UNIVERSITY OF MARYLAND
EASTERN SHORE
SCHOOL OF PHARMACY

STUDENT HANDBOOK

(Class 2027 and later)

Revised July 2026

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GENERAL UNIVERSITY INFORMATION

The University of Maryland Eastern Shore (UMES), the State's Historically Black 1890 Land-Grant institution, emphasizes baccalaureate and graduate programs in the liberal arts, health professions, sciences, and teacher education. In keeping with its land-grant mandate, the University's purpose and uniqueness are grounded in distinctive learning, discovery, and engagement opportunities in agriculture, marine and environmental sciences, technology, engineering and aviation sciences, health professions, and hospitality management. Degrees are offered at the bachelors, masters, and doctoral levels.

UMES is committed to providing access to high quality values-based educational experience, especially to individuals who are first-generation college students of all races, while emphasizing multicultural diversity and international perspectives. The University serves the education and research needs of businesses, industries, government and non-government organizations. The University is committed to meeting the economic development needs on the Eastern Shore; workforce development needs of the State; international development priorities of the nation; and commercialization and entrepreneurial ventures of the University, through engagement activities, and partnerships.

UMES is located in the small town of Princess Anne on the Eastern Shore of Maryland. The town dates to 1733 and has many buildings and landmarks of historic interest. The quiet community environment is excellent for learning, yet it is only 2 - 3 hours by car from the abundant cultural and recreational facilities of Washington, D.C., Baltimore, Philadelphia, and Virginia Beach. The state's famous seaside resort, Ocean City, is only 30 minutes from the campus. The campus is located 13 miles south of the town of Salisbury, which provides shopping and recreational facilities.

The School of Pharmacy and Health Professions at UMES consists of six academic departments: Kinesiology, Pharmacy Practice and Administration, Pharmaceutical Sciences, Physician Assistant, Physical Therapy, and Rehabilitation Services. There are undergraduate programs in Exercise Science, Sports Management, and Rehabilitation Services. Existing graduate programs include: Master of Science in Rehabilitation Counseling, Master of Science in Pharmaceutical Sciences, Master of Medical Sciences in Physician Assistant studies, Doctor of Physical Therapy (DPT), Doctor of Pharmacy (PharmD), and Doctor of Philosophy (PhD) in Pharmaceutical Sciences. Students are actively involved with faculty initiatives to improve the health and well-being of the community through health education/promotion.

SCHOOL OF PHARMACY VISION, MISSION, AND VALUES

VISION STATEMENT

We are leaders in the health care community devoted to delivering patient-centered care, fostering pharmacy research, and enhancing the quality of life for all people through the development of accomplished, collegial, and caring pharmacy professionals.

MISSION STATEMENT

The University of Maryland Eastern Shore (UMES) School of Pharmacy is dedicated to developing exemplary pharmacy professionals and scholars who are committed to patient-centered care, lifelong learning, discovery, and service for diverse communities of the Delmarva Peninsula, the State of Maryland, and around the world.

VALUES

We will meet our mission and vision by cultivating collaboration, compassion, cultural proficiency, ethical behavior, and innovation with integrity and respect.

ACCREDITATION DISCLOSURE STATEMENT

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation involves three steps: Pre- candidate status, Candidate status, and Full accreditation. Pre-candidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time. Pre-candidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program, and authorizes the College or School to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate status have the same rights and privileges as those graduates from a fully accredited program, generally including eligibility for licensure. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

UMES SCHOOL OF PHARMACY STATUS

The Doctor of Pharmacy program of the University of Maryland Eastern Shore School of Pharmacy was awarded full accreditation on June 26, 2013, by the ACPE Board of Directors.

For more information on the ACPE accreditation process, consult the Office of the Dean at 410-651- 8327 or the Accreditation Council for Pharmacy Education 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603- 4810, 312/644-3575; FAX 312/664-4652, web site www.acpe-accredit.org.

SCHOOL OF PHARMACY DIRECTORY

General University Information (410) 651-2200
https://wwwcp.umes.edu/pharmacy/department-directory/

EXECUTIVE COMMITTEE

Dr. Sean Vasaitis, Dean of the School of Pharmacy and Health Professions
Dr. Timothy D. Gladwell, Associate Dean for Academic Affairs and Assessment and Professor
Dr. Kawanda Williams, Assistant Dean for Experiential Education and Assistant Professor
Dr. Lana Sherr, Assistant Dean for Professional Affairs and Associate Professor
Dr. Fred Tejada, Assistant Dean for Student Affairs and Associate Professor
Dr. Miriam Purnell, Chair for Pharmacy Practice and Administration and Professor
Program Director, PBC Rural Health Disparities and Social Inequities
Dr. S. Victor Hsia, Chair for Pharmaceutical Sciences and Professor

PHARMACEUTICAL SCIENCES

Dr. S. Victor Hsia
Dr. Jiabing Fan
Dr. Muhammad Delwar Hussain
Dr. Patrice L. Jackson-Ayotunde
Dr. Jaden Jun
Dr. Madan K. Kharel
Dr. Miguel Martin-Caraballo
Dr. Anjan Nan
Dr. Sajish Mathew
Dr. Jocelyn Reader
Dr. Frederick R. Tejada
Dr. T. Sean Vasaitis
Dr. Bi-Dar Wang

DEPARTMENT OF PHARMACY PRACTICE AND ADMINISTRATION

Dr. Miriam Purnell
Dr. Omar Attarabeen
Dr. Richard A. DeBenedetto

Dr. Dana R. Fasanella
Dr. Timothy D. Gladwell
Dr. Kaiá Harrison
Dr. John Jordan
Dr. Michael Miller
Dr. Marie-Therese Oyalowo
Dr. Kristin Robinson
Mr. Gregory Shaeffer
Dr. Lana Sherr
Dr. Rebekah Torchon
Dr. Hoai-An Truong
Dr. Kawanda Williams

PROFESSIONAL STAFF

Mrs. Helen Branch, Information Technology Specialist
Ms. Lakeisa Brown, Recruitment Coordinator
Mrs. Diana Calcagno, Experiential Education Coordinator, Experiential Education
Mrs. Pamela Douglas-Oliver, Administrative Assistant, Dean of School of Pharmacy and Health
Dr. Ishraga S. Elsayed, Laboratory Coordinator
Dr. Lynn Lang, Director of Assessment
Dr. Sharon R. Neal-Horsey, Admissions and Program Pathway Specialist
Ms. Pamela Polk, Administrative Assistant, Pharmacy Practice and Administration
Mrs. Tammy Hubbe, Administrative Assistant, Pharmaceutical Sciences

ADMISSIONS REQUIREMENTS

Applications to the UMES School of Pharmacy are reviewed continuously throughout the admissions cycle until the class is filled. Applicants must submit an application through PharmCAS (Pharmacy College Application System). Once verified, applications are evaluated by the Admissions Committee. Applicants selected to participate in the mandatory interviews and on-campus sessions are notified by email. For tuition purposes, applicants complete a supplemental application to determine their residency status.

The Admissions Committee uses a holistic process to evaluate all aspects of an application. In addition to GPA, the applicant's work and community service experience, recommendation letters, leadership and research experience, personal statement, interview performance, and personal and professional attributes are carefully reviewed. The Admissions Committee looks for evidence that the applicant can handle a rigorous 3-year concentrated Doctor of Pharmacy program and has the potential to be an exemplary pharmacy professional and scholar. Applicants are notified of an official admissions decision by email. Applicants accepted to the Doctor of Pharmacy program are required to pay a non-refundable deposit and complete the pre- matriculation requirements. New student orientation begins in early July with classes commencing in mid-July.

PHARMCAS APPLICATION

All students are required to submit a completed Pharmacy College Application Service (PharmCAS) application to our program**.** The PharmCAS application includes:

- a personal statement (outlining interest in pharmacy)
- work and volunteer experiences
- Two (2) letters of recommendation are required. Applicants may optionally submit an additional letter. One letter must be from a faculty member who taught you in a course or oversaw your work. The other letter can be from a supervisor in paid work, volunteer work, or research experience, health care provider or a pharmacist that you worked with. Please follow the PharmCAS instructions for submitting the letters.
- official transcripts from all accredited universities, colleges, and community colleges previously attended (foreign transcript evaluation, if applicable)

PRE-REQUISITE COURSES

Prerequisite courses can be in progress while applying. However, all prerequisite courses should be completed by the deadline. For a complete list of pre-requisite courses visit - **https://wwwcp.umes.edu/pharmd/admissions-requirements/**

SUPPLEMENTAL APPLICATION

All students are required to complete the supplemental application. The supplemental application link will be emailed to the applicant. The supplemental application includes demographic information and the Maryland Residency form. The residency questions are used to determine your in-state or out-of-state residency status for tuition purposes.

INTERVIEW AND CAMPUS SESSIONS

Eligible applicants will be notified by email to take part in the required on-campus interview. During the on- campus interview, the applicants will also receive an introduction to the program, curriculum, student services and financial aid, a School of Pharmacy and Health Professions building tour, and a meeting with a panel of faculty and students. The on-campus interview is typically a half-day process

TECHNICAL STANDARDS: ESSENTIAL PERSONAL ATTRIBUTES AND CAPABILITIES FOR ADMISSION, PROMOTION, AND GRADUATION

The primary goal of the University of Maryland Eastern Shore (UMES) School of Pharmacy is to prepare students for the practice of pharmacy. Doctor of Pharmacy candidates at the UMES School of Pharmacy must be able to perform essential functions that fall into several broad categories. The Admissions Committee uses the following technical standards: Observation, Sensory, Motor Skills; Communication; Intellect; and, Professional, Behavioral, Social Attributes (definitions available at https://wwwcp.umes.edu/pharmd/technical-standards/) along with established academic standards to select students with the intelligence, integrity, physical, personal, and emotional attributes necessary to become an effective pharmacist. All students accepted into the UMES School of Pharmacy must meet the academic and technical standards set forth by the college to ensure that they will be able to complete all aspects of the curriculum. However, it is recognized that degrees of ability vary among individuals. Students who are unable to meet these technical standards are encouraged prior to application, to discuss his or her disability with the UMES School of Pharmacy Assistant Dean for Student Affairs. UMES is committed to making reasonable accommodations to enable students to complete the course of study leading to the Doctor of Pharmacy degree.

ENROLLMENT DEPOSIT

Applicants accepted to the Doctor of Pharmacy program are required to pay a non-refundable **deposit of $750 that will hold the applicants' seat.** For applicants who matriculate into the program, the funds will be credited to their student account.

PRE-MATRICULATION REQUIREMENTS

CRIMINAL BACKGROUND CHECK (CBC)

All students are required to have a criminal background check (CBC) report on file with the School of Pharmacy (SOP). The criminal background check is performed by Castle Branch, Inc. at the expense of the student.

Information on obtaining the initial CBC will be emailed to each student who has accepted an offer of admission with the School of Pharmacy for the incoming class. Please note the following:

- The Criminal Background Check is MANDATORY.
- Information from the CBC must be on file with the School of Pharmacy before the student secures a seat in the class.
- Additional background checks may be required of external institutional partnerships prior to participation in experiential activities. Financial and other responsibilities for these CBCs are the sole responsibility of the student.
- **Admissions offers may be rescinded due to negative information on the CBC.**

DRUG SCREENING REQUIREMENT

Students please carefully read the SUBSTANCE MISUSE POLICY Form (Appendix 1) and return the signed form to the Office of Student Affairs (OSA) prior to the first day of orientation.

Pre-matriculation requirement

All students are required to have a drug screening test on file with the UMES-SOP **prior to the first day of orientation.** The drug screening is performed by Castle Branch, Inc. at the expense of the student. **Applicants with a positive drug screen result may have their offer of admission rescinded.**

Post-matriculation requirement

A current UMES- SOP student with a positive screening for either drugs or alcohol will cease all didactic courses, experiential activities, and any other activities in the program until the positive test can be investigated. In the event of a confirmed positive drug screening (annual or periodic):

- If the student agrees to participate and complete the Maryland Board of Pharmacy Rehabilitation Services Program, OSA will monitor the completion of the program. If the student does not consent to participate, or does not fully comply with the terms of the treatment plan, the student will be dismissed from the school. https://health.maryland.gov/pharmacy/Pages/rehabilitation_information0829-3195.aspx

- Allow individuals to obtain a leave-of-absence for a period of time while they are in the Maryland Board of Pharmacy Rehabilitation Services Program, with guaranteed reentry into the school after their recovery.

- A **second confirmed positive drug** test will result in dismissal from the program with no option for return. In the event of a confirmed positive drug screen, the implicated student may provide documentation from a physician that they are legally taking the drug(s) in question. Students with positive drug screens due to an **active legally prescribed medication(s)** will be cleared to go to or return to the program.

PHYSICAL EXAMINATION & IMMUNIZATION HEALTH REQUIREMENTS

The results of the physical examination and proof of up to date immunization status should be documented on the UMES Health & Immunization History Form, signed by a licensed physician, and uploaded to the Medical Document Manager in Castle Branch, Inc. Instructions for accessing Castle Branch, Inc. will be emailed to each student who has been made an offer for admission. Failure to submit your health and immunization records will affect your ability to matriculate into the program.

Immunizations	Additional Information
Tetanus (TDaP)	within last 10 years
Hepatitis B Series	
Varicella (chickenpox)	2 vaccinations or positive antibody titer (history of disease is not acceptable)
MMR (Measles, Mumps and Rubella)	2 vaccinations or positive antibody titer
PPD (Tuberculosis skin test)	2 step TB skin test (administered 1- 3 weeks apart) within the previous 6 months or QuantiFERON Gold blood test within the last 12 months. Positive results must provide a clear chest x-ray (lab report required) within the last 12 months. PPD is an annual requirement.
Influenza	vaccination administered during the most recent flu season. Influenza vaccine is an annual requirement
Meningitis Vaccine or waiver	if on campus student

HEALTH INSURANCE

All students are required to have health insurance. Please upload a copy of the back & front of your insurance card to Medical Document Manager in Castle Branch, Inc. Instructions for accessing Castle Branch, Inc. will be emailed to each student who has been made an offer for admission.

CARDIOPULMONARY RESUSCITATION (CPR) AND BASIC LIFE SUPPORT (BLS) CERTIFICATION

All students are required to have certification in the American Heart Association Basic Life Support (BLS) for Health Care Providers and CPR. Certification should be through the American Heart Association. The Maryland Board of Pharmacy requires that this certification be in-person training. The CPR Re-certification is required prior to the start of Advanced Pharmacy Practice Experiences (APPEs) in the third professional year.

