council deliberation.
7. The Council shall vote by secret ballot “Guilty” or “Not Guilty” with the outcome determined by simple majority.
   i. In cases where the accused student is found “not guilty,” all transcripts, except de-identified minutes, and recorded media shall be destroyed or deleted immediately. De-identified minutes shall be filed in a closed file that is maintained in School of Pharmacy’s vault under the oversight of the Dean of the School of Pharmacy.
   ii. In cases where the accused student is found “guilty,” hearing transcripts and recorded media shall be filed in a closed file that is maintained in the School of Pharmacy’s vault under the oversight of the Dean of the School of Pharmacy. The office of the Dean shall maintain these files for a period of 5 years after which time the files will be properly destroyed.

Article IX – Honor Code Violations

Section A – The following are Honor Code violations and provide the basis for reporting cases to the Council and for convictions by the Council:
1. Cheating on academic work. Examples may include but are not limited to the following:
   i. Copying, giving the appearance of copying, or attempting to copy from another student’s exam, paper or other assignment/activity (this definition expressly includes looking at another student’s test or academic work in any academic context.
classroom, lab, clinical] where the instructor has not specifically allowed that action)

ii. Giving or receiving, or otherwise using unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinical experience

iii. Using/attempting to use any unauthorized material, aid or device prior to or during a test

iv. Using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered

v. Obtaining, or attempting to physically or electronically obtain a test, without authorization prior to administration, or attempting to obtain unauthorized or reserved information about a test prior to administration

vi. Obtaining, replicating or attempting to replicate (orally, manually, electronically, or photographically), without authorization, an administered secure examination, which has been designated for viewing only

vii. Substituting for another student, or permitting another student to substitute for oneself, to take a test or to fulfill any required element of a course or clinical experience

viii. Plagiarizing or appropriating an author’s work and the unacknowledged incorporation of that work in one’s written work, offered for credit or otherwise submitted or performed as a required element of a course or clinic.

ix. Other

2. Committing an intentional act of lying, cheating or stealing

3. Providing incorrect information to another person about any matter with the intent to harm another student’s academic performance

4. Obstructing another student’s attempts to engage in academic activities with the intent to harm another student’s academic performance

5. Intentionally making a material misrepresentation of the student’s class rank, grade point average, or any other academic achievement or endeavor

6. Recklessly placing anyone at increased risk of injury or disease while the student is engaged in activities directly connected with patient care or academic activities

7. Recklessly, and without prior authorization from the patient, disclosing information about a patient, along with information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient’s health care team

8. Intentionally making a false report of an Honor Code violation

9. Intentionally obstructing the investigation or the prosecution of an alleged Honor Code violation, including, but not limited to, giving false information or testimony and destroying, hiding, or fabricating evidence in any full or preliminary Honor Council proceeding

10. Fabrication, which is defined as the falsification, or invention, of any information, data, or citation in an academic exercise

11. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician’s excuses, etc.

12. Tampering with the election of any School recognized student organization

13. Conspiring, planning, or attempting to achieve any of the above acts
14. Knowingly failing to report to a proper authority another student whom the student knows committed acts proscribed in this Article IX

Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it and will be dealt with by the Honor Council in the appropriate manner.

Article X – Penalties
Section A – The standard penalty for violation of the Honor Code is permanent expulsion. The student will receive a grade of Withdrawal Failing for all courses in which he/she is enrolled at the time of the infraction. Depending on the circumstances of the case, the Honor Council may assign a penalty less severe than permanent expulsion. These penalties include, but are not limited to, the following:

1. **Suspension**: The student will be suspended from South University for approximately one year and may petition for readmission two quarters before the start of the curricular term within which the courses in which the violation occurred is next scheduled.
   a. The student will receive a grade of Failing (0.0) for the course within which the violation occurred, and a grade of Withdrawal for other courses enrolled in at the time of the infraction.
   b. The student may be required to enroll as a student in special standing prior to re-enrollment as a full-time student

Section B - Confidentiality and Notification
1. The only individuals who will be informed of an investigation of the Honor Council will be the council members, the accused, the accuser(s), the witness(es), and the appropriate Assistant or Associate Dean or designee.
2. Appropriate Faculty will be informed of Honor Council activity according to trial outcome.
   In case of “not guilty” verdict, faculty members notified are: the appropriate Assistant or Associate Dean or designee and the faculty accuser(s).
3. The Honor Council Advisor shall notify (oral or written) the defendant of the judgment of the Council. Findings shall be emailed or delivered to the defendant within 3 calendar days of a Council judgment.
4. The Assistant or Associate Dean or designee will be informed promptly in writing by the Honor Council Faculty Advisor following the Honor Council’s decision, who will communicate the penalty decision to South University Administration, as appropriate.

Section C – Students found guilty of an Honor Code violation may appeal a guilty verdict and/or the penalty associated with that verdict to the Dean of the School of Pharmacy or designee. The defendant should submit a written request for appeal within seven days of the Honor Council rendering a verdict and penalty. The Dean or designee may uphold, amend, or negate the Honor Council’s recommendation following due consideration of the appeal. This decision is final and will be rendered in writing within 14 days following the appeal request. Appropriate South University administrators will be notified of the appeal and the final decision.
Article XI – Amendment

Section A – Amendments to the present policy and procedures may be proposed by the Honor Council, by Class Officers representing their respective student body, or by Faculty members. Such proposals shall be forwarded to the faculty for approval at a SUSOP faculty meeting.

Section B – Faculty approved amendments become effective upon final ratification by the University Vice President of Academic Affairs.

Code of Professional Behavior
South University School of Pharmacy

The Doctor of Pharmacy program is designed to prepare students to seek a respected profession and is committed to helping students hone their talents and abilities appropriately. The South University School of Pharmacy chooses to promote professionalism at every level of its program in order to offer the greatest benefit to the student. According to the results of a AACP/APhA Task Force on Professionalism on student professionalism:

“Experience has shown that the attitudes and behaviors that characterize professionalism cannot be learned from a textbook or lecture. Rather, they must be actively acquired and inculcated through the process of professional socialization…the development of professionalism must begin at the earliest stages of professional education. Thus, schools and colleges of pharmacy play a critical role in this process.”


Attitudes and behaviors are important indications of a students’ ability to fulfill his/her professional responsibilities with patients and with the public in general. Accordingly, all Doctor of Pharmacy students are expected to abide by the professional competencies listed below and to strive to grow and learn during their tenure as students.

Professional Competencies

I. Respect for faculty, staff, peers, patients and other health professionals in the classroom, in practice, or any other setting.
   ▪ Act in a mature and professional manner.
   ▪ Display courtesy and sensitivity in written, electronic and oral communication.
   ▪ Use appropriate language and tone in all communications.
   ▪ Demonstrate regard for an individual’s position, time, commitments, and accomplishments.
   ▪ Meet with faculty or staff when requested and keeps appointments.
   ▪ Demonstrate thoughtfulness and respect when interacting with clinical instructors.
II. Promote a positive learning environment in the classroom, laboratory, and clinical setting
   ▪ Show respect for the beliefs, opinions and values of others.
   ▪ Remain attentive and actively participate in learning experiences.
   ▪ Avoid behavior that distracts others in the class.
   ▪ Ask appropriate questions in a professional manner.
   ▪ Display a positive attitude when receiving constructive criticism.
   ▪ Comply with policies in each course syllabus, particularly punctuality and attendance policies and assignment due dates.
   ▪ Communicate with faculty member promptly regarding any absences and make up missed work in a timely manner.

III. Respect for University and School of Pharmacy Policies and Procedures
   ▪ Read and understand the requirements of the School of Pharmacy.
   ▪ Comply with the University Code of Conduct and the Honor Code.
   ▪ Dress appropriately and in compliance with the dress code.
   ▪ Respect the cleanliness of the facilities and abide by the food and drink policy.

Students who violate the Code of Professional Behavior will be subject to the detailed policy listed below.

Procedure

Any member of South University including students, faculty members, preceptors, guest lecturers or staff members may report a student behavior to the Assistant Dean of Student Affairs for unprofessional behavior. The individual who encounters the problem is encouraged to bring the incident or behavior to the offending student’s attention in an attempt to resolve it. Either way, complaints should be reported to the Assistant Dean of Student Affairs in writing and submitted as soon as possible after an incident occurs. The University-wide incident report should be used, but a narrative account via email will be accepted.

1. The Assistant Dean of Student Affairs shall promptly review and investigate the complaint to determine if the allegation has merit and to identify violations of the professional behavior policy.

2. The Assistant Dean will meet with the student in person within five business days to counsel him/her on the seriousness of the behavior and the potential consequences to the student including potential dismissal from the School of Pharmacy. At the conclusion of the session, the Assistant Dean will determine if the student is “In violation” of the Professional Behaviors policy or “Not in violation.” A violation will result in a written warning and will be documented. The session will also include strategies to correct the behavior. The Assistant Dean will notify the person who initiated the complaint that the student has been counseled.

3. If the same student receives a second complaint, the Assistant Dean of Student Affairs will forward the matter to the Professional Standards Committee within five business
days. The Professional Standards Committee is a group of faculty members appointed by the Executive Dean of the School of Pharmacy. The student will appear before the committee to discuss the behavior. The committee may determine that the student be given a primary or discretionary sanction.

**Primary Sanctions:**

- Professional Probation in the School of Pharmacy for a specific period of time
- Suspension from the School of Pharmacy for a specific period of time
- Dismissal from the School of Pharmacy

**Discretionary Sanctions:**

- Apology
- Restriction of Privileges
- Educational Sanctions (papers, presentations, research assignments, etc.)
- Counseling Sessions
- Restitution

4. For subsequent problems with professional behavior, the Assistant Dean will notify the student and the Professional Standards Committee. The student will again appear before the committee to discuss the behavior. The committee will then recommend an appropriate course of action based on the seriousness and the type of behavior. Consideration will be given to prior violations and sanctions. The Professional Standards Committee will recommend a primary sanction be given to the student and may recommend a discretionary sanction(s).

**Primary Sanctions:**

- Professional Probation in the School of Pharmacy for a specific period of time
- Continued Professional Probation in the School of Pharmacy for a specific period of time
- Suspension from the School of Pharmacy for a specific period of time
- Dismissal from the School of Pharmacy

**Discretionary Sanctions:**

- Apology
- Restriction of Privileges
- Educational Sanctions (papers, presentations, research assignments, etc.)
- Counseling Sessions
- Restitution

5. Students may appeal violations and sanction to the Dean of the School of Pharmacy by writing a letter to the Dean using the proper School of Pharmacy Notification of Appeals form
stating the grounds for the appeal. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. Proper grounds for an appeal include such non-limiting examples as deviation from proper due process or the existence of previously undisclosed evidence or information pertinent to the action or findings. In all cases, the Dean will render a written decision on the appeal within thirty calendar days of the receipt of the appeal. The decision will be final.
This section lists student responsibilities in effect at South University. These regulations have been adopted to ensure the safety and well-being of the student body and the orderly operation of the University. Any student suspected of a violation of these regulations will be accorded due process as outlined herein. Policy updates will go into effect at the beginning of the subsequent quarter.

The South University Code of Conduct also applies to online activities outside the online classroom that occur on South University websites. The list below is illustrative only, and South University may sanction other conduct not specifically included on this list.

1. **Abuse/Assault**: Verbal abuse, assault, battery, or any other form of physical abuse of a student or University employee is prohibited.