FINANCIAL RESPONSIBILITIES

Students must fulfill their financial responsibilities to the University prior to the start of the term. Please see the Financial Information section of this handbook for more information.

LAPTOP PROGRAM

All newly matriculating SP-1 Doctor of Pharmacy students will be required to purchase a laptop computer through the University of Maryland Eastern Shore's laptop program. During the week of orientation, laptops will be disseminated and a subsequent laptop workshop will follow to train the students on the use of the equipment, including the software relevant to their courses and assessments. Students are required to bring their laptops to class and use them for testing.

LABORATORY SAFETY TRAINING

The University of Maryland Eastern Shore is required to ensure that the necessary work practices, procedures, and policies are implemented to protect employees and students working in University owned and/or operated laboratories from hazardous chemicals. Hazardous chemical substances, for purposes of this plan, shall be defined as chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems and agents which damage the lungs, skin, eyes, or mucous membranes. Chemicals with physical hazards such as flammability and reactivity are also considered hazardous.

The Chemical Hygiene Plan (CHP) developed by the Office of Environmental Health and Safety shall be implemented for all laboratory facilities at the University of Maryland Eastern Shore where hazardous chemicals are handled or used under all of the following conditions:

(i) chemical manipulations are performed in containers designed to be easily and safely manipulated by one person;

(ii) multiple chemical procedures or chemicals are used; and demonstrably effective laboratory

practices and equipment are available and in common use to minimize the potential for employee and student exposure to hazardous chemicals.

All Student Pharmacists are required to attend and complete the UMES CHP Laboratory Safety Training offered in the PHRM 530 course. Laboratory Safety Training will be conducted according to OSHA standards of Occupational Exposure to Hazardous Chemicals in Laboratories.

PHARMACY INTERN CERTIFICATE

Students must be in compliance with the applicable state licensing requirements for a Student Pharmacist Intern in the states where they will participate in the UMES Experiential Education program**.**

Delaware and Maryland

The states of Delaware and Maryland do not require intern registration for gaining practical experience hours in a school or college pharmacy program.

Virginia

Registration with the Board as a Virginia Pharmacy Intern is required prior to gaining practical experience in Virginia for licensure as a pharmacist. The Certificate of Registration application is available using the link provided below:

- https://www.license.dhp.virginia.gov/apply/

Students should complete and submit the $15.00 fee with a credit or debit card, then print the college affidavit form. The college affidavit form must be brought to the orientation program and submitted to the Office of Experiential Education. The college affidavit form will be completed by the school and mailed to the Board of Pharmacy. Once the Board of Pharmacy receives the affidavit form back from University of Maryland Eastern Shore School of Pharmacy, an intern licensure will be issued with an expiration date of December 31st in the year you graduate from Pharmacy school.

LIABILITY/MALPRACTICE INSURANCE

Students in the Doctor of Pharmacy program are required to carry malpractice insurance throughout their time in the professional program. The School of Pharmacy purchases and maintains professional liability/malpractice insurance for its students for claims and judgments arising out of their activities during the site assignments. Coverage shall be under the group insurance policy purchased by the Maryland State Treasurer for health occupations students of Maryland public higher education institutions.

What is Covered?

Annual coverage is offered from July 1 through June 30 of the following year, for malpractice liability throughout a student's enrollment in the Doctor of Pharmacy program. This includes under the definition of malpractice 'error, omission, or negligence' in the performance of duties as a student in all IPPE and APPE experiential and service learning activities.

What are the Limits of Coverage?

Limits under the group insurance policy purchased by the Maryland State Treasurer for health occupations students of Maryland public higher education institutions are $1,000,000.00 per incident and $3,000,000.00 in the aggregate ($2,000,000.00 per incident and $6,000,000.00 in the aggregate for sites in Virginia). The pharmacy education program includes all practical experience and service-learning programs conducted as a part of the School or University requirements for the Doctor of Pharmacy degree.

HIPAA CERTIFICATION TRAINING

It is required that all students in the Health Science disciplines complete the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security trainings. To meet this government mandated requirement, all UMES Student Pharmacists are required to complete the trainings through the online *Pharmacist's Letter* courses "HIPAA & Privacy: A survival Guide to the Law" and "HIPAA & Security: A Survival Guide to the Law", provided courtesy of Walmart Pharmacy. HIPAA Privacy and Security Certification are required for enrollment in any IPPE or APPE.

UNIVERSAL PRECAUTIONS TRAINING

All Doctor of Pharmacy students are required to receive Blood Borne Pathogens Training. To meet this requirement, all UMES Student Pharmacists are required to complete the training through the online *Pharmacist's Letter* course "Protecting yourself against blood borne pathogens", provided courtesy of Walmart Pharmacy. Training will include information on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. Universal Precautions Training is required for enrollment in any IPPE or APPE.

UMES SCHOOL OF PHARMACY 2026-2027 ACADEMIC CALENDAR

(All dates are subject to change)

FALL TERM 2026

May 18, 2026	APPE 1 Begins
June 22, 2026	APPE 2 Begins
July 22-24, 2026	New Student Orientation
July 27, 2026	**SP-1 & SP-2 Fall Term Classes Begin**
July 27, 2026	APPE 3 Begins
July 28, 2026	Last day to ADD/DROP required SP-1/SP-2 classes
August 31, 2026	APPE 4 Begins
September 7, 2026	*Labor Day (No SP-1/SP-2 Classes)*
October 5, 2026	APPE 5 Begins
October 19, 2026	Last day to ADD/DROP fall term APPEs and SP-2 electives
November 9, 2026	APPE 6 Begins
November 13, 2026	**Last Day of Regular Classroom Activities (SP-1)**
November 16-20, 2026	Final Exams (SP-1)
November 30-18, 2026	PHRM571 IPPE Rotations (SP-1)
November 26-27, 2026	*Thanksgiving Break (No SP-1/SP-2 Classes)*
December 11, 2026	**Last Day of Regular Classroom Activities (SP-2)**
December 14-18, 2026	Final Exams (SP-2)
December 18, 2026	Fall Commencement
December 18, 2026	Fall Term Ends/Degree Conferral Date
December 25, 2026-January 1, 2027	*Winter Break (University closed)*

SPRING TERM 2027

January 4, 2027	**Spring Term Classes Begin (SP-1 and SP-2)**
January 5, 2027	Last day to ADD/DROP required SP-1/SP-2 classes
January 4-15, 2027	IPPE III rotations (SP-2)
January 11, 2027	APPE 7 Begins
January 18, 2027	*Martin Luther King, Jr. Day (No SP-1/SP-2 Classes)*
February 15, 2027	APPE 8 Begins
March 15-17, 2027	*Spring Break (No SP-1/SP-2 Classes)*
March 22, 2027	APPE 9 Begins
April 2 , 2027	Last day to ADD/DROP spring term APPEs and SP-2 elective classes
April 30, 2027	**Last Day of Regular Classroom Activities (SP-1 Classes)**
May 3-7, 2027	**Final Exams (SP-1)**
May 21, 2027	**Last Day of Regular Classroom Activities (SP-2 Classes)**
May 24-28, 2027	**Final Exams (SP-2)**
May 10-July 9, 2027	PHRM 572 IPPE Rotations (SP-1)
May 13-14, 2027	Hooding & Awards Ceremony/Spring Commencement (SP-3)
May 17, 2027	APPE 1 Begins (Class of 2028)
May 31, 2027	*Memorial Day (No SP-1/SP-2 Classes)*
June 18, 2027	Spring Term Ends/Degree Conferral Date

DOCTOR OF PHARMACY CURRICULUM

The goal of the curriculum in the UMES School of Pharmacy is to offer a professional program which prepares students to acquire the knowledge, and develop the skills and attitudes required to earn the Doctor of Pharmacy degree. Graduates will be entrusted to deliver contemporary person-centered care through the use of the Pharmacists' Patient Care Process. Foundational knowledge of medications and pharmacy practice, public health, cultural and structural humility, patient safety, evidence-based medicine, and comprehensive medication management are emphasized. The graduates will be prepared to meet the requirements for licensure in Maryland, Delaware and Virginia, and to serve the needs of the Delmarva Peninsula. Course Descriptions for the program can be found later in this section or at the following link: **https://wwwcp.umes.edu/pharmd/course-descriptions/.**

STUDENT LEARNING OUTCOMES

To ensure that students have developed the requisite knowledge and skills that are necessary to thrive in a contemporary pharmacy practice setting, the UMES School of Pharmacy has adopted a set of learning outcomes developed and promoted by the American Association of Colleges of Pharmacy (AACP) and the Center for the Advancement of Pharmacy Education (CAPE). The most recent version of these outcomes is found in the AACP Curriculum Outcomes and Entrustable Professional Activities (COEPA) 2022. This document includes three domains of educational outcomes that are aligned with the knowledge, skills, and attitudes that are recommended for the planning, delivery, and assessment of a Doctor of Pharmacy curriculum.

Domain	Sub-Domain #	Sub-Domain	One-Word Descriptor	Outcome Description
1 Knowledge	1.1	Scientific Thinking	Learner	Seek, analyze, integrate, and apply foundational knowledge of medications and pharmacy practice (biomedical; pharmaceutical; social, behavioral, administrative; and clinical sciences; drug classes; and digital health).
2 Skills	2.1	Problem-solving Process	Problem-solver	Use problem solving and critical thinking skills, along with an innovative mindset, to address challenges and to promote positive change.
	2.2	Communication	Communicator	Actively engage, listen, and communicate verbally, nonverbally, and in writing when interacting with or educating an individual, group, or organization.

	2.3	Cultural and Structural Humility	Ally	Mitigate health disparities by considering, recognizing, and navigating cultural and structural factors (e.g. social determinants of health, diversity, equity, inclusion, and accessibility) to improve access and health outcomes.
	2.4	Person-centered Care	Provider	Provide whole person care to individuals as the medication specialist using the Pharmacists' Patient Care Process.
	2.5	Advocacy	Advocate	Promote the best interests of patients and/or the pharmacy profession within healthcare settings and at the community, state, or national level.
	2.6	Medication-use Process Stewardship	Steward	Optimize patient healthcare outcomes using human, financial, technological, and physical resources to improve the safety, efficacy, and environmental impact of medication use systems.
	2.7	Interprofessional Collaboration	Collaborator	Actively engage and contribute as a healthcare team member by demonstrating core interprofessional competencies.
	2.8	Population Health and Wellness	Promoter	Assess factors that influence the health and wellness of a population and develop strategies to address those factors.
	2.9	Leadership	Leader	Demonstrate the ability to influence and support the achievement of shared goals on a team, regardless of one's role.
3 Attitudes	3.1	Self-awareness	Self-aware	Examine, reflect on, and address personal and professional attributes (e.g., knowledge, metacognition, skills, abilities, beliefs, biases, motivation, help-seeking strategies, and emotional intelligence) that could enhance or limit growth, development, & professional identity formation.
	3.2	Professionalism	Professional	Exhibit attitudes and behaviors that embody a commitment to building and maintaining trust with patients, colleagues, other health care professionals, and society.

COEPA 2022 also incorporates the following entrustable professional activities (EPAs), which are the tasks and responsibilities that all pharmacy students should be able to perform in an experiential setting under direct or distant supervision. EPAs 1-10 are aligned with the Pharmacists' Patient Care Process (PPCP) and are color-coded according to the PPCP steps.

Entrustable Professional Activities (EPAs)
1. Collect information necessary to identify a patient's medication-related problems and health-related needs.
2. Assess collected information to determine a patient's medication-related problems and health-related needs.
3. Create a care plan in collaboration with the patient, others trusted by the patient, and other health professionals to optimize pharmacologic and nonpharmacologic treatment.
4. Contribute patient specific medication-related expertise as part of an interprofessional care team.
5. Answer medication related questions using scientific literature.
6. Implement a care plan in collaboration with the patient, others trusted by the patient, and other health professionals.
7. Fulfill a medication order.
8. Educate the patient and others trusted by the patient regarding the appropriate use of a medication, device to administer a medication, or self-monitoring test.
9. Monitor and evaluate the safety and effectiveness of a care plan.
10. Report adverse drug events and/or medication errors in accordance with site specific procedures.
11. Deliver medication or health-related education to health professionals or the public.
12. Identify populations at risk for prevalent diseases and preventable adverse medication outcomes.
13. Perform the technical, administrative, and supporting operations of a pharmacy practice site.