2. **Alcohol**: Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school, including school sponsored housing, is prohibited. Exceptions may be made for certain school sponsored events pending approval of the Dean of Student Affairs and the President. Being under the influence of alcohol on school property or at any school function is also prohibited.

3. **Computer Policies**: Violation of the institution’s policies on the responsible use of technology includes but is not limited to
   a. The theft or abuse of computer, computer server, email, Internet or Intranet resources
   b. Any unauthorized entry into a file for any purpose including reading, changing, or distributing the contents of the file
   c. Unauthorized transfer of a file
   d. Abuse of printers or printing privileges
   e. Unauthorized downloading of copyrighted materials in violation of the law
   f. Unauthorized use of another individual’s identification and/or password
   g. Use of computing facilities to interfere with the work of another student, faculty member, or school official
   h. Use of computing facilities to send obscene or abusive messages
   i. Use of computing facilities to interfere with normal operation of the school’s computing system

4. **Disorderly Conduct**: No student shall engage in disorderly conduct. Students are expected to contribute to an academic climate that encourages learning, mutual respect, and that is conducive to study. The following behaviors are prohibited:
   a. Interference with or disruption of the normal operations of the school such as teaching, administrative functions, pedestrian or vehicular traffic, school activities or the online classroom;
   b. Unauthorized entry into, or use of, school facilities;
   c. Breach of peace on school property or at any school-sponsored or supervised program or inciting others to riot or cause destruction.

5. **Dress**: South University seeks to properly prepare students for the general business and professional community. Students in allied health majors have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use
University facilities. Inappropriately revealing and/or improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs. Hats may not be worn on campus.

6. **Drugs:** Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school, including school sponsored housing, is strictly prohibited. Being under the influence of illegal or controlled substances on school property, at any off-campus sites while participating in academic learning experiences or at any school function is also prohibited.

7. **Failure to Comply:** Failure to comply with the direction of school officials, faculty, staff or security officers who are acting in the performance of their duties is a violation of the Code of Conduct. Students on school property or at school-sponsored or school-supervised functions must identify themselves to school officials who are acting in the scope of their duties upon the school official’s request.

8. **Falsification of Records:** Forgery, falsification, alteration or misuse of school documents, records or identification is prohibited.

9. **Fire and Safety:** Students are prohibited from violating school safety regulations that include but are not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drills, turning in false fire alarms or making bomb threats.

10. **Harassment:** Harassment of a member of the University community including written or verbal acts or uses of technology which have the effect of harassing or intimidating a person is strictly prohibited. This includes harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

11. **Hazing:** Students are prohibited from any form of “hazing” and must abide by the “Anti-Hazing Policy” found on page 62 of this handbook.

12. **Health and Safety:** Any conduct that threatens the health or safety of a student or another individual in the University community is prohibited.

13. **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University building.

14. **Obstruction of the South University Disciplinary Process:** Violations of the Code of Conduct include, but are not limited to:

   a. Failure to respond to the request of a disciplinary body or school official.

   b. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.

   c. Disruption or interference with the orderly proceedings of a disciplinary meeting or hearing.

   d. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

   e. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.

   f. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
g. Failure to comply with the sanction(s) imposed under the student conduct policy.

15. **Offensive Conduct**: Lewd, indecent, or offensive conduct is prohibited on ground and online. This would include but is not limited to verbal profanity, obscene gestures, clothing, materials, or electronic content brought onto the premises or the online classroom by any student or guest deemed to be lewd, indecent or offensive as determined by school officials.

16. **Parking**: All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty spaces, staff spaces, or spaces for people with disabilities.

17. **School Sponsored Housing**: Any violation of the student housing license agreement and/or the rules and regulations of the school-sponsored housing program shall also constitute a violation of the Code of Conduct.

18. **Smoking**: Smoking in classrooms, school buildings or any area not specifically designated as a smoking area is prohibited.

19. **Solicitation**: Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association or organization. Solicitation in University facilities is not permitted. Individuals and organizations may not solicit on campus. This includes students who operate direct sales or other business enterprises. Specifically, soliciting students to sign up for credit cards is not permitted.

20. **Student ID**: The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.

21. **Theft**: Without proper authorization no student shall take, attempt to take, or keep in his possession items of University property, or items belonging to students, staff, student groups, or visitors to the campus.

22. **Threats**: Students are prohibited from threatening any student, guest, or university employee, with physical harm, damage to property, or other dangerous or intimidating behaviors by any means of communication.

23. **Unauthorized Student Publications**: All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in the Student Handbook.

24. **Unauthorized Use of University Resources**: Use of University resources including library, computer and medical labs, and student facilities is limited to currently enrolled students.

25. **Vandalism**: Vandalism, damage or defacement of school property or the property of another student or University employee is prohibited.

26. **Visitors**: Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the University. Students are responsible for any misconduct or vandalism of their guests while on South University property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.
27. **Violation of Law:** Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions are in violation of the Code of Conduct.

28. **Weapons:** Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions is prohibited.

**Disciplinary Procedures**

**Procedures Regarding General Code of Conduct Violations**

a.) Alleged violations of the Code of Conduct or other student misconduct shall be referred to the Dean of Student Affairs. Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the student.

b.) If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of South University policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.

c.) The Dean of Student Affairs or his/her delegate’s determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University.

**Procedures Regarding Student Dismissals**

When the Administration proposes to dismiss/expel a student from South University, the following procedures should apply unless the student elects to forego them.

a.) The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate.

b.) Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the “Hearing Officer”) **according to the following guidelines:**

- Hearings normally shall be conducted in private
- Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.
- In hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately
- The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
- All procedural questions are subject to the final decision of the Hearing Officer
- After the hearing, the Hearing Officer shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer’s
determination will also address whether dismissal from South University is an appropriate sanction for the offense(s)

• The Hearing Officer’s determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University
• The Hearing Officer shall provide the student with a copy of the determination, including information regarding the student’s right of appeal to the University Conduct Committee.

Sanctions
If a student is found in violation of the Code of Conduct, South University may impose sanctions. The type of sanction imposed may vary depending upon the seriousness of the violation(s) and South University reserves the right to immediately impose the most severe sanction if circumstances merit. Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school’s standards and expectations
2. Administrative Reprimand which may or may not be recorded in the student’s permanent record
3. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
4. Educational Sanctions: The student will be required to complete an educational service, work assignment, service to the university, attend counseling, or have restricted privileges.
5. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
6. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit university-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
7. Expulsion: The student will be expelled from South University immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
8. Restitution: Compensation for loss, injury, or damage to property leased, owned or controlled by the university. This may take the form of appropriate services and/or monetary or material replacement.

In all cases, if the student is not satisfied with the decision, he or she may appeal the judgment by requesting a hearing before the University Conduct Committee. The student must obey the terms of the initial decision pending the outcome of the appeal i.e. a student who has been suspended or expelled from school may not be on school property.

The request must be made in writing to the Dean of Student Affairs within five working days of notification of the above decision and must include the student’s reasons for the appeal. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee. If no request for appeal is made, the decision is final. Requests for a hearing will result in the University Conduct Committee being contacted to arrange a hearing not less than two or more than fifteen calendar days after notice of the original decision has been given to the student. The maximum time limit for scheduling a hearing may be extended at the discretion of the Dean of Student Affairs if the decision is rendered during a university break between terms when most faculty and students are off campus.

The University Conduct Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. Committee members are chosen at the sole discretion of South University and will be comprised of one Department Chair or coordinator, one faculty member,
and one student. South University reserves the right to exclude a student member from the Conduct Committee when circumstances merit. The Dean of Student Affairs or his/her delegate will coordinate and provide logistical support to the hearing. The student making the appeal and the person bringing the charges will be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.

The committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate this promptly to the student. The President’s decision shall be final.

**Interim Suspension or Immediate Expulsion**

South University may immediately remove, suspend, or expel a student from school without applying or exhausting these procedures when, in South University’s sole judgment, the student poses a threat of harm to himself, to others, or to property of South University or a member of South University. After the expulsion or during the interim suspension, students shall be denied access to the school including classes, labs, library, clinical assignments, and school sponsored housing and rotations and/or all other school activities or privileges for which the student might otherwise be eligible.

**Violations of Law**

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of South University community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. South University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

**Search of Student’s Property**

South University reserves the right to search the contents of students’ personal property or belongings when there is reasonable suspicion on the part of South University faculty or staff that a serious risk to the health, safety and welfare of students, and/or the University community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.
Students must maintain a neat and clean appearance befitting a student attending professional school. Specific dress requirements vary with each academic setting (i.e., on campus, off campus) and are outlined below. There may be rare occasions when a change in the code is authorized (e.g., jean days). These will be formally communicated in writing. General requirements that apply to all academic settings are as follows:

1. Hair should be kept well groomed, neat, and worn in a professional, conservative hairstyle.
2. No visible tattoos.
3. Body piercing, other than earrings, should be removed or covered. Earring style must be conservative. No more than two earrings per ear may be worn simultaneously. However, jewelry (e.g., earrings, rings) may not be worn in the laboratory setting.
4. Clothing should be clean, neat, and in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design and cut must be conservative.
5. Shoes should be clean and neat.
6. Laboratory coats should be waist-length, white in color, clean, pressed and in good repair (no visible holes or rips). The official South University School of Pharmacy patch may be sewn to either the left-side chest pocket or the right-side chest pocket area; patches may not appear on the shoulder or sleeves of the coat.

**On Campus Academic Setting**

On campus academic settings include classrooms, laboratories, clinical activities, and presence on campus for any purpose including after school hours and weekends. The following dress requirements must be followed and will be enforced by faculty members. No exceptions will be made. Non-compliant students will not be permitted to participate in the activity and will be excused for that activity.

**A. Classroom**

1. Women should wear professional length (must be knee length or longer) skirts, dresses or dressy Capri pants, nice ankle-length slacks or khakis, polo shirts, sweaters, and blouses/tops.
2. Men should wear nice ankle-length slacks or khakis, tucked-in polo shirts, sweaters, or dress shirts with or without a tie.
3. Dress shoes should be worn by all students. Dressy opened toe shoes or slides may be worn.

**B. Physical Assessment/Special Laboratories**

1. A clean white waist-length laboratory coat is to be worn at all times.
2. Men and women may wear either (1) nice ankle-length slacks or khakis with a tucked-in polo shirt, sweater, or button-up shirt/blouse or (2) neat and clean approved grey-colored surgical scrubs (top and bottoms must match). Unless otherwise specified, neck ties are not to be worn.
3. All students must wear closed toe shoes with socks. Tennis shoes or clogs (e.g., Crocs™ without holes such as the Endeavor style), that are clean and in good condition are permitted.

4. Jewelry (e.g., earrings, rings) may not be worn and should be securely stored by the owner. The school is not responsible for lost or stolen jewelry.

5. Fingernail polish, if worn, must be clear. False nails will not be allowed.

C. Clinical Activity/ Laboratory

1. A clean white waist-length laboratory coat is to be worn at all times.

2. Women should wear professional length (must be knee length or longer) skirts, dresses or dressy Capri pants, nice ankle-length slacks or khakis, tucked-in polo shirts, sweaters, and blouses/tops.

3. Men should wear nice ankle-length slacks or khakis and a collared shirt.

4. Dress shoes should be worn by all students.

5. All students must wear closed toe shoes with leg covering (e.g., socks, nylon hosiery).

D. After Hours (after 6 PM Monday through Friday)/Weekends

1. After hours and weekend dress is permitted after 6 PM Monday through Friday and all day Saturday and Sunday, except for formal scheduled activities during this time frame.