UMES School of Pharmacy Doctor of Pharmacy Curriculum (Class of 2027 and Later)

First Academic Year Fall	Credits	First Academic Year Spring	Credits
PHRM 501 Foundations of Biomedical Sciences I	5.0	PHRM 531 Foundations of Pharmaceutical Sciences II	4.5
PHRM 502 Foundations of Biomedical Sciences II	4.5	PHRM 601 Principles of Pharmacotherapy	5.5
PHRM 530 Foundations of Pharmaceutical Sciences I	5.0	PHRM 610 Integrated Biomedical & Clinical Sciences I: Neurology & Psychiatry	6.0
PHRM 540 Pharmacy Administration I	3.0	PHRM 543 Public Health for Pharmacists	2.0
PHRM 542 Concepts in Diversity and Communication for the Pharmacist	3.0	PHRM 562 Professional Development II	1.0
PHRM 550 Pharmaceutical Calculations	2.0	PHRM 609 Therapeutics of Self Care and Over-The- Counter Products	2.0
PHRM 561 Professional Development I	1.0	PHRM 650 Top 200 Drugs	1.0
PHRM 571 IPPE Introductory Community **or** PHRM 572 IPPE Introductory Institutional	3.0	PHRM 571 IPPE Introductory Community **or** PHRM 572 IPPE Introductory Institutional	3.0
PHRM 590 Skills Lab I	3.0	PHRM 591 Skills Lab II	3.0
		Electives	0.0-6.0
Total Semester Credits	**29.5**		**28.0-34.0**
Total Academic Year Credits			**57.5 - 63.5**

Second Academic Year Fall	Credits	Second Academic Year Spring	Credits
PHRM 611 Integrated Biomedical & Clinical Sciences II: Pulmonary & Nephrology	5.5	PHRM 614 Integrated Biomedical & Clinical Sciences V: Hematology, Immunology, & Oncology	6.0
PHRM 612 Integrated Biomedical & Clinical Sciences III: Cardiology	5.5	PHRM 615 Integrated Biomedical & Clinical Sciences VI: Infectious Diseases	6.5
PHRM 613 Integrated Biomedical & Clinical Sciences IV: Endocrinology & Gastroenterology	6.0	PHRM 616 Integrated Biomedical & Clinical Sciences VII: Geriatrics, Pediatrics, Urology, & Special Considerations in Pharmacotherapy	4.0
PHRM 640 Pharmacy Administration II	3.0	PHRM 645 Pharmacy Law and Ethics	2.0
PHRM 661 Professional Development III	1.0	PHRM 646 Informatics and Telehealth	2.0
PHRM 671 IPPE Direct Patient Care I	2.0	PHRM 662 Professional Development IV	1.0
PHRM 690 Skills Lab III	3.0	PHRM 672 IPPE Direct Patient Care II	2.0
		PHRM 691 Skills Lab IV	3.0
Electives	0.0-6.0	Electives	0.0-6.0
Total Semester Credits	**26.0-32.0**		**26.5-32.5**
Total Academic Year Credits			**52.5 – 58.5**

Third Academic Year Fall	Credits	Third Academic Year Spring	Credits
PHRM 795 Transitions to the Pharmacy Profession I	2.0	PHRM 796 Transitions to the Pharmacy Profession II	2.0
Advanced Practice Pharmacy Experiences (APPEs)			
Required	**Credits**	**Electives**	**Credits**
PHRM 700 APPE-Advanced Community	5.0	APPE Patient Care Electives	5.0 each x 4 = 20.0
PHRM 701 APPE-Advanced Institutional	5.0	PHRM 715 APPE – Patient Care	
PHRM 702 APPE- Acute Care	5.0	APPE Systems Electives	
PHRM 703 APPE- Ambulatory Care	5.0	PHRM 720 APPE – General Elective	
Total Semester Credits	**17.0-27.0**		**17.0-27.0**
Total Academic Year Credits			**44.0**
Total Program Credits			**160.0**

COURSE DESCRIPTIONS FOR THE DOCTOR OF PHARMACY PROGRAM

PHRM 501 Foundations of Biomedical Sciences I (5 credits)

This course will include a study of the key physical and chemical principles that are necessary for understanding the development, preparation, and principles of drug action. Students will also learn the composition and structure of proteins, classification of enzymes and coenzymes, enzyme kinetics and regulations, drug biotransformation, drug receptor properties, structural features of drugs, functional group properties and receptor interactions, fundamentals of pattern recognition that relate chemical structure to pharmacological action, drug dose-response curves, membrane structure and transport, and mechanisms of signal transduction.

PHRM 502 Foundations of Biomedical Sciences II (4.5 credits)
This course will review the basic concepts of mammalian biochemistry that will form the foundation for later discussions of pathophysiological disorders and pharmacological treatments. Topics that will be covered include the digestion, absorption, biosynthesis and metabolism of carbohydrates, lipids and amino acids at the cellular level in both the normal and disease states, the principles of energy transformations, nucleic acid structure and function in gene expression, nucleotide metabolism, and an introduction to pharmacogenomics and biotechnology.

PHRM 530 Foundations of Pharmaceutical Sciences I (5 credits)
This course will introduce students to the physical and chemical principles that affect the development, preparation, and stabilization of pharmaceutical dosage forms. Also included is a study of biological and physicochemical factors that influence the availability of a drug from a dosage form and the subsequent disposition and response of the drug in the body. Students will apply these concepts to develop the necessary competencies in the preparation and use of both non-sterile and sterile products.

PHRM 531 Foundations of Pharmaceutical Sciences II (4.5 credits)
The application of the concepts of biopharmaceutics and pharmacokinetics to the processes of absorption, distribution, metabolism and excretion of drugs are discussed with the purpose of assessing drug dosage forms/regimens and improving the therapeutic management of patients. The influence of physiology and disease state on pharmacokinetics is presented to help explain clinical variability to drug response. Students will also be introduced to the basic principles of toxicology and clinical toxicology.

PHRM 540 Pharmacy Administration I (3 credits)
This course offers a study of the evolution and organization of the US healthcare system, the role of pharmacy in the US healthcare system, the influence of stakeholders, and the laws that have shaped contemporary pharmacy practice. Basic concepts of pharmacovigilance, informatics and pharmacoeconomics will be discussed.

PHRM 542 Concepts in Diversity and Communication for the Pharmacist (3 credits)
This longitudinal course emphasizes the vital role of communication in contemporary pharmacy practice. Students are evaluated in both oral and written formats. Course content includes: an overview of diversity and differences important for the pharmacist to understand, study of professional interpersonal communication, verbal and nonverbal communication strategies, effective interviewing techniques, and patient counseling.

PHRM 543 Public Health for Pharmacists (2 credits)
This course will prepare students to identify public health issues and to identify populations

at risk for a variety of diseases. Principles of epidemiology as a diagnostic discipline of population health will be explored. In addition, this course will enable the student to critically evaluate current trends in the care of patient populations. Issues relating to disaster planning and emergency preparedness will be discussed. Focus will be placed on the role of the pharmacist in public health policy.

PHRM 550 Pharmaceutical Calculations (2 credits)
This course covers some aspects of pharmaceutical calculations including fundamentals of measurement and calculation, measurement systems, dosage and concentration units, isotonic solutions, electrolyte solutions, and calculations related to compounding.

PHRM 561 Professional Development I (1 credit)
First in a series of professional development courses, students will learn skills and use tools to advance their professional growth. As part of this process, students will develop professional mission statements and goals, and will explore various aspects of pharmacy through a professional forum series. Students will self-reflect and incorporate these skills to document participation in community service and continuing professional development, including professional organizations.

PHRM 562 Professional Development II (1 credit)
Second in a series of professional development courses, students will learn skills and use tools to advance their professional growth. Students continue to update their electronic portfolios and will prepare a self- reflection summarizing their development in the first professional year. They will continue to explore various aspects of pharmacy through a biweekly professional forum series, and to participate in community service and continuing professional development, including Legislative Day.

PHRM 571 Introductory Pharmacy Practice Experience – Introductory Community (3 credits)
The introductory community rotation provides an introductory pharmacy experience and links key concepts in the SP-1 curriculum with contemporary pharmacy practice within the community pharmacy setting. Students will be introduced to pharmacy practice skills and reinforce foundational knowledge through completion of the 120-experiential hour in a community pharmacy setting.

PHRM 572 Introductory Pharmacy Practice Experience – Introductory Institutional (3 credits)
The introductory institutional rotation provides an introduction pharmacy practice experience and links key concepts in the SP-1 curriculum with contemporary pharmacy practice. Students will be introduced and develop pharmacy practice skills and drug knowledge through completion of 120 experiential hour in an institutional pharmacy setting.

PHRM 590 Skills Lab I (3 credits)
The first course in a four-part series that focuses on the development of pharmacy practice Entrustable Professional Activities (EPAs) through the Pharmacists' Patient Care Process (PPCP). This course provides a foundation for practical applications of pharmacy practice with an emphasis on the use of patient charts, preparation and dispensing of prescriptions, development of maintenance of patient medication profiles, sterile and non-sterile preparations, patient education, immunizations, and prevention of medication errors.

PHRM 591 Skills Lab II (3 credits)
The second course in a four-part series that focuses on the development of pharmacy practice Entrustable Professional Activities (EPAs) through the Pharmacists' Patient Care Process (PPCP). This course provides a foundation for practical applications of pharmacy practice with an emphasis on the use of care plan documentation, patient and provider communication, and point of care testing. Additional emphasis is placed on literature evaluation and the practice of evidence-based medicine.

PHRM 601 Principles of Pharmacotherapy, Drug Information, and Medical Literature Evaluation (5.5 credits)
This course provides a foundation of the principles involved in ensuring the safe, appropriate, effective, and economical use of drugs in patient care. An overview of basic biostatistical concepts, study design, drug information, medical literature evaluation, and evidence-based medicine will be presented. Students will then apply these concepts while developing a systematic approach to rational drug selection and comprehensive medication management.

PHRM 609 Therapeutics of Self Care and Over-The-Counter Products (2 credits)
This course is designed to develop students' knowledge of self-treatable disorders of varying organ systems and prepare them to provide appropriate patient-centered care for patients that present with these disorders in an outpatient setting. The course will cover topics such as conducting a patient interview, recognition of self-treatable disorders, over the counter (OTC) treatments for common self-treatable disorders, counseling points for these treatments, and recognition of disorders that require referral to a physician or other healthcare provider. In addition, students will become familiar with various medical devices and will be able to demonstrate and recommend these devices to patients.

PHRM 610 Integrated Biomedical & Clinical Sciences I – Neurology & Psychiatry (6 credits)
This module will present an integrated study of anatomy, physiology, pathophysiology, medicinal chemistry, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, pharmacoeconomic issues, medication use in special populations, clinical/complementary therapies, and review of pertinent drug literature as they relate to major neurological and psychiatric diseases.

PHRM 611 Integrated Biomedical & Clinical Sciences II – Pulmonary & Nephrology (5.5 credits)
This module will present an integrated study of anatomy, physiology, pathophysiology, medicinal chemistry, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to major diseases of the pulmonary and renal systems.

PHRM 612 Integrated Biomedical & Clinical Sciences III – Cardiology (5.5 credits)
This module will present an integrated study of anatomy, physiology, pathophysiology, medicinal chemistry, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to major cardiovascular diseases.

PHRM 613 Integrated Biomedical & Clinical Sciences IV – Endocrinology & Gastroenterology (6 credits) This module will present an integrated study of anatomy, physiology, pathophysiology, medicinal chemistry, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to major endocrine and gastrointestinal diseases.

PHRM 614 Integrated Biomedical & Clinical Sciences V – Immunology, Hematology, & Oncology (6 credits) This module will present an integrated study of anatomy, physiology, pathophysiology, medicinal chemistry, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to major immunologic, hematologic, and oncologic diseases.

PHRM 615 Integrated Biomedical & Clinical Sciences VI – Infectious Diseases (6.5 credits)
This module will present an integrated study of anatomy, physiology, pathophysiology, medicinal chemistry, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to major infectious diseases.

PHRM 616 Integrated Biomedical & Clinical Sciences VII – Geriatrics, Pediatrics, Urology, and Special Considerations in Pharmacotherapy (4 credits)
This module will present an integrated study of anatomy, physiology, pathophysiology, medicinal chemistry, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, pharmacoeconomic issues, and review of pertinent drug literature as they relate to the management of special populations of patients.

PHRM 640 Pharmacy Administration II (3 credits)
This course examines the economic, social, and political forces affecting the short- and long-term operations and management of pharmacy services. Specifically, the content is intended to develop managerial and leadership skills that will prepare you to assume entry-level management positions in institutional and/or community pharmacy practice.

PHRM 645 Pharmacy Law and Ethics (2 credits)
This course provides an overview of State and Federal pharmacy laws and regulations pertaining to pharmacy practice, licensure, controlled substances, legal liabilities, laws and regulations of other health care providers, and pharmacy case law. Topics will also include an exploration of ethical decision-making and professional values in pharmacy practice.

PHRM 646 Informatics and Telehealth (2 credits)
This course is designed to explore the application of technologies for analyzing and disseminating medical information in patient care, public health, and biomedical research. Students will be introduced to concepts on health information technology, automation, clinical decision making, and clinical surveillance systems. The use of remote technologies to evaluate patients and to fulfill prescription orders will also be discussed.

PHRM 650 Top 200 Drugs (1 credit)
This course focuses on familiarizing students with the 200 most frequently prescribed drugs. For each drug, students will describe the mechanism of action, identify drug interactions, contraindications, pregnancy category, black box warnings associated with the use of the drug, and provide patient counseling when applicable.

PHRM 661 Professional Development III (1 credit)
Third in a series of professional development courses, students will learn skills and use tools to advance their professional growth. Students update their professional mission statements and goals, and electronic portfolios. Students will learn to create effective Curriculum Vitae and use their strengths to prepare for Advanced Pharmacy Practice Experiences. They will continue to explore various aspects of pharmacy through a professional forum series, and to participate in community service and continuing professional development, including leadership and mentorship.

PHRM 662 Professional Development IV (1 credit)
Fourth in a series of professional development courses, students will learn skills and use tools to advance their professional growth. Students continue to update their electronic portfolios and will prepare a self-reflection summarizing their development in the second professional year. Students will evaluate career choices, learn job interview techniques, discuss the pros and cons of residencies and board certification, and discuss balancing both professional and

personal demands. They will continue to explore various aspects of pharmacy through a biweekly professional forum series, and to participate in community service and continuing professional development including leadership and mentorship.

PHRM 671 Introductory Pharmacy Practice Experience: Direct Patient Care Rotation I (2 credits)

The SP-2 Fall Introductory Pharmacy Practice Experience course is designed to continue student progression from the classroom to the practice environment via practical application of materials learned. The integration of classroom knowledge and experiential training serves as the cornerstone of the student's education, instilling professionalism, and ensuring competency in the provision of pharmaceutical care. This IPPE applies the functions of the pharmacist patient care process in either the community, patient care or institutional environment with a focus on building professional entrustable activities. Students will be provided the opportunity to expand their knowledge base, practice pharmacy-based skills, and develop professional attitudes in an actual pharmacy setting.

PHRM 672 Introductory Pharmacy Practice Experience: Direct Patient Care Rotation II (2 credits)

This IPPE rotation links key concepts in the SP-2 spring curriculum with contemporary pharmacy practice. Students will spend two hours with an assigned patient in a minimum of 4, 30-minute site visits to experience patient care activities. Students will participate in guided discussions about the previous week's assignment to strengthen the learning experience. By completing this course, students will earn academic didactic credit.

PHRM 690 Skills Lab III (3 credits)

The third course in a four-part series that focuses on the development of pharmacy practice Entrustable Professional Activities (EPAs) through the Pharmacists' Patient Care Process (PPCP). The course will integrate therapeutic disease state management topics by allowing students to develop and foster their problem- solving, critical thinking, and self-directed learning abilities. Additional emphasis is placed on literature evaluation and the practice of evidence-based medicine.

PHRM 691 Skills Lab IV (3 credits)

The final course in a four-part series that focuses on the development of pharmacy practice Entrustable Professional Activities (EPAs) through the Pharmacists' Patient Care Process (PPCP). The course will continue to integrate therapeutic disease state management topics in a progressively advanced manner to allow students to refine their problem-solving, critical thinking, and self-directed learning abilities. Students will justify solutions to medication-related problems through literature evaluation and the rigorous application of evidence-based medicine principles. Successful completion of this course will prepare students to

participate in Advanced Pharmacy Practice Experiences (APPEs).

PHRM 700 Advanced Pharmacy Practice Experience: Advanced Community Practice (5 credits)
In the Advanced Community Practice required experience, students will effectively participate in the patient care decision-making process in the community setting. Students will apply knowledge, skills, and abilities developed throughout the curriculum to demonstrate their understanding of common disease states and treatment modalities and to provide patient-centered care and medication management in the context of pharmacy operations.

PHRM 701 Advanced Pharmacy Practice Experience: Advanced Institutional Practice (5 credits)
During the Advanced Institutional Practice required rotation, students will effectively participate in the patient care decision-making process in the institutional setting. Students will apply knowledge, skills, and abilities developed throughout the curriculum to demonstrate their understanding of common disease states and treatment modalities and to provide patient-centered care, medication management and working knowledge of institutional pharmacy operations.

PHRM 702 Advanced Pharmacy Practice Experience: Acute Care (5 credits)
The Acute Care required rotation provides advanced experience in internal/general medicine in the acute care setting. Students will apply knowledge, skills, and abilities developed throughout the curriculum to effectively participate in the patient care decision-making process. Students will participate in a variety of clinical activities, functioning as an integral member of the health care team, and will demonstrate their understanding of common disease states and treatment modalities.

PHRM 703 Advanced Pharmacy Practice Experience: Ambulatory Care (5 credits)
The Ambulatory Care required rotation provides advanced experience in the ambulatory care practice environment. Students will apply knowledge, skills, and abilities developed throughout the curriculum to effectively participate in the patient care decision-making process. Students will participate in a variety of clinical activities in order to demonstrate understanding of common disease states and treatment modalities and to provide patient-centered care and medication management.

PHRM 715 Advanced Pharmacy Practice Experience: Patient Care Elective (5 credits)
The Patient Care advanced elective experience is offered in practice settings where there is a significant emphasis on patient care. Students will apply knowledge, skills, and abilities developed throughout the curriculum to provide patient-centered care. The rotations may include focus areas such as infectious disease, pediatrics, cardiology, psychiatry, geriatrics, long term care, transplant, internal medicine, women's health, and medication therapy management (MTM).

PHRM 720 Advanced Pharmacy Practice Experience: General Systems Elective (5 credits)
The General Systems advanced elective experience provides distinctive options for students to participate in areas such as compounding, nuclear pharmacy, academia, research, consulting, industry and other environments; patient care is not the primary focus. Specialty areas will vary according to preceptor and site availability. Students will apply knowledge, skills, and abilities developed throughout the curriculum to course and site-specific objectives and will demonstrate effective verbal and written communication skills in fulfillment of their responsibilities.

PHRM 795 Transition to the Pharmacy Profession I (2 credits)
This course is the first part of a two-course series intended to enable students in reinforcing the skills necessary to become independent pharmacy practitioners. Pharmacy students will take this course and PHRM 796 concurrently with their Advanced Pharmacy Practice Experiences (APPEs) during the final year of the Doctor of Pharmacy program. The primary focus will be on the reinforcement of continuing professional development and lifelong learning, while also providing a standardized learning experience and maintaining a sense of community for all students throughout the third year experiential curriculum. A combination of faculty-led instruction and student self-study activities will be utilized to accomplish the learning objectives and assess student readiness for licensure examinations and professional pharmacy practice.

PHRM 796 Transition to the Pharmacy Profession II (2 credits)
This course is the second part of a two-course series intended to enable students in reinforcing the skills necessary to become independent pharmacy practitioners. Pharmacy students will take this course and PHRM 795 concurrently with their Advanced Pharmacy Practice Experiences (APPEs) during the final year of the Doctor of Pharmacy program. The primary focus will be on the reinforcement of continuing professional development and lifelong learning, while also providing a standardized learning experience and maintaining a sense of community for all students throughout the third year experiential curriculum. A combination of faculty-led instruction and student self-study activities will be utilized to accomplish the learning objectives and assess student readiness for licensure examinations and professional pharmacy practice.

SP-1 CURRICULUM SCHEDULE

SP-1 Fall Term

Block Courses	Longitudinal Courses				
PHRM 501 Foundations of Biomedical Sciences I	PHRM 540 Pharmacy Administration I	PHRM 542 Concepts in Diversity and Communication for the Pharmacist	PHRM 550 Pharmaceutical Calculations	PHRM 561 Professional Development I	PHRM 590 Skills Lab I
PHRM 502 Foundations of Biomedical Sciences II					
PHRM 530 Foundations of Pharmaceutical Sciences I					
PHRM 571 Community IPPE rotation					
Winter Break					

SP-1 Spring Term

Block Courses	Longitudinal Courses				
PHRM 531 Foundations of Pharmaceutical Sciences II	PHRM 543 Public Health for Pharmacists	PHRM 562 Professional Development II	PHRM 609 Therapeutics of Self Care and Over-The-Counter Products	PHRM 650 Top 200 Drugs	PHRM 591 Skills Lab II
PHRM 601 Principles of Pharmacotherapy					
PHRM 610 IBCS I: Neurology & Psychiatry					
PHRM 572 Institutional IPPE rotation					
Summer Break					

Abbreviations: IBCS (Integrated Biomedical & Clinical Sciences); IPPE (Introductory Pharmacy Practice Experience); SP-1 (First-Year Pharmacy Student)

SP-2 CURRICULUM SCHEDULE

SP-2 Fall Term

Block Courses	Longitudinal Courses			
PHRM 611 IBCS II: Pulmonary & Nephrology	PHRM 640 Pharmacy Administration II	PHRM 661 Professional Development III	PHRM 690 Skills Lab III	Electives
PHRM 612 IBCS III: Cardiology				
PHRM 613 IBCS IV: Endocrinology & Gastroenterology				

Winter Break

SP-2 Spring Term

PHRM 671 IPPE Direct Patient Care I

Block Courses	Longitudinal Courses				
PHRM 614 IBCS V: Hematology, Immunology, & Oncology	PHRM 645 Pharmacy Law and Ethics	PHRM 646 Informatics and Telehealth	PHRM 662 Professional Development IV	PHRM 691 Skills Lab IV	Electives
PHRM 615 IBCS VI: Infectious Diseases					
PHRM 616 IBCS VII: Geriatrics, Pediatrics, Urology, & Special Considerations in Pharmacotherapy					

PHRM 672 IPPE Direct Patient Care II

Abbreviations: IBCS (Integrated Biomedical & Clinical Sciences); IPPE (Introductory Pharmacy Practice Experience); SP-2 (Second-Year Pharmacy Student)

VERIFICATION OF ENROLLMENT AND EXPERIENTIAL EDUCATION HOURS

Written verification of your current or former attendance at the university, degrees earned, experiential education hours, etc., may be supplied to a third party, such as state boards of pharmacy or employers. Providing this information is a joint effort of the Deans' Office, the Associate Dean's Office and the Office of the UMES Registrar. Students are able to download an official enrollment verification letter on their own through Hawkweb. Information for completing the process may be found at the following link at the UMES Registrar's website: https://wwwcp.umes.edu/registrar/wp-content/uploads/sites/129/2023/08/Student-Enrollment-Verification.pdf.

If you have been given a form that needs to be completed, first complete your part of the form and, if so indicated, sign it. Then submit the form to the Associate Dean or to the Dean's administrative assistant. Scanned forms submitted by email should be sent to the Associate Dean. Specify whether the form should be mailed to a third party or returned to you. Please include any other necessary information such as the name and address of the person or organization to which the information is to be sent. After School of Pharmacy content has been added, if a University seal is required, on-campus students are expected to take their own forms from the Dean's office to the Registrar's office. For alumni and off-campus students, the Dean's office will obtain the University seal. Forms sent directly to the third party are usually mailed from the Dean's office within five (5) working days.

For requests not covered by the above procedure, please contact the Associate Dean of Academic Affairs & Assessment.

GENERAL ACADEMIC RULES AND GUIDELINES

(Includes Curricular Design, Multimedia Recording of Lectures, and Mentoring and Advising Policies)

1. Students are expected to attend class and adhere to the SOP attendance policy.
2. Students are responsible for staying updated on school/class activities by checking UMES email and the learning management system (LMS) on a daily basis.
3. Students are required to follow the Dress Code of the School as an integral part of their training and professionalism.
4. Experiential programs, including introductory and advanced pharmacy practice experiences, will be provided off-campus. Locations of sites will be determined by the Office of Experiential Education and the sites may be at locations that are distant from UMES and Princess Anne. Students are responsible for their transportation and possibly for relocation to their assigned site and for their own housing during this period.
5. Each student is assigned to a faculty member for mentoring on academic matters and professional activities. The faculty advisor will serve as the student's first line of communication in addressing academic or professional issues. Additional counseling services are available through the Office of Student Affairs and the resources of the University.
6. A student must complete all graduation requirements to receive the Pharm.D. degree.
7. Students admitted to the professional entry level Doctor of Pharmacy degree program have a maximum of five years from the initial date of entry to complete the program and receive the degree. Requests for exceptions due to unforeseen circumstances (e.g. serious family illness) will be evaluated on a case-by-case basis.
8. The faculty of the UMES School of Pharmacy reserves the right to revise the curriculum at any time to ensure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the changes made and how these changes impact their course of study. In all cases, however, the production of well-prepared graduates will prevail as the dominant concern.
9. Students are required to enroll in and complete courses in sequence, adhering at each level to all prerequisites. No student will be permitted to take courses out of sequence, or enroll in a course without having satisfied the prerequisites.
10. A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.
11. A student may be dismissed from the program, after due process, due to violations of the UMES School of Pharmacy Academic Progression Policy.

CURRICULAR DESIGN (CLASS 2027 and later)

The University of Maryland Eastern Shore School of Pharmacy utilizes an accelerated, learner-centered program that is organized into fall and spring terms. Each term is longer than a traditional university semester, which allows students to complete the equivalent of four years of study in a three-year time frame. Didactic courses are offered in a combination of block and longitudinal formats. Block courses are typically held for several hours daily over a period of six-to-seven weeks. Students generally take one block course at a time, with each block course being offered sequentially over the course of its regularly-scheduled semester. Longitudinal courses are scheduled for the duration of an entire semester and are typically held on a weekly or biweekly basis.

ACADEMIC POLICIES AND PROCEDURES (Class of 2027 and Later)

ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The University of Maryland Eastern Shore ("UMES" or "University") is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of all the services, programs or activities of the University, or be subjected to discrimination. This is part of the University's commitment to creating and maintaining a diverse, welcoming, and inclusive educational, working, and living environment for people of all abilities. The purpose of this policy is to assist students, faculty, staff, employees, job applicants, and others by maximizing ability and opportunity for full participation at UMES. Reasonable accommodations shall be made to qualified individuals in a timely manner and on an individualized and flexible basis. The University prohibits discrimination on the basis of physical or mental disability status, race, color, national origin, age, gender, gender identity, gender expression, sexual orientation, national origin, or political affiliation in accordance with University policy, University System of Maryland policy, and State and Federal law. UMES also prohibits any retaliation arising in connection with the assertion of rights under this policy.

At UMES, the Office of Student Accessibility Services (SAS) within the Office of Institutional Equity and Compliance (OIE) makes determinations regarding reasonable accommodations for students with disabilities. Any student who feels that they may require accommodations in a course, based on the impact of a disability, should engage in the interactive process with SAS as soon as possible by calling 410-651-6135, emailing ADA@umes.edu, or visiting the Early Childhood Research Center, Suite 1129. To request an accommodation, students should submit an application form to SAS, which can be found at https://www.umes.edu/oie. Along with the application, students must also provide disability supporting documentation that includes a diagnosis of their current disability and demonstrates how their disability limits

participation in courses, programs, services, jobs, activities, and/or access to facilities of the University. Applications for accommodations should be made far enough in advance to allow SAS adequate time to engage in the interactive process by, among other things, reviewing the facts, establishing whether the student is qualified, and determining a reasonable accommodation. Generally, it is best to request an accommodation several weeks before a semester begins or as soon as a disability becomes known. SAS determines whether a student has a disability that may qualify them for a reasonable accommodation (if any) by meeting with the student and reviewing various information provided by the student. This may include disability supporting documentation, student statements, observations made during interactions with the student, the nature of previous accommodations provided and/or requested, the unique characteristics of a course or program, and other academic information (e.g., nature of an assignment, format of an exam, etc.). In all cases, the University engages in the interactive process with the student. This involves cooperative communication about the accommodation sought and how to implement it effectively. The student's failure to actively engage in the interactive process may preclude the University from effectively evaluating and addressing the student's disability and/or request for an accommodation.

After eligibility has been established, SAS determines accommodations on an individualized basis. To do so, SAS reviews the functional limitations of the disability, the student's disability supporting documentation, and the accommodation requested. As part of this process, SAS and the student should continue the interactive process through ongoing communication to identify, implement, and adjust a reasonable accommodation. This process may also involve other employees (e.g., faculty, Department Chair, Dean, ADA Coordinator, etc.). A reasonable accommodation shall not require the University to fundamentally alter the academic objective of an individual course, curriculum, program, or degree. If SAS determines that a reasonable accommodation is warranted, they will prepare an accommodation memo for the student. This document identifies the reasonable accommodation and provides basic information about how to implement it. After receiving the accommodation memo, the student should (a) meet with each course instructor from whom they expect to receive an accommodation and (b) provide them with a copy of the accommodation memo. This must occur far enough in advance that the instructor and/or SAS can implement the accommodation. Academic accommodations will not be applied retroactively. The student, SAS, and faculty should work cooperatively to ensure effective and timely implementation of accommodation(s).

ACADEMIC HONORS AND AWARDS

The UMES School of Pharmacy recognizes Doctor of Pharmacy students who demonstrate academic excellence with the following awards and honors:

Dean's List

All Doctor of Pharmacy students who are in good academic standing and achieve a semester grade point average (GPA) of 3.50 or higher while completing a minimum of 15 credits of coursework applicable toward the degree requirements are placed on the Dean's List after each term.