2. In addition to classroom attire, men and women may wear nice jeans, shorts, and T-shirts that are in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design (e.g., T-shirt pictures and wording) and cut must be conservative.

3. Tennis shoes that are clean and in good condition are permitted.

Off Campus Academic Setting

Off campus academic settings include rotations (i.e., service learning, intermediate practice, advance practice) and other professional activities sponsored by the University and located off campus. Unless otherwise specified, students should follow the requirements of clinical activity dress (see above) at all times. Rotation preceptors may provide different dress code requirements for students depending on the demands of the rotation (see Experiential Education Preceptor/Student Handbook, Professional Conduct and Dress Code). Non-compliant students will not be permitted to participate in University sponsored off campus activities, and rotation preceptors are expected to send non-compliant students home. Students must realize that the public views them as representatives of the Pharmacy profession.

**Note:** Improper dress for all settings includes, but is not limited to the following:

1. Low-rise pants and hip-huggers
2. Army fatigues or greens
3. Exercise clothing (e.g., jogging shorts, sweat pants)
4. Leggings worn as pants
5. Midriff shirts, tank tops, halter tops, low-cut or transparent/revealing blouses, spaghetti strap dresses and tops
6. Hats or caps
7. Swimsuits
8. Bare feet, flip-flops, sandals that are not dressy, and work boots

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**Food and Drink Policy**

South University strives to create a welcoming environment and provide a clean and well-maintained campus for the benefit of its students, faculty and staff. In order to balance the reasonable needs of individuals who use the campus with our desire to create a healthy and clean campus, the university maintains the following food and drink policy.

• Food and drink may be consumed in student lounges and outside eating areas,
• Food and drink may be transported or stored in closed containers in hallways, classroom, and labs for use in one of the above approved areas at a later time.
• Only water in clear, plastic, re-sealable bottles may be consumed in classrooms, hallways or laboratories. No other food or drink items are allowed in the classrooms.

What you can do to help create an environment to be proud of:
- Dispose of your food trash in the trash cans outside or in the student lounge.
- Report spills to custodial staff or administrative personnel as soon as possible.
- Cooperate with faculty and staff if they ask you to comply with the policy.
- Encourage fellow students and employees to take pride in their environment.

Students who are not abiding by the policy will be asked to take their food and drink outside. Repeated abuse will result in disciplinary action.

*Students or employees that have special health considerations should consult the Dean of Student Affairs for information on exceptions to this policy.*

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**Firearms Policy**

Firearms, including concealed weapons, are not permitted on South University premises and/or at South University events, except that sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to South University or to South University's vendors and contractors (where approved by South University) may carry weapons.

Firearms are not permitted in any vehicle while the vehicle is parked on South University property, whether said property is owned or leased by South University or provided to South University for its use, except where otherwise required by law.

Any employee or student who becomes aware of a violation of this policy should immediately notify Student Affairs, the President or a member of management or a member of school staff. Violation of this policy is considered a serious offense that endangers the safety of anyone on South University premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.
Anti-Hazing Policy

Hazing involving South University students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at South University. Every student and member of a student club or organization is responsible for complying with this policy. Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the university student conduct process and if appropriate, through local authorities, which may pursue criminal action.

Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located in office number 218, 912-201-8079 or kpahno@southuniversity.edu. in Savannah or Dean of Student Affairs Aimee Carter located in office number 240, 803-935-4302 in Columbia or accarter@southuniversity.edu. The negligence or consent of a student or any assumption risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.
South University is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

**Definition of Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

a. Submission to such conduct is an explicit or implicit term or condition of a person’s status in a course, program or activity or in admission, or in an academic decision;
b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol.

Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. South University prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

**Other Forms of Harassment**

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

**Complaint Procedure**

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the “Student Grievance Procedure”). Students who have been subjected to sexual violence should also review the **Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such
alleged conduct, South University will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, South University will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

### Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the South University Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with the Dean of Student Affairs, Kari Pahno on the Savannah campus or Aimee Carter on the Columbia campus. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. South University will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President's Office of South University. The written appeal must be made within twenty calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.

5. South University will not retaliate against persons bringing forward allegations of harassment or discrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.

7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at [http://www.ed.gov/oer](http://www.ed.gov/oer).
General Complaint Procedures for Students

If you have a complaint or problem you are encouraged to follow this procedure:

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.

2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID and discuss the steps you have taken to remedy the situation.

3. The appropriate South University staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

4. If you are not satisfied with the results, you may file an appeal with the President’s Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to the following:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place
Suite 220
Tucker, GA 30084 -5305
Phone: (770) 414-3300
Fax: (770) 414-3309

South Carolina Commission on Higher Education
1122 Lady Street
Suite 300
Columbia, SC 29201
Phone: (803) 737-2260

Complaints Regarding ACPE Standards

ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Any student who has a complaint about the ACPE standards being met should refer to the Council’s website: www.acpe-accredit.org/complaints.
Health and Safety
Campus Safety

South University provides students and staff with a well-maintained campus. Security officers are on duty on the campus during all hours that students are on campus. Access to buildings is limited and unauthorized persons will be asked to leave.

Any occurrence of criminal activity should be reported to a security officer or the front desk immediately. The Savannah Police Department or the Columbia Police Department will also be notified in order for a uniformed police officer to respond, make a preliminary investigation and write a police report.

All students and staff are asked to take reasonable precautions for their own safety as well as the safety of the other members of the campus community. To reduce the chance of potential problems, it is suggested that you take some basic precautions:

1. Do not leave purses, wallets, or book-bags unattended on campus.
2. Always lock your car. Do not leave valuable items visible in parked cars.
3. Walk in pairs on campus after dark.
4. Report suspicious behavior immediately to security or other campus officials.