Latin Honors

Graduates of the UMES School of Pharmacy Doctor of Pharmacy program may be eligible to receive Latin Honors. Eligibility is determined by the final cumulative grade point average (GPA) upon completion of all degree requirements. The criteria for Latin Honors are listed below:

- Cum Laude – cumulative GPA of 3.300-3.499
- Magna Cum Laude – cumulative GPA of 3.500-3.699
- Summa Cum Laude – cumulative GPA of 3.700-4.000

Valedictorian and Salutatorian

The designation of Valedictorian will be bestowed upon the member of the spring graduating class who achieved the highest cumulative grade point average (GPA) after completing the requirements for the Doctor of Pharmacy degree. The designation of Salutatorian will be given to the member of the spring graduating class who achieves the second-highest cumulative GPA. In the case of a tie for highest cumulative GPA, normally only one person will be designated as Valedictorian, and it will be decided from amongst the tied individuals by using the highest average block assessment exam grades. The remaining tied individuals may all share the designation as Salutatorians. If there is one distinct individual identified as Valedictorian for highest cumulative GPA, but there is a tie for second-highest GPA, all of the individuals who are tied for second-highest GPA may be designated as Salutatorians. In the unusual situation in which there is a tie for the highest overall GPA, and there is also a tie for the highest average block assessment exam grades (when rounded to the nearest tenth of a percentage), then all of those individuals who tied in those two criteria will share the distinction as Co-Valedictorians. Any person or persons with the next highest GPA and/or average block assessment exam scores will be designated as Salutatorians.

ACADEMIC CREDIT AND SCHEDULES

Students receive credit towards the Doctor of Pharmacy degree for each designated course and pharmacy practice experience. Credit is assigned based on hours spent in class, in lab, or in the practice experience. One credit hour is approximately equivalent to 15 hours spent in a didactic classroom setting, 30 hours spent in a laboratory setting, 40 hours spent in an experiential setting. Courses that incorporate more than one type of instructional activity will receive credit based on a weighted average of these allocations.

The stated class hours for the required didactic portion of the curriculum are from 8:00 a.m. to 5:00 p.m. In observance of these posted times, students and all faculty who are scheduled to teach will be expected to be present at 8:00 a.m., except when otherwise approved by the curriculum committee and the faculty. This does not necessarily mean that faculty have no flexibility and must always begin lecturing at 8:00 a.m. Faculty have the latitude to allow students to study in their groups or work on special projects; however, that time must be defined and structured, and faculty should be available to assist and facilitate students in their learning. Students will not be allowed “time off”, “comp time” or time to complete assignments intended as “homework,” or be off-campus during these class days unless approved by the curriculum committee and faculty as part of the course syllabus, and the block plan/syllabus has been distributed to students in writing no later than the first day of the block. Special or makeup sessions may be scheduled outside the 8-5 time slot subsequent to approval by the Associate Dean for Academic Affairs. Students will be notified in advance if this scheduling is required. The scheduled dates and times for assessments are set prior to the beginning of the academic year. These dates are communicated to students in the syllabus for each course. Any deviations from this policy must be approved in advance by the Associate Dean for Academic Affairs or his/her designee.

For all experiential courses, students should refer to the current Experiential Education Manual. In general, students are expected to be present at the practice site (or participating in site activities) at least 40 hours per week for both IPPE and APPE rotations. Additional hours beyond 40 hours per week may be required in order to complete assignments or other activities. Schedules are determined by the preceptor and may vary from traditional working hours. Preceptors may require students to be present at the practice site during evening, night, or weekend hours. Any questions about experiential schedules should be directed to the Assistant Dean for Experiential Education (or his/her designee).

ACADEMIC PROGRESSION

Students are responsible for monitoring their own academic progress and for maintaining satisfactory performance towards degree completion. Resources are available to support students in their academic endeavors, but students must take the initiative to seek out assistance when academic issues occur. Each student is assigned a faculty advisor, who is the first-line option for questions or concerns about academic standing. In addition, the UMES SOP Student Academic Progression Committee (SAPC) also monitors student performance and applies policies and procedures to differentiate satisfactory and unsatisfactory progress of students.

Students are required to adhere to all curricular requirements and complete courses in the approved sequence unless granted an exception by the Associate Dean for Academic Affairs. The designation of professional levels within the Doctor of Pharmacy program are contingent on the successful completion of all requirements as listed below:

- First professional-year pharmacy student (SP-1) status
  - Satisfactory completion of 0-57.5 credits of required courses
- Second professional-year pharmacy student (SP-2) status
  - Satisfactory completion of 58-110 credits of required courses
  - Satisfactory completion of PHRM571 IPPE I and PHRM572 IPPE II
  - Successful achievement of a passing score on all comprehensive assessments from the SP-1 year
- Third professional-year pharmacy student (SP-3) status
  - Satisfactory completion of 110.5-154 credits of required courses
  - Satisfactory completion of 6 credits of didactic elective courses
  - Satisfactory completion of PHRM671 IPPE III and PHRM672 IPPE IV
  - Successful achievement of a passing score on all comprehensive assessments from the SP-2 year
  - Satisfactory completion of all requirements assigned by the Office of Experiential Education must occur before beginning APPE rotations. Students should refer to the UMES SOP Experiential Education Manual for a complete listing of these requirements.

In addition to the above, students will only be allowed to progress to the next professional level if they have maintained timely progress in completing the curricular requirements. At any time, a student may be dismissed from the program if the curricular requirements cannot be completed in the maximum time limit of five years from matriculation into the program (unless an exception is granted by the Dean of the School of Pharmacy and Health Professions).

Academic Standing

Students are considered to be in good academic standing and performing satisfactorily in the UMES SOP Doctor of Pharmacy program if they have achieved all of the following:

A. A grade of 'C' or better in all attempted didactic courses.
B. A grade of 'S' in all attempted Introductory Pharmacy Practice Experiences (IPPEs).
C. A grade of 'B' or better in all attempted Advanced Pharmacy Practice Experiences (APPEs).
D. A cumulative grade point average (GPA) of 2.5 or higher at the end of each semester.
E. A passing score on all attempted comprehensive assessments.

Students who fail to achieve any of these criteria will be considered to have unsatisfactory progress and will be subject to the procedures listed below.

Academic Warning

The Associate Dean for Academic Affairs will provide a student with an early warning letter for the following situations:

1. A current grade below "C" at the midpoint for any required longitudinal course.
2. One or more grades of "C" during a semester.
3. A grade of "D" in a required didactic course with available remediation opportunity.

Probation

The Associate Dean for Academic Affairs will place a student who exhibits unsatisfactory or deficient academic performance on probation. This includes students who meet any of the following criteria:

1. Earn a final grade below "C" in any required didactic course

2. Earn a final grade of Unsatisfactory (U) in any IPPE course

3. Earn a final grade below "B" in any APPE course

4. Failure to achieve a semester GPA of 2.5 or higher in any term

5. Failure to achieve a cumulative GPA of 2.5 or higher at any time in the program

Students may also be placed on academic probation for violations of the academic and/or professionalism policies after due process by the Student Conduct Committee.

A student who is placed on academic probation is encouraged to limit extracurricular activities

such as work and organizational responsibilities. The student will remain on academic probation until the academic deficiency has been successfully corrected.

Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. The terms of probation will be specified in a written document, including:

- A statement outlining the area of deficiency
- A statement reiterating the School's Withdrawal Policy
- The terms and conditions for returning to good academic standing

This document will be delivered by e-mail. A copy of the letter will be submitted to the Dean, Assistant Dean for Student Affairs, Assistant Dean of Experiential Education, the Chair of the Student Academic Progression Committee, and the faculty advisor.

Students who are placed on academic probation will receive a revised academic plan from the School of Pharmacy Office of Academic Affairs. The revised academic plan will provide the terms of the students' updated catalog requirements based on the curriculum in effect at the time, along with the requirements for the student to return to good academic standing. As a condition of the academic probation, students must acknowledge and agree that they may be subject to substantial modifications in their program requirements as specified in the revised academic plan. In situations involving substantial modifications to the existing curriculum, the Associate Dean for Academic Affairs in consultation with the School of Pharmacy Curriculum Committee and the faculty may allow the student to apply course substitutions in order to receive credit towards the revised graduation requirements.

A student will be removed from academic probation once he/she has successfully corrected all academic deficiencies and complied with the terms of the probation letter and the revised academic plan. During academic probation a student is required to meet regularly with either the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Assistant Dean of Experiential Education, and/or faculty advisor. **Students who fail to satisfy the terms and conditions of their probation may be subject to additional actions up to and including dismissal from the program.**

<u>Withdrawal "Not in Good Academic Standing"</u>

Attendance at the School is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and professional conduct. The Dean of the UMES School of Pharmacy reserves the right to require withdrawal of a student at any time he/ she deems necessary to safeguard the school's standards of scholarship, conduct, and orderly operation. The student concedes this right by act of matriculation. As stated in the Student Academic Progression Policies and Procedures above,

students who have made unsatisfactory progress may be required to withdraw from the program "not in good academic standing". This includes students who meet any of the following criteria:

1. Achieve a final grade below "C" in any required didactic course

2. Achieve a final grade of Unsatisfactory (U) in any IPPE course

Students who leave the School without completing the established withdrawal procedure within 30 days will automatically be dismissed from the University and will not be considered for reinstatement.

Dismissal

As stated in the Student Academic Progression Policies and Procedures above, students are subject to dismissal from the program if any of the following criteria are met:

1. Earn a final grade below "C" in any repeated required didactic course

2. Earn a final grade of Unsatisfactory (U) in any repeated IPPE course

3. Earn more than one final grade below "B" in APPE courses

4. Failure to achieve a semester GPA of 2.5 or above while on academic probation

5. Failure to satisfy the terms and conditions of academic probation

6. Failure to complete the official withdrawal procedures when required

Students who are dismissed from the program will not be eligible for reinstatement.

Conditions for Reinstatement for Students Who Have Withdrawn "Not in Good Academic Standing"

Students who have been withdrawn "not in good academic standing" may be eligible to apply for reinstatement. Requests for reinstatement should be submitted to the School of Pharmacy Office of Academic Affairs & Assessment by February for the fall term and September for the spring term. All petitioners are required to fill out the UMES SOP Application for Reinstatement and provide requested documentation. The Office of Academic Affairs will forward these documents to the SOP Student Academic Progression Committee for review. The committee will then send its recommendation to the Associate Dean for Academic Affairs, who will make a final decision on reinstatement. That decision will be communicated to the petitioner, the

Assistant Dean for Student Affairs, and Dean. If reinstatement is granted, the Office of Academic Affairs will forward the Application for Reinstatement and supporting documentation to the UMES Registrar. Students who have been dismissed from the program will not be eligible for reinstatement.

Students who are approved for reinstatement will receive a revised academic plan from the School of Pharmacy Office of Academic Affairs. The revised academic plan will provide the terms of the students' updated catalog requirements based on the curriculum in effect at the time, along with the requirements for the student to return to good academic standing. As a condition of reinstatement, students must acknowledge and agree that they may be subject to substantial modifications in their program requirements as specified in the revised academic plan. In situations involving substantial modifications to the existing curriculum, the Associate Dean for Academic Affairs in consultation with the School of Pharmacy Curriculum Committee and the faculty may allow the student to apply course substitutions in order to receive credit towards the revised graduation requirements.

Appeals of Student Academic Progression Decisions

If a student feels he/she has been treated unfairly in a matter involving Academic Probation, Withdrawal "Not in Good Academic Standing", Dismissal Decisions, he/she may appeal that decision to the Dean. The basis for appeal to the Dean must be one of the following:

- A substantial mistake of fact occurred
- A fundamental misinterpretation of official policies is evident
- A significant procedural error took place

An appeal shall be requested by the student in writing, within five (5) business days following the date the student has received the decision letter. All appeals to the Dean or his/her designee should be delivered in person or by email. The Dean or his/her designee shall consider the appeal and render his/her decision within five (5) business days. If the decision cannot be made within five (5) business days due to extenuating circumstances (including but not limited to illness, seeking legal counsel, or request for additional information), such delay will be documented in a letter that will be sent to the student and the time extended accordingly. In such cases, all reasonable efforts will be made to expedite the process to reach a final decision. The Dean or his/her designee shall communicate this decision in writing to the student, the advisor, the Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, the Assistant Dean of Experiential Education and the Chairs of the Student Conduct Committee and/or the Student Academic Progression Committee. **The decision of the Dean or his/her designee shall be final**.

ASSESSMENT & EXAMINATION POLICY & PROCEDURES

The UMES School of Pharmacy faculty have identified concrete methods to evaluate student learning through his or her mastery of stated outcomes, performance during clinical rotations, and the ability to pass the licensure examinations. These assessments are inclusive of formative, summative and comprehensive assessments.

- ***Formative Assessment -*** Formative assessments are used on a daily or regular basis to allow faculty and students to follow their progress and make necessary adjustments. In this way, students can use formative assessments as a method to target areas of weakness that may need more attention, while faculty can use formative assessments to focus their instructional activities on areas where students may be struggling. Examples of formative assessments include quizzes, polls, and think-pair-share activities. These assessment activities may or may not be graded, depending on the instructor's goal for the specific assessment.
- ***Summative Assessment -*** Summative assessments are the primary method for determining a student's mastery of the course material. Examples of summative assessments include midterm and final exams, presentations, papers, and end-of-rotation evaluations. These activities are graded to provide feedback on individual and overall student performance, and they are often the major determinant for a student's final grade in a course.
- ***Comprehensive Assessments -*** Comprehensive assessments may be used to evaluate a student's mastery of programmatic outcomes that spans multiple courses. Examples may include Objective Structured Clinical Examinations (OSCEs), licensure preparation exams, and comprehensive patient case presentations. These may be administered during the SP-1, SP-2, and SP-3 years. Comprehensive assessments may be compared to a benchmark in order to determine a student's aptitude for progressing in the curriculum.

<u>Assessment Policy</u>

The UMES SOP faculty are responsible for ensuring that the assessment activities are appropriate for evaluating student performance throughout the curriculum. Each syllabus will have a clearly-defined policy on the assessments and grading that will be used in the course. Block courses will generally have one or more midterm exams and one comprehensive final exam that will collectively account for 60%-80% of the final course grade, while other (non-exam) assessment activities will account for 20%-40% of the final course grade. These percentages may be reasonably adjusted at the discretion of the course faculty with advanced approval of the Associate Dean for Academic Affairs (ADAA). Assessment activities and grading for longitudinal, elective, and experiential courses will vary based on the nature and goals of each course.

Exam policies

1. In consultation with the course faculty, the ADAA will provide the schedule of all midterm and final exams to students in the approved academic calendars at the beginning of the semester. Midterm and final exam schedules for individual courses will also be available in the approved course syllabus. If necessary, changes to the exam schedule will be communicated to students through UMES email or the university's learning management system as soon as practical.

2. In general, the length and complexity of each exam should be designed to allow a student with the requisite knowledge and skills to successfully complete the assessment in a two-hour time frame. However, course teams may reasonably modify the duration of an exam when necessary to meet the objectives of the course with prior approval of the ADAA.

3. For new material covered on each midterm or final exam, the points assigned for each item should be allocated proportionally to each hour of class time covered by the assessment.

4. Students are expected to be present in the exam room 15 minutes before the scheduled start of an exam. A student who arrives up to 10 minutes after the scheduled start time listed for an exam may take the exam as scheduled, but will not be given any additional time to complete the exam. Students who arrive more than 10 minutes after the scheduled start time for an exam will not be allowed to enter the examination room. Barring any extraordinary circumstances that would qualify for an excused absence as specified in the course syllabus, the late-arriving student will receive a score of zero (0) for the exam.
5. A student who must miss an exam must contact the course coordinator by email and/or voicemail (preferably before the activity or as soon as possible in the case of an emergency). The course coordinator will provide the student with the next steps in accordance with the course policy. By starting an exam, a student affirms that he/she is well enough to take the assessment, and the score will count in the student's grading. Requests for make-ups must be approved by the course coordinator in writing. For all situations other than emergent illness, approval must be requested prior to the original exam.
6. Faculty reserve the right to designate a pre-arranged seating order for all assessments, including exams. Faculty may also move students during the assessment at their discretion. Students may request to be moved to a different seat during the assessment, but the decision on whether to grant the request is entirely up to the proctor. Failure to adhere to the assigned seating arrangements may be considered a violation of the assessment policy, resulting in a possible referral to the Student Conduct Committee and potential disciplinary action.

7. Only the items clearly designated by the instructor (e.g., personal computer for computer-based exams, charger, mouse, pencil, calculator, charts, and/or provided scrap paper) are permitted at the desk. All personal belongings, including (but not limited to) electronic devices (cell phones, smart watches), purses, laptop bags/sleeves, book bags, books, notebooks, papers, handouts, and class-related materials should be stored in the student's locker or car until the completion of the exam. Any student found in possession of any unapproved item during the exam will be in violation of the assessment policy resulting in a score of zero (0) for the exam and possible referral to the Student Conduct Committee for consideration of additional sanctions.

8. Faculty will not answer questions during the assessment. Any clarification or confusion should be noted using the appropriate method in the testing software. Faculty will take these comments into consideration during the grading process.

9. Students may not communicate with anyone (with the exception of the proctors) within the assessment room or anyone outside the assessment room during the assessment.

10. Restroom breaks are permitted at the discretion of the instructor. If permission is granted, students will sign out on departure from and sign in on return to the examination room. Only one student will be allowed to use the restroom at a time. Faculty reserve the right to accompany any student who leaves the assessment room for a restroom break. These breaks are provided solely for the purpose of using the restroom. Students are not permitted to travel to any other areas outside of the exam room, and they must return immediately after finishing in the restroom. Students who choose to use the restroom will not be allotted additional time to complete their exam.

11. Upon completion of the exam, a student must notify the proctor and return all exam-related materials before exiting the exam room.
12. To ensure the integrity of the exam process, students will not be given copies of their exams following completion of the assessments, and they are not allowed to retain copies of any questions or other exam materials.

13. Following the completion of an exam, the course coordinator will review the test statistics with the course faculty and make any necessary scoring adjustments at his/her discretion based on the school guidelines. The final exam grades will be posted in the learning management system and made available to students generally within 3 business days.

14. After the exam grades are posted, students may request an appointment with the course coordinator (or his/her designee) to review their individual exam.

15. Following the posting of the exam grades in the LMS, students will have a maximum of 5 business days to submit an appeal to the course coordinator in order to challenge the scoring of individual questions on the exam that they believe are unfair or incorrect. The purpose of the appeal is to allow for reasonable concerns with questions to be addressed. Arbitrary appeals will be considered unprofessional and may result in referral to the Student Conduct Committee. Appeals must be submitted from the student's UMES email address and include (at minimum) the following information:

    A. A synopsis of the question(s) being challenged.

    B. The rationale for the student's appeal of the question(s)

    C. The specific action that the student is asking to be taken by the course coordinator

    D. Any supporting evidence for the appeal of the question(s)

Upon receipt of a student's appeal, the course coordinator (or his/her designee) will have a maximum of 5 business days to respond to the student in writing with the decision and its rationale. The decision of the course coordinator will be final, and no further appeals for individual questions on the exam will be allowed. However, nothing in this policy will preclude a student from filing an appeal for alleged arbitrary and capricious grading if it is warranted (refer to the section in the Student Handbook on "Grade Appeals"). Appeals of individual questions that are granted by the course coordinator will be applied to the scores for all students who participated in the exam. This may result in an increase or decrease in a student's final score for the assessment even if they were not involved in the appeal process.

<u>Policies on Computer-Based Exams Using Examsoft®</u>

The following policies and procedures apply to any computer-based assessments in Doctor of Pharmacy courses that use Examsoft®. These are in addition to the general exam-related policies as described above.

1. Unless otherwise notified by the instructor, students are responsible for bringing their own school-provided laptop (preferably) or other appropriate electronic device in order to access an assessment using the Examsoft® software.

2. Students are responsible for ensuring the proper functionality of their computers prior to the start of an examination. This includes maintaining a fully-charged battery or bringing a charging cord, updating their software and ensuring that they have the most current version of Examplify®, and ensuring wireless network access prior to the start of the assessment. If available, technical support may be provided to assist a student, but no

additional time will be allowed for delays arising from a student's failure to maintain his/her computer or electronic device.

3. At the listed start time of the assessment, the proctor will share the exam password with the students. Once the password has been provided, students must immediately close all other content on their laptop and enter the exam. Students are prohibited from delaying exam entry for any purpose, including for last-minute review of course materials.

4. If needed, scrap paper for the exam will be provided by the proctor(s) only after a student has successfully entered the password and begun the exam. Students are prohibited from making any notations on the provided scrap paper until after they have closed all other content and have entered the exam. Students must return all scrap paper and other exam-related materials to the proctor(s) prior to exiting the exam room.

5. Upon completion of the assessment, the student must raise his/her hand to alert the proctor. The student must receive confirmation from the proctor that he/she has observed the proof of exam completion. Leaving the exam room without receiving confirmation from the proctor may result in a score of zero (0) on the exam.

CHILDREN OR DEPENDENTS IN CLASSROOM OR LEARNING ENVIRONMENTS

The UMES SOP curriculum is a demanding and rigorous academic program that requires the students to balance their academics as well as their personal responsibilities. The UMES SOP recognizes the importance of strong social support and encourages the students to maintain positive social support through their family and friends. In addition, students should actively participate in School sponsored activities and take advantage of the comfortable learning environment that fosters professional learning and growing. The School works very hard to ensure that the learning environment is free from unnecessary distractions or disruptions and requires students to assist in achieving a positive learning environment.

The School recognizes the diversity of our student body and understands that some students enrolled in the program may have responsibilities to/for their spouse and/or children. As a result, the School makes every effort to schedule the majority of the academic coursework within the times of 8:00 A.M. to 5:00 P.M. so that students may also balance their personal/family obligations. For those academic courses and/or school activities that occur outside of 5:00 P.M., students will be provided advanced notice of the event so that appropriate arrangements can be made by the student to attend. With respect to classrooms, labs, or other structured learning environments, infants, small, young, or young-adult children are not permitted to attend classes under any circumstances. The UMES SOP does not provide childcare on-site, so students are strongly encouraged to obtain dependable childcare that will not interfere with their academic responsibilities. This policy does not apply to those UMES SOP or University activities in which open invitations to family/friends, etc. are extended.

COURSE ACCESS & DELIVERY

Students must have the appropriate hardware, internet access, and a supported web browser to access courses through the university's learning management system. The hardware requirement may be met by using the laptop provided to each student during orientation. Alternative devices may be used as long as they meet the minimum necessary configurations established by the UMES laptop model in effect at the time. Internet requirements may vary based on the class activities. Broadband internet access is highly recommended to facilitate an optimal class experience. For technical assistance, students may contact the School of Pharmacy IT Specialist by phone (410-651-6998) or email (hbranch@umes.edu).

The University reserves the right to provide some or all instruction through alternative methods of delivery, including remote delivery. It also reserves the right to change the method of delivery before or during an academic term in the event of a health or safety emergency or other circumstance when it determines that such change is necessary or in the best interests of the campus community. Tuition will not be reduced or refunded if the

University changes the instruction method for any or all of an academic session.

COURSE REGISTRATION

Upon receipt of proof of the admissions requirements, the School of Pharmacy Office of Academic Affairs & Assessment will block register all incoming students for the Doctor of Pharmacy program. Returning students will also be block registered for courses. Students are not allowed to register themselves for any School of Pharmacy classes. All requests to make any changes in class registrations must be submitted to the Associate Dean for Academic Affairs & Assessment for approval and processing. Only UMES School of Pharmacy professional or graduate students can be registered for courses within the school.

COURSE REMEDIATION & REPEATS

Course remediation is a process by which students who have received a final grade below passing may be given an additional opportunity to demonstrate competency through the use of a separate comprehensive examination after completion of the course. The purpose of remediation is to minimize disruptions in a student's progression through the curriculum. Course remediation is a privilege, and is not guaranteed for all students, courses, or situations. The following policies will guide the use of course remediation in the UMES SOP Doctor of Pharmacy program. This policy does not preclude any course from offering in-class remediation opportunities, which must be completed prior to the final exam.

Course eligibility

1. Elective courses, experiential courses (IPPEs and APPEs), and Skills Lab courses (PHRM 590, 591, 690, 691) are not eligible for course remediation.

2. For all other courses, the approved course syllabus that is provided to students on or before the first day of class must explicitly state that course remediation is available for students. Course remediation cannot be added or removed with revisions to the syllabus after the first day of class.

Student eligibility

1. Students will only be eligible for course remediation if they have earned a final grade of "D" in the course. Students who earn a final grade of "F" in a course are required to retake the course in its entirety the next time it is offered. Students with a final grade of "C" or better in a course will not be eligible for course remediation in an attempt to improve their grade.

2. Students must have completed all required assignments and activities in the course.

3. Students must have satisfactory attendance in the course as determined by the course coordinator.

4. Students are not eligible for course remediation if the reason for the final grade of "D" was due to academic or professional misconduct.

5. Students are only able to remediate the same course one time. Students who must retake a course will not be eligible for course remediation in the event that they receive a final grade of "D" in the subsequent offering.

6. A student is eligible for a maximum of three course remediations in a single semester, and a maximum of six course remediations among all eligible didactic courses in the Doctor of Pharmacy program.

7. A student may be deemed ineligible for course remediation by the Associate Dean for Academic Affairs (ADAA) if he/she is subject to withdrawal or dismissal based on the school's academic progression policies.

<u>Remediation procedures</u>

1. At the completion of each eligible course, the course coordinator will provide a list of students who have received a grade of "D" to the Associate Dean for Academic Affairs.

2. At the end of the semester, the ADAA will review the lists and notify each student about his/her eligibility for course remediation.

3. The ADAA will develop a schedule for the comprehensive remediation exams in consultation with the course coordinators for each eligible course.

4. The comprehensive remediation exams will be created by the course team in accordance with the school's regular assessment policies and procedures. The remediation exam should cover the content for the entire course and should be similar in duration and format to the course final exam.

5. The course coordinator will provide each student with his/her final course remediation exam score through established school procedures. Students may request to review the exam with the instructors, but no appeals of the questions or final remediation grade are allowed.

6. Students who achieve a score of 70% or higher on the course remediation exam will

receive a final grade of "C" in the course. A grade change form will be submitted to the Registrar's office if the student's final grade of "D" has already been previously posted on the transcripts.

7. Students who achieve a score lower than 70% on the course remediation exam will retain their original grade of "D" for the final course grade.

Course repeats

Subject to the recommendations of the Student Academic Progression Committee and the approval of the ADAA, students who earn a failing grade (D, F, or U) in a course may be eligible to continue in the program and repeat the course during its next regularly scheduled offering. Students are only allowed to repeat each course one time. Students who fail to earn a passing grade during a repeat of a course will be subject to dismissal from the program. Students who originally earned a passing grade in a course are not eligible to repeat a course in order to earn a higher grade without the recommendation of the Student Academic Progression Committee and approval by the ADAA.

COURSE SYLLABI

The course coordinator will provide a copy of the approved course syllabus through the university's learning management system (LMS) by no later than the first day of the class. The syllabus contains important information about the course, including (but not limited to) the course description and credit hours, contact information for the instructors, the course goals and expectations, the class schedule, the grading and assessment procedures, and any relevant course/school/university policies. Students are expected to review the course syllabus and to consult with the instructors if they have any questions. Keep in mind that the course syllabus is not a binding contract and changes may be necessary when circumstances dictate. Any changes to the syllabus after the first day of class must be reviewed and approved by the Associate Dean for Academic Affairs (or his/her designee) prior to implementation. Students will be notified by the course coordinator when any changes to the syllabus are made, and a revised version of the syllabus will be posted in the university's LMS as soon as practicable.

DIDACTIC ELECTIVE COURSES

A student is required to take a minimum of six (6) credits of didactic electives. Electives must be successfully completed by the end of the SP-2 year. Previous courses taken as a prerequisite or for fulfillment of another degree **cannot** be used to fulfill this elective requirement. No student is allowed to begin Advanced Pharmacy Practice Experiences (APPEs) until electives have been completed. A minimum of three (3) credit hours must be UMES SOP

electives. Any non-UMES SOP elective is subject to approval by the Associate Dean for Academic Affairs. Registration for UMES SOP electives follows the procedures of the University and the UMES SOP. Students must satisfy all course prerequisites or receive prior approval from the Associate Dean for Academic Affairs before being registered for any didactic elective course. Didactic elective courses are graded using the standard letter grade system (A/B/C/D/F). Course remediation and repeats are not allowed for didactic elective courses. A student may drop an elective before the course starts or during the first 20% of the course. After 20% of the course has been completed the student may receive a "withdrawal" (W) from the course if they are unable to complete the course due to personal circumstances, otherwise they will receive a grade of "F". The student must fill out the appropriate paperwork to receive a withdrawal. The "W" or "F" will remain on their transcript and another elective must be taken to fulfill progression requirements.