The South University community shares the responsibility for practicing good safety habits and abiding by the policies and procedures designed for campus security.

South University publishes the annual Jeanne Cleary Disclosure of Campus Crime and Security Act Report for each of its campuses. The report contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. A copy of this report is included in the campus Student Handbook and is also available on the University’s website at Inside.SouthUniversity.edu at Campuses \ Savannah or Columbia \ Useful Links Menu.

The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1st and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Director of Facilities and Security.

In addition to the annual security report, South University maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours from the Director of Facilities and Security or the Dean of Student Affairs.

South University reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. South University will report to the campus community concerning the occurrence of any crime includable to the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Information on campus safety statistics, security personnel and policies, procedures for reporting a crime, and sexual assault policies can be found at Inside.SouthUniversity.edu at Campuses \ Savannah or Columbia \ Useful Links Menu. Drug free schools and communities information as well as South University graduation rate information is also available at this site. A paper copy of this report may be obtained from the University Dean of Student Affairs.
Emergency Notification

Students are strongly encouraged to subscribe to South University’s electronic emergency notification system, known as My Campus Alert. In an emergency, My Campus Alert will enable authorized college officials to reach members of the campus community through mechanisms other than regular college email and telephones. The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus telephone. The information in the emergency notification system will be used primarily to contact you in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of your campus community. Students may set up their accounts on the Inside South University - My Campus portal.

Fire Evacuation

Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available. Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom.

Weather Announcements

In the event of inclement weather, all students and personnel should assume that classes will be held unless notified by radio or television announcements. South University will use all major media stations in the area when making announcements.

Health Insurance and Medical Referrals

Students are encouraged to maintain health insurance and coverage for their well-being. Non-immigrant students are required to have proof of health insurance in order to matriculate. Additionally, certain academic programs in the School of Health Professions require students to maintain health insurance. See the University Catalog for details.

Students can enroll on-line in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators once they are enrolled as a student. Information is available at the following website:  http://www.cirstudenthealth.com/southuniversity

Information concerning medical and dental providers as well as emergency resources is available from the University Dean of Student Affairs. In the event of a medical emergency, medical service will be contacted by calling 911. Students are, however, responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.
University
Wide Services
Campus Information

Bookstore – Savannah Campus:
The South University, Savannah bookstore’s operating hours are from 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday, and the first Saturday of the quarter. Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase. The bookstore is also the location where you can have your student ID card and campus access cards made and pick up your parking decal.

Bookstore – Columbia Campus:
The South University, Columbia bookstore’s operating hours are from 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday, and the first Saturday of the quarter. Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase.

Computer Labs:
South University is proud to offer wireless access on campus along with two computer labs that are utilized to teach classes. The computer labs house Windows-compatible multimedia computers with Internet access and laser printing capability. The library also maintains a computer lab that is available during the hours that the library is open. Priority for computer use goes to academic classes and tutoring first and then South University students. See the Code of Conduct for guidelines on computer use.

Counseling:  See “Student Assistance Program” in this section.

Disability Services:
South University provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at South University.

South University, Savannah students who seek reasonable accommodations should notify Gabriella Fischer, Associate Dean of Students at 912 201-8041 or gfischer@southuniversity.edu of their specific limitations and, if known, their specific requested accommodations. South University, Columbia students who seek reasonable accommodations should notify Sandra Rhyne, Assistant Dean of Students at 803-835-9697 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have
a concern or complaint in this regard, please contact the campus Dean of Student Affairs at telephone number 912.201.8079 in South University, Savannah or telephone number 803-935-4302 in South University, Columbia.

Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.

**Financial Aid:**
Financial aid is available to all qualifying students. Assistance may be in the form of federal and state grants, federal and alternative loans, and federal work-study. The primary application is the Free Application for Federal Student Aid (FAFSA). The FAFSA must be submitted annually. It may be obtained in the financial aid office or accessed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

In order to receive federal assistance, a student must be making measurable progress toward the completion of his/her course of study and pursuing a degree. The student must maintain satisfactory academic progress as specified in the catalog. Enrollment status of less than full-time may also impact eligibility for certain financial programs. Please see the “Financial Information” section of the South University Catalog for specific refund policies and for more information. Questions concerning financial aid should be addressed to a financial aid officer.

**Fire Evacuation:**
Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available. Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom.

**Library Services**

**Savannah Campus**
The South University, Savannah Library is located on the southeast corner of the campus. It faces the student parking lot and abuts Waters Avenue. The hours of operation are:

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<th>Days</th>
<th>Hours</th>
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<tr>
<td>Monday - Thursday</td>
<td>8:00 a.m. - 11:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m. - 5:00 p.m.</td>
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<tr>
<td>Saturday</td>
<td>9:00 a.m. - 5:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>1:00 p.m. - 10:00 p.m.</td>
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The South University Libraries provide scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

South University libraries provide comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, program-specific resources to support class assignments, tutorial aides, and current events and recreational reading.

The combined campus libraries have more than 107,000 print book titles, 4700 AV titles, 400 print journal titles, and 23 newspapers in their collections. Access to additional journals, newspapers, e-books, and other materials is provided through over 65 electronic databases.
students participate in a library orientation to help familiarize them with the facility’s resources and procedures. Please take advantage of this session to update your research skills.

Valid student ID cards are required to check out materials. These cards are obtained through the South University Bookstore. If a card is lost, the student should report the loss to the bookstore as soon as possible. Most materials may be checked out for a two-week period. Students will be fined for overdue reserves or audiovisuals and charged a replacement fee for all materials that are not returned. Reference materials, pamphlets, vertical files and periodicals are available for use in the library only. All items must be properly checked out at the circulation desk. Failure to comply is an infringement of library policy and the “Code of Conduct.” Students will be held responsible for the loss or damage of materials while in their possession and are subject to the library rules and regulations as outlined in the Library Policy and Procedure Manual.

Duplicating services, interlibrary loan and printing services are available in the library, as well as access to the Internet, Microsoft Office Suite, and individual reference services.

Columbia Campus
The South University, Columbia Library is located on the first floor of the main campus building. The hours of operation are:

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<th>Monday - Thursday</th>
<th>Saturdays</th>
<th>Sundays</th>
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<tr>
<td></td>
<td>8:00 a.m. - 9:00 p.m.</td>
<td>8:00 a.m. - 4:00 p.m.</td>
<td>1:00 p.m. – 6:00 p.m.</td>
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<tr>
<td>Fridays</td>
<td>8:30 a.m. - 5:00 p.m.</td>
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The library currently houses over 17,000 volumes, covering a wide selection of topics, but chiefly concentrates on supplementary curricular resources. The library’s resources can be accessed from any computer on or off campus through the student portal. New students participate in a library orientation to help familiarize them with the facility’s resources and procedures. Please take advantage of this session to update your research skills.

A pass key or valid student ID card is required for admittance to the library. Valid student ID cards are required to check out materials. These cards are obtained through the South University bookstore. If a card is lost, the student should report the loss to the bookstore as soon as possible. Most materials may be checked out until the end of the quarter. Students will be fined for overdue reserves or audiovisuals and charged a replacement fee for all materials that are not returned. Reference materials and print periodicals are available for use in the library only. All items must be properly checked out at the circulation desk. Failure to comply is an infringement of library policy and the university “Code of Conduct.” Students will be held responsible for the loss or damage of materials while in their possession and are subject to the library rules and regulations as outlined in the Library Policy and Procedure Manual.

To assist students in retrieving the latest information, the library subscribes to more than sixty databases providing access to several thousand full-text articles and ebooks. Duplicating services, interlibrary loan and printing services are also available in the library. The Research Center provides access to the Internet, Microsoft Office Suite, and general and subject-specific online databases.

Parking:
At the Savannah campus, all vehicles parked on campus are required to display a parking decal, which may be obtained during orientation or at any time from the bookstore. The parking decal should be placed on the lower left corner of the rear windshield. Decals on vehicles with tinted windows may be placed on the lower left corner of the front windshield. All students must park in the Student Parking lot located at the rear of the campus. At the Columbia campus, no parking decals are required.

At both campuses, vehicles are prohibited from being parked on curbs or in designated faculty spaces, or spaces for those with disabilities. Vehicles that are illegally parked will be ticketed by the security officer. Continued failure to comply with parking policies will result in the vehicle being towed at the owner’s expense. Students park at their own risk and liability.

**Posting on Bulletin Boards:**

Students are encouraged to check the University bulletin boards for notices and important information. Students who wish to post information in the Health Professions building, the Business building or the library should submit their notices to the bookstore.

Students who wish to post information such as items for sale, roommates needed, in the Pharmacy building should submit their notices to the Assistant Dean of Student Affairs for the School of Pharmacy for approval. Postings may be removed after thirty days.

**School Sponsored Housing:**

The Savannah campus contracts with the community to provide undergraduate and graduate housing to students who wish to live in an environment with other South University, Savannah students. The University places students according to their study habits and academic level and assigns students in a shared or private room (if available). Interested students should contact the Director of Housing at 912-201-8049. While students are occupants in the school sponsored housing program they are subject to the same rules and regulations outlined in the Student Code of Conduct, as well as, the Housing License Agreement.

The Columbia campus does not offer school sponsored housing at this time. However, you can obtain information on local apartment complexes in the greater Columbia area by contacting the Assistant Dean of Student Affairs.

**Student Activities and Organizations:**

Participation in student activities provides students with an opportunity to apply knowledge and enhance skills. Clubs that focus on academic major/career interests and academic achievement are encouraged by South University.

Students interested in forming new clubs or organizations in the School of Pharmacy are encouraged to meet with the Assistant/Associate Dean of Student Affairs to discuss the group’s goals and plans and receive assistance in club formation. All student clubs must have a faculty...
or staff advisor and must be approved by the Dean of the School of Pharmacy. All student activities and fund-raising activities require the approval of the Assistant/Associate Dean of Student Affairs office.

South University reserves the right to deny any application for the formation of a student club when it determines in its sole discretion that the student club does not serve the best interests of the students and/or South University.

**Academy of Students of Pharmacy (APhA/ASP)**
- ASP is the student branch of America’s oldest and largest association of pharmacists, the American Pharmacists Association (APhA). The only organization to represent all practice settings, APhA has more than 10,000 student members attending the schools and colleges of pharmacy across the country. Within APhA, ASP has its own standing committee on education programs, publications, awards and policy.
- Each member of ASP also receives the full benefits of membership in APhA and through periodic publications and meetings, can keep up to date on the developments and events that affect the practice of pharmacy. At the local level, student members can participate in service projects that benefit the college and the community as well as social activities that foster school spirit. Any pharmacy student can be a member of ASP and still be eligible for participation in any other campus organization.

**American Society of Health-System Pharmacists (ASHP)**
- The American Society of Health-System Pharmacists (ASHP) is the national professional organization that represents more than 30,000 members who serve patients in organized health care settings.
- Health-system pharmacists are defined as those who practice in hospitals, health maintenance organizations, long-term care facilities, home health care, clinics, research, and managed/ambulatory care.
- Over 5000 students are members of the ASHP Pharmacy Student Forum. Members receive career information, resources, residency information and matching. Studentline (the Forum’s quarterly newsletter), offers discounts on books, and supplies, opportunities to be involved in councils and committees at the national level and the ever-important networking.