GRADING SYSTEM

The UMES School of Pharmacy (SOP) Doctor of Pharmacy program utilizes the following grading system:

GRADE	INTERPRETATION	PERCENTAGE	QUALITY POINTS FOR GPA
A	Excellent	≥89.5%	4
B	Good	≥79.5% to <89.5%	3
C	Fair	≥69.5% to <79.5%	2
D	Deficient	≥59.5% to <69.5%	1
F	Failure	<59.5%	0
S	Satisfactory	Course Dependent	N/A
U	Unsatisfactory	Course Dependent	N/A
I	Incomplete	N/A	N/A
W	Withdrawal	N/A	N/A
NG	No Grade	N/A	N/A

Incomplete Grades

Per university policy, the grade of 'I' (Incomplete) is to be given only to a Doctor of Pharmacy student whose work in a course has been qualitatively satisfactory, and when because of illness, or other circumstances beyond his/her control, the student has been unable to complete the stated requirements of the course. In no case will the grade of 'I' be recorded for a student who:

1. has not completed satisfactorily the major portion of the coursework; and/or

2. wishes to improve his/her grade by additional course work not offered to all students

enrolled in the course.

The 'I' grade will be replaced by the actual final grade by submission of a grade change form to the Registrar's office as soon as the course work has been completed. All course work must be completed by the end of the semester immediately following the one in which the grade of 'I' was recorded on the student's transcript. Failure to remove the grade of 'I' by the deadline will result in replacement of the 'I' with a 'W' (withdrawal).

Transcripts

Transcripts are updated at the end of each term. Students are encouraged to review their unofficial transcript for accuracy through HawkWeb at the end of every term. Students can request an official copy of their transcript through the regular University procedure (https://wwwcp.umes.edu/registrar/transcripts/).

Withdrawing from the professional program is discouraged. A student who withdraws from a course must retake it during a regularly scheduled offering of the course. The Withdrawal Period starts the first day of class. A student will be liable for all university charges for that term if they have attended the first official day of class. If a student should withdraw from a course, a "W" (withdrawal) will be reflected on their transcript. To withdraw from a course, the student will need the signature of the Associate Dean for Academic Affairs. The form will be forwarded to the University Registrar's office. Failure to attend classes does not constitute an official withdrawal and will result in a failing grade ('F' or 'U') in the course. The effective date for withdrawing from a course is the date the form is processed by the Office of the Registrar. *YOU MUST WITHDRAW BEFORE THE END OF THE TERM OR YOUR GRADE WILL BECOME 'F' or 'U'.*

GRADE POINT AVERAGE (GPA) COMPUTATION

For the Doctor of Pharmacy program, a semester GPA and a cumulative GPA are calculated at the end of each semester. Only courses completed in the UMES SOP Doctor of Pharmacy program are used in calculating the GPA – pharmacy prerequisites are not included. The student's GPA is calculated using only courses that are graded using the letter-grade system (i.e., A, B, C, D, F). Courses that are zero (0) credit hours or that are graded on a Pass/Fail (P/F) or Satisfactory/Unsatisfactory (S/U) basis are not included in the GPA calculation (e.g., IPPEs). Course hours in which the grade of Incomplete (I) is assigned are not included as hours attempted when computing the GPA. However, the student's GPA will be updated after the grade of Incomplete (I) is replaced by a final letter grade.

The semester GPA is calculated by multiplying the number of credit hours for each attempted

course in the relevant semester by the quality points for the earned letter grade in the course. The sum of the resulting quality points for the semester is then divided by the total number of credits attempted to give the semester GPA.

The cumulative GPA is calculated by multiplying the number of credit hours for each attempted course in the UMES SOP Doctor of Pharmacy program by the quality points for the earned letter grade in each course. The sum of the resulting quality points for all courses is then divided by the total number of credits attempted to give the cumulative GPA.

GRADE APPEALS

The UMES School of Pharmacy follows the university's policy and procedures for review of alleged arbitrary and capricious grading. According to the policy, arbitrary and capricious grading is defined as:

- The assignment of a course grade to a student on some basis other than performance in the course, or;
- The assignment of a course grade to a student by unreasonable application of standards different from standards that were applied to other students that were in that course, or;
- The assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.

A student who believes that a final grade in a course was either given in error or was the result of arbitrary or capricious grading should inform the course coordinator promptly in an attempt to resolve the issue informally. Upon notification, the instructor shall meet with the student within 10 business days in an attempt to reach a resolution. If the course coordinator is unavailable, the student should contact the Department Chair who oversees the course coordinator, and the Department Chair (or his/her designee) will meet with the student in an attempt to solve the problem.

A student may file a formal appeal to the Dean of the School of Pharmacy if the informal process has been exhausted without achieving the desired resolution. The formal appeal must be submitted in writing from the student's UMES email address within 20 business days after the first day of the semester following the receipt of the alleged arbitrary or capricious grade. At minimum, the formal appeal must include the course title and number, the course coordinator's name, and a statement detailing why the grade is believed to arbitrary and capricious, along with all relevant supporting documentation. Upon receipt of a student's formal appeal, the Dean will forward it to the Chair of the school's Arbitrary and Capricious

Grade Review Committee. Each written appeal is to be reviewed by the entire committee for a decision by the majority. The committee shall either dismiss the appeal or move it forward.

Grounds for dismissal include:

- The student has submitted the same complaint to any other grievance procedure, or;
- The allegations, if true, would not constitute arbitrary and capricious grading, or;
- The appeal was not timely, or;
- The informal process has not been exhausted.

If the appeal is dismissed, the Chair of the committee shall notify the student within 10 business days of the decision, and include the reason(s) for the dismissal. A copy will be submitted to the Dean and the course coordinator.

If the appeal is not dismissed, the Chair of the committee will submit a copy of the appeal to the course coordinator (or the Department Chair if applicable). The course coordinator must reply to the committee in writing within 10 business days. Based on the course coordinator's reply, the committee may take the following actions:

- If the committee feels there is a viable solution, that solution should be pursued with the student and the course coordinator.

- If no solution is reached, the committee shall promptly hold a fact-finding meeting with the course coordinator. The meeting is to be non-adversarial and informal with neither party represented by an advocate. Witnesses may be asked to make a statement to the committee if the committee is notified prior to the meeting. The meeting shall not be open to the public. At the completion of the fact-finding meeting, the committee shall meet privately to decide whether a majority believe the evidence supports the allegation of arbitrary and capricious grading beyond a reasonable doubt. The Chair of the committee will notify the student, the course coordinator, and the Dean of the decision in writing within 5 business days of the meeting.

The committee may take any reasonable action that it believes will bring about substantive justice for the student, including (but not limited to):

- Directing the course coordinator to grade the student's work anew, or;

- Directing the course coordinator to administer a new final exam or assessment, or;

- Directing the cancellation of the student's registration in the course, or;

- Directing the award of a grade of "pass" in the course.

However, the committee does not have the authority to assign a letter grade for the course or to reprimand or take disciplinary action against the course coordinator.

The Dean (or his/her designee) shall be responsible for implementing the decision of the committee. The decision of the committee is final and binding on both parties. The decision may not be appealed to any other body within UMES or the University System of Maryland.

GRADUATION REQUIREMENTS

To qualify for graduation, candidates for the Doctor of Pharmacy degree must have achieved all of the following:

- Satisfactory completion of a minimum of 160 credit hours in the approved professional portion of the curriculum, including:
    - 100 credit hours of required didactic courses
    - 6 credit hours of didactic electives
    - 10 credit hours of IPPEs
    - 40 credit hours of APPEs
    - 4 credit hours in PHRM 795/796
- Satisfactory completion of all co-curricular and Continuing Professional Development program requirements
- Fulfillment of all university requirements, including payment of all fees and submission of an application for graduation

The standards for graduation, including all policies and curricular requirements, are subject to change periodically. Any questions about the requirements for graduation should be directed to the UMES SOP Associate Dean for Academic Affairs.

RECORDING OF CLASS MATERIALS

Class sessions may be recorded by the University of Maryland Eastern Shore and the School of Pharmacy (UMES). Any recording in a course is being made by UMES for educational purposes only and will be made available to students registered for the class whenever practical subject to technical limitations. By actively participating in any UMES course, students are consenting to having their images and/or voices recorded. Students who are unwilling to consent to being recorded should take appropriate actions including (but not limited to) avoiding the use of webcams and profile images, keeping all microphones muted, and responding in written rather than oral formats. Class recordings may also be made available for educational purposes for use by students in future class sessions. In these situations, faculty will remove all personally identifiable information from the recordings to the extent feasible. Students are expected to follow appropriate UMES policies and maintain the security of passwords used to access recorded lectures. Recordings may not be reproduced, shared with those not in the class, or uploaded to other online environments. Students are expressly prohibited from recording any class session in whole or in part unless they have been granted an approved disability accommodation by the Office of Equity and Inclusion.

TEACHING CONTINGENCY POLICY

On occasion, the scheduled classroom activities listed in the course syllabus may be disrupted by unusual circumstances such as instructor illness, natural disasters, or other unplanned situations. In this event, the course coordinator will communicate all changes to the syllabus through Canvas and the university's e-mail system. Students are required to check these systems regularly for any updates. Regardless of the situation, students will still be responsible for learning all assigned material and for demonstrating achievement of all specified learning outcomes as listed in the syllabus in order to progress through the program.

USE OF ARTIFICIAL INTELLIGENCE IN DOCTOR OF PHARMACY CLASSES

The use of digital technologies, such as artificial intelligence and machine learning (AI/ML) in the classroom, is an emerging and controversial topic within the university community. While there are many potential benefits that these new tools may provide in terms of enhanced learning opportunities and improvements in patient care, the UMES School of Pharmacy must balance these with concerns with the risks that these tools present with regard to academic dishonesty. Students are encouraged to review best practices and tutorials on the effective, safe, and fair use of AI/ML in all instructional activities. At all times, students are required to abide by school and university policies on academic integrity and professionalism. At their discretion, SOP faculty may permit the use of AI/ML technologies for assignments or instructional activities by including it as a statement in the syllabus or through other means of

communication. For any use of AI/ML on assignments, it is recommended that students disclose the specific technology employed and how it was used. Students who utilize AI/ML technologies for completion of assignments or instructional activities without permission are in violation of the SOP academic and professionalism policies, which may result in sanctions up to and including expulsion.

ACADEMIC MENTORING AND ADVISING POLICY

An important factor in a pharmacy student's success in a program is the help he or she has available from advising, counseling, mentoring, and the degree to which such services are used. Mentoring, including academic advisement, is provided by all faculty members in the School of Pharmacy. Each student is assigned a faculty advisor during the SP-1 academic year. All students should meet with their faculty advisor at least twice per term to discuss program, academic, and professional/career issues. Faculty advisors are notified regarding a mentee who does not pass a module, at which time faculty advisors should meet with the student to identify reasons for the academic difficulty and recommend an intervention, as deemed necessary. Student adherence to the faculty advisor meeting policy is enforced by the Assistant Dean for Student Affairs. Faculty Advisors also track students' professionalization requirements and program progression.

APPEALS OF ACADEMIC PROBATION, WITHDRAWAL "Not In Good Academic Standing", and DISMISSAL DECISIONS

If a student feels that an assessment has been evaluated unfairly or in error, he/she should follow the procedures outlined under either the Assessment Policy and/or the Grade Appeals policy.

APPEALS OF ACADEMIC PROBATION, WITHDRAWAL "NOT IN GOOD ACADEMIC STANDING", AND DISMISSAL DECISIONS

If a student feels he/she has been treated unfairly in a matter involving Academic Probation, Withdrawal "Not in Good Academic Standing", Dismissal Decisions, he/she may appeal that decision to the Dean. The basis for appeal to the Dean must be one of the following:

1. A substantial mistake of fact occurred
2. A fundamental misinterpretation of official policies is evident
3. A significant procedural error took place.

An appeal shall be requested by the student in writing, within five (5) business days following the date the student has received the decision letter. All appeals to the Dean or his/her designee should be delivered in person or by email. The Dean or his/her designee shall consider the appeal and render his/her decision within five (5) business days. If the decision cannot be made within five (5) business days due to extenuating circumstances (including but not limited to illness, seeking legal counsel, or request for additional information), such delay will be documented in a letter that will be sent to the student and the time extended accordingly. In such cases, all reasonable efforts will be made to expedite the process to reach a final decision. The Dean or his/her designee shall communicate this decision in writing to the student, the advisor, the Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, the Assistant Dean of Experiential Education and the Chairs of the Student Conduct Committee and the Student Academic Progression Committee. **The decision of the Dean or his/her designee shall be final.**

LEAVE OF ABSENCE AND VOLUNTARY WITHDRAWAL

LEAVE OF ABSENCE

A student may request a leave of absence due to occurrence of medical problem(s), serious personal problems, or pregnancy. Students requesting a leave of absence must apply in writing to the Assistant Dean for Student Affairs. In the event of a medical problem, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. The Assistant Dean for Student Affairs shall determine whether or not the leave is to be granted and the terms and conditions under which the student may return to school. It is the student's responsibility to keep the Assistant Dean for Student Affairs informed of any change of address or circumstances while on a leave of absence. If the student will not return within the semester, it may be necessary for the student to complete a withdrawal form. Leaves of absence may be extended to a maximum of 2 years.

VOLUNTARY WITHDRAWAL

Application for voluntary withdrawal from the School must be made in writing to the Assistant Dean for Student Affairs. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the School of Pharmacy's administrative team. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the student and the personal interview, the Assistant Dean for Student Affairs will provide the student with the forms necessary to process the official withdrawal. A student, who leaves the School without notifying the Office of Student Affairs and completing the established withdrawal procedures within 30 days, will automatically be terminated from the University and will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Assistant Dean for Student Affairs, Dean, the University Office of Academic Affairs, and the University Registrar. This form is available in the Office for Student Affairs.

PROFESSIONALISM POLICY

PURPOSE OF POLICY & ROLE OF THE STUDENT CONDUCT COMMITTEE

According to the Merriam-Webster dictionary, professionalism is defined as the conduct, aims, or qualities that characterize or mark a profession or a person exhibiting courteous, conscientious or business-like mannerism. Since 1989, the USA Today/Gallup Poll has ranked pharmacists among the top 10 most trusted professionals. Therefore, this professionalism policy seeks to enforce behavior that will produce pharmacists who can counted among the nation's most trusted professionals.