**Christian Pharmacists Fellowship International**
Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Student chapters are found at Schools of Pharmacy across the country. The organization’s mission is to provide fellowship to students going through the program and challenge and promote spiritual growth.
National Community Pharmacist Association (NCPA)
The NCPA serves the pharmacist owners, managers, and employees of 25,000 independent pharmacists across the country. This organization provides important announcements, resources and news concerning the student who is interested in independent pharmacy practice.

Rho Chi
Rho Chi is the Academic Honor Society for Pharmacy. Only a few students are selected to join the society which recognizes and rewards outstanding scholarly attainment and encourages and stimulates outstanding scholarship.

Phi Lambda Sigma
Phi Lambda Sigma is the National Pharmacy Leadership Society. Its purpose is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Members are selected by peer recognition.

Kappa Psi
- The Kappa Psi Pharmaceutical Fraternity was founded in 1879 and has held the honor of being the oldest and largest professional pharmaceutical fraternity in North America. There are currently 72 collegiate and 44 graduate chapters in the U.S. and Canada.
- The objectives of Kappa Psi are to advance the profession of pharmacy through education and fraternity; to instill in its members the high principles of the profession of pharmacy; and to foster scholarship and pharmaceutical research.
- The Delta Omega Chapter was chartered at South University in December of 2005. Since that time, the Delta Omega chapter actively sponsors and participates in a variety of social and community activities. Membership in Kappa Psi is extended to interested and eligible students in the latter portion of their first professional year.

Kappa Epsilon
The purpose of Kappa Epsilon is to unite women students of pharmacy, to cooperate with the faculties of the colleges where chapters are established, to stimulate in its members a desire for high scholarship, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship.

Student National Pharmaceutical Association
SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues. Their purpose is to plan, organize, coordinate and execute programs geared toward the improvement of the health and the social and educational environment of the community. They promote greater representation of minorities in pharmacy and other health related professions.

Student Assistance Program:
Students in the School of Pharmacy have access to a student assistance program for counseling needs 24 hours a day. The program is easy and confidential. Talk One-2-One counselors are available by phone for students who would like to discuss issues that may be affecting their
emotional well-being. Students can see the Assistant Dean of Students for a referral or call directly by dialing 1-888-620-3362. After the assessment call, students will receive four free sessions per presenting issue. Talk One-2-One can also make referrals to local counselors for students who wish to meet with a provider in person.

**Student IDs:**
Student ID photos are taken during Orientation and student IDs are issued to new students during their first week of classes. Student ID cards include student identification numbers (that are different from social security numbers). ID cards also function as library cards for utilizing the University library.

There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement from the bookstore for a charge of $5.00 per occurrence. The use of a student identification card by anyone other than its original holder is prohibited.

**Student Lounges:**
**Savannah Campus:**
Students are encouraged to utilize the student lounge at the back of the health professions building by classroom 201 and 202 or the first floor of the pharmacy building across from classroom 308. Vending machines with snacks and drinks are available. Microwaves are available for student use.

**Columbia Campus:**
Students are encouraged to utilize the student lounge at the back of the first floor in the main campus building or room 146 in the pharmacy building. Vending machines with snacks and drinks are available. Microwaves are available for student use. Food and drink other than bottled water is not permitted in the classrooms.

**Student Publications:**
All student publications proposals must be submitted to the Dean of Student Affairs for approval prior to the publication being published, posted, or circulated in any manner. The proposal should include the following information:

- Purpose of the publication
- Name of the publication and the sponsoring organization
- Means of distribution of the publication
- Frequency of distribution of the publication
- Contact information for the student to contact regarding the publication
- Faculty sponsor responsible for reviewing each issue of the publication

South University reserves the right to deny any proposal for publication when it determines in its sole discretion that the publication does not serve the best interests of the students and/or South University.

The Dean of Student Affairs will review the proposal and notify the appropriate contact person regarding the approval or disapproval of the proposed student publication.
Technology Support
South University students have access to Technical Support by calling: 1(866) 848-5515 to receive personalized assistance from a live tech support representative, Monday through Saturday, from 8am to 10pm ET. If preferred, or outside the listed hours, technical support is also available by e-mailing the technology support group at campus_support@southuniversity.edu. Please allow 24-48 hours for e-mail response.
This support is available for the following:
• My Campus Student Portal username or password problems and navigation
• Digital Bookshelf and other digital resources setup and navigation (for online courses only)
• Gmail access
• Online classrooms (eCollege) or electronic file upload assistance
• Hardware requirements, software requirements, and computer configuration
• Operating system and browser issues

Students experiencing trouble with campus computers, printers, or the wireless network, submit a ticket through the SUITS (South University Information Technology Services) system at Inside.SouthUniversity.edu.

Transcript Requests:
Transcript request forms may be obtained at the reception desk. All outstanding financial balances must be cleared before transcripts are released. The first transcript request is free; there is a $5.00 fee for each subsequent request. Transcripts will be processed within two weeks of the transcript request. Please note that same day requests will not be honored. South University cannot guarantee the transfer of credits earned while attending this institution because each institution determines what transfer credits it will accept.

Veterans Affairs:
Assistance for veterans is available by contacting the veteran affairs coordinator in the financial aid office. Students need to be aware of the following veteran’s administration policies that apply to anyone using veterans’ educational benefits.

• Veterans must consult with the financial aid office prior to changing their major.
• The Veterans Administration will not pay for a course that the student drops after the first week of class unless mitigating circumstances can be proven. Please see a financial aid representative before dropping a class.
• The Veterans Administration will pay for a repeat course only if the student has received a failing grade in said course and only if it is required for graduation.
• The Veterans Administration may pay for a student to repeat a remedial class up to three times per remedial course if mitigating circumstances can be proven.
• The Veterans Administration will not pay for classes in which punitive grades are earned.