UMES School of Pharmacy supports the University Student Conduct Code. As members of the UMES community and future health care practitioners, students are expected to uphold these fundamental values including honor, personal and academic integrity, justice, freedom, leadership, civility, and loyalty to the University. Students are also to respect diversity, spirituality, and personal and property rights of others. We have established this professionalism policy, which forms the model of conduct for student members of our academic community. Consistent with the University, the School of Pharmacy is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the school will function properly only if its members (faculty, students and staff) adhere to clearly established goals and values. Essential to the fundamental purpose of the school is the commitment to the principles of truth and academic honesty, and the University Code of Conduct. Accordingly, the professionalism policy is designed to ensure that the principles of academic honesty lie with the student. It also addresses e-professionalism, professional attire and attendance.

All UMES pharmacy students share the following responsibilities: to read, become acquainted with, and adhere to the School of Pharmacy professionalism policy and the University Student Conduct Code; to respect personal and property rights of others, and to act in a responsible manner at all times, on or off campus; to protect and foster the intellectual, academic, research, cultural, and social missions of the university; and, to observe the laws of local, state and federal government agencies.

STUDENT PHARMACIST CODE OF CONDUCT

The University of Maryland Eastern Shore claims certain foundational principles of values upon which its entire existence stands. All students at the University of Maryland Eastern Shore have the duty to observe and uphold and accept these values as the ***Code of Conduct***. These include:

- honor, personal and professional academic integrity
- commitment to attendance and punctuality
- respect for diversity, spirituality, and personal and property rights of others
- justice, freedom, leadership, civility
- loyalty to the University

These values serve as the model of conduct for Student Pharmacists both within our academic community and at experiential practice sites. Furthermore, Student Pharmacists are subject to the same level of conduct as all University of Maryland Eastern Shore students; students residing in university housing are subject to the rules for all students who reside in university housing. Any infractions of these rules will be handled by the UMES Judicial Board. All students are encouraged to study the sections concerning these violations in the University Student Handbook.

In addition, Pharmacy program students shall **NOT**:

1. Fail to conform his/her conduct to the ethical and moral standards of the pharmacy profession as articulated in the Student Pharmacist Pledge of Professionalism and Clinical Code of Conduct.
2. Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, student organization involvement, work experience, or any other matter relevant to job placement.
3. Purposely furnish false information.
4. Engage in disruptive behavior in class.
5. Violate the School of Pharmacy attendance policy.
6. Violate the dress code policy.
7. Demonstrate inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, staff/employees at pharmacy practice sites or other community organizations.
8. Engage in inappropriate or disrespectful interaction with patients.
9. Participate in the unauthorized use or removal of prescription or nonprescription drugs, devices, or confidential information from the experiential practice sites.
10. Perpetrate any form of theft, forgery, falsification, or fraudulent use of university or experiential practice site property.
11. Willfully conceal or misrepresent information material to an investigation of an alleged violation of this Professionalism Policy when the information is sought by the Student Conduct Committee, faculty, Dean, or the Dean's designee.
12. Engage in the use and distribution of illegal drugs*****.

**Please become familiar with the UMES Alcohol and Drug Abuse Policy: https://wwwcp.umes.edu/police/alcohol-and-drug-abuse-policy/*

STUDENT PHARMACIST PLEDGE OF PROFESSIONALISM

A Pledge of Professionalism Oath is recited at the White Coat Ceremony during the week of Orientation. This pledge embodies the Professional Code of Conduct for Student Pharmacists. The pledge reads:

"As a pharmacy student of the School of Pharmacy at the University of Maryland Eastern Shore, I believe 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 myself and society 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 through 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 Maimonides 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 care giver.

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 college community. Therefore, I solemnly swear to uphold these standards as I advance toward full membership in the profession of pharmacy."

CLINICAL CODE OF CONDUCT POLICY

The Assistant Dean of Experiential Education or designee will be charged with the responsibility of promptly investigating alleged infractions of this code. All cases will require documentation of the findings on an encounter form and/or the submission of an intervention form to the Student Conduct Committee Chair in a timely manner.

The following code of conduct will guide the ethical behavior in hospitals, community pharmacies, research and production facilities, and various rotation sites included as advanced pharmacy practice experiences. We feel that the magnitude of our responsibility as healthcare professionals necessitates the establishment of the highest standards of professional conduct.

Respect and Concern for the Welfare of Patients

The Student Pharmacist will:

- Treat patients and their families with respect and dignity both in their presence and in discussions with others.
- Recognize when one's ability to function effectively is compromised and ask for relief or help.
- Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or illicit drugs in a manner that could compromise themselves or patient care.

Respect for the Rights of Others

The Student Pharmacist will:

- Deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference, age, national origin, physical disability, marital status, political affiliation, or socioeconomic status.
- Respect the patient's modesty and privacy.

Trustworthiness

The Student Pharmacist will:

- Be truthful in communication to others.
- Maintain confidentiality of patient information.
- Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.
- Identify one's self as a student pharmacist and not represent himself/herself as a pharmacist, physician, physician's assistant, or other health professional.
- Accurately acknowledge the sources for all information reported. Failure to do so will be considered plagiarism.

Responsibility and Sense of Duty

The Student Pharmacist will:

- Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
- Undertake clinical duties and persevere until they are complete.
- Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.

Professional Demeanor

The Student Pharmacist will:

- Maintain a neat and clean appearance, and dress in attire according to the Preceptor Experiential Education Manual.
- Be thoughtful and professional when interacting with patients and families.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.

NOTE: The above standards of clinical conduct are based on the Code of Conduct for Duke University Medical Students and have been adapted to meet the individual needs of the School of Pharmacy at the University of Maryland Eastern Shore.

E-PROFESSIONALISM POLICY

Even though sources of ethical principles may differ, the Professional Student Conduct of Code includes an e- professionalism policy which stipulates that faculty and staff will not permit students access to the employee's personal e-mail and social networking sites. Faculty

and staff may permit student access to their professional networking sites.

Your email, blogs, Webpages, social networking sites (e.g., Twitter (X), Facebook) and all other internet or world wide web based communicative networks are as much a part of your professional image as the clothes you wear. Therefore, all students in the Doctor of Pharmacy program are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and clinical sites, and in non-educational settings, including the internet, e-mail and other forms of electronic media.

ATTENDANCE POLICY

Attendance is expected at all scheduled instructional periods and all scheduled assessments.

ABSENCE FROM INSTRUCTIONAL PERIODS

Attendance and promptness are expected for all scheduled classes. A student is responsible for all covered material and should notify a faculty member if they are unable to attend. Classroom activities and participation are considered important parts of the teaching-learning process. A clear attendance policy and any consequence for absence shall be included in each course syllabus. **The faculty is not obligated to make up missed activities or allow make-up assignments or assessments.**

Leaving an open laptop at your seat for an extended period, giving the appearance of being in attendance while not actually in attendance, is considered unprofessional behavior. Such violations may be reported to the Student Conduct Committee.

The UMES SOP has a 'no fault' absentee policy. 'No fault' means that normally all absences are equal regardless of the reason, no questions asked, unless the number of absences exceeds the maximum allowed. However, students should make every effort to notify faculty if they will miss an assessment or skills activity. Attendance can be taken using the in-class video camera at any time during the class, and may also be taken multiple times. If a student is not present when the photo is taken, he/she will be marked absent. Three counts of tardiness equal one absence. Tardiness is defined as arriving within 30 minutes after the scheduled class start time. Being late for more than 30 minutes is considered an absence.

If an extended illness requires a student to be absent for more than eight (8) days in a semester, documentation from a health care provider must be provided to the Assistant Dean of Student Affairs for the absence for all days out, including the initial eight (8) days. Any other absences that might cause a student to miss more than eight (8) days must be approved by the Assistant Dean for Student Affairs, in writing one week in advance for a scheduled event or before the seventh absence for an emergency event. Students with prolonged illnesses or other personal issues that result in multiple absences should consult with the Assistant Dean for Student Affairs regarding taking a leave of absence. Professional meetings attended on behalf of UMES SOP are not counted as an absence, provided that the Assistant Dean for Student Affairs has received the absence documentation form and documentation a minimum of a week in advance, and they are approved. The student should also contact the teaching faculty in advance to determine if they will be permitted to make up any missed assessments or assignments due to the absence. Absence documentation forms can be obtained from the

School of Pharmacy Portal or from the Student Affairs Office."

Absences will be documented using the university's learning management system or a comparable application. Absences will be noted within 24 hours of the absence. Students may check the number of accumulated absences at any time. In addition, a student may not have more than eight absences in a given term. At nine absences, the student will be referred to the Assistant Dean for Student Affairs. If the student cannot produce official documentation to the Assistant Dean for Student Affairs to substantiate the absences, the student will be referred to the Student Conduct Committee. If the student has additional undocumented absences after meeting with the Assistant Dean for Student Affairs, it will result in a referral to the Student Conduct Committee. Course faculty reserves the right to institute a more stringent attendance policy. Please refer to the course syllabus for the details.

*Falsification of documentation is considered a violation of the School's Code of Conduct and will result in disciplinary action up to and including expulsion.

ABSENCE FROM ASSESSMENTS AND SKILLS ACTIVITIES

A student who must miss an assessment or skills activity must contact the course coordinator by email and/or voicemail (preferably before the activity or as soon as possible. The course coordinator will provide the student with the next steps in accordance with the course policy. By starting an assessment, a student affirms that he/she is well enough to take the assessment, and the score will count in the student's grading. Requests for make-ups must be approved by the course coordinator in writing. For all situations other than emergent illness, approval must be requested prior to the original assessment or activity date.

If an absence from a scheduled assessment is approved, the student will be assessed at a time set by the course coordinator. Working with the student, the course coordinator should arrange for the student to take the assessment as soon as possible following the student's return to school. Every effort should be made to schedule the makeup assessment so that it does not jeopardize the student's performance on other scheduled assessments. The date and time of the makeup assessment will be communicated to the Associate Dean for Academic Affairs and may or may not be scheduled for regular school hours.

ATTENDANCE AT EXPERIENTIAL ACTIVITIES

Attendance is required at all scheduled experiential rotations. Students are required to abide by the attendance policies outlined in the Experiential Education Manual.

CLASS START TIME, ASSESSMENT START TIME, AND CLASS HOURS

The stated class hours for the didactic portion of the curriculum are from 8:00 a.m. to 5:00 p.m. In observance of these posted times, students and all faculty who are scheduled to teach will be expected to be present at 8:00 a.m., except when otherwise approved by the curriculum committee and the faculty. This does not necessarily mean that faculty have no flexibility and must always begin lecturing at 8:00 a.m. Faculty have the latitude to allow students to study in their groups or work on special projects; however, that time must be defined and structured, and faculty should be available to assist and facilitate students in their learning.

Students will not be allowed “time off”, “comp time” or time to complete assignments intended as “homework,” or be off-campus during these class days unless approved by the curriculum committee and faculty as part of the block plan/syllabus, and the block plan/syllabus has been distributed to students in writing no later than the first day of the block. Special or makeup sessions may be scheduled outside the 8:00- 5:00 time slot subsequent to approval by the Associate Dean for Academic Affairs. Students will be notified in advance if this scheduling is required.

Start times for all assessments will be clearly communicated to the students in the course syllabi. The scheduled dates for assessments are set prior to the beginning of the semester. These dates are communicated to students in writing. Any deviations from this policy must be approved in advance by the Associate Dean for Academic Affairs or his/her designee.

DRESS CODE POLICY

(This policy was adapted from the UMES Dress Code. Modifications were made to meet the requirements of our program.)

The dress code is based on the fact that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improve the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation of values and ethics. Students entering through the doors of the UMES School of Pharmacy (SOP) are on their way to reaping the benefits afforded to all health care professionals by society. In return for these benefits and prestige, society has developed elevated expectations of professional behavior for health care professionals. These expectations include competence, integrity, a caring attitude, and an engaging affect. The public also expects their health care professionals to maintain high standards of language, communication skills, hygiene, and professional attire.

In today's health care system, the concept of pharmaceutical care has introduced pharmacists as health care professionals. Pharmacists are assuming a greater responsibility and a more active role in maintaining the health of the population they serve. Image alone will not assure the desired excellence in pharmaceutical care. As a representative of the SOP, a student's personal appearance is an extension of the School and will, to some degree, determine how customers, patients, and colleagues view the student, the program, and the profession of pharmacy.

Conservatism and discretion are key determinants of professional attire which goes hand in hand with portraying a professional image. The following standards for attire apply to all students enrolled in the UMES SOP. These standards shall be followed during all hours in which the School is open to the public (generally 8:00 A.M. to 5:00 P.M., Monday through Friday) and covers any UMES facility.

DRESS CODE REQUIREMENTS

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise, students at UMES SOP are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

- Classrooms, Dining Hall, Snack Bar, Student Center and University office: smart casual or business casual attire.

- Social/Recreational activities, Residence Hall lounges (during visitation hours): smart casual or business casual attire.
- Formal SOP Programs such as White Coat Ceremony, Pinning and Awards Ceremony, Hooding Ceremony, and Graduation: business casual or business professional.
- Pre-determined professional days such as interview days, career fair, IPE events, professional development seminars, guest speaker events, and other: business casual attire. A comprehensive list of professional days will be sent to the students before the first day of each semester. Additional professional dress days may be added throughout the semester and information will be communicated to the students ahead of time.
- Experiential sites and sites for service learning: business casual attire or follow the site requirements.
- Lab coats may be required on certain days (for example during OSCEs, service learning, IPE events, Legislative Day) and in laboratories.

Students may be denied admission to various functions if their manner of dress is inappropriate. Example of inappropriate dress and/or appearance include but are not limited to:

- Pajamas, shorts, mini-skirts, sun dresses, beach dresses, spaghetti straps, midriffs, halters, mesh, netted shirts, tube tops, swim tops, or cutoff tops. Dress and skirt length shall be no shorter than one inch above the knee when standing. Short shorts and tight skirts that ride halfway up the thigh are inappropriate for the program. Ripped clothes, jean shorts, and ripped jeans are not allowed.
- Clothes that expose underwear partially or totally. Proper undergarments shall be worn and pants must be worn properly at the hips. If paired with a short or tight top, leggings will not be acceptable.
- Scarves, caps, do-rags, and hoods should not cover heads in public areas. This policy does not apply to headgear considered as a part of a religious or cultural dress.
- Bare feet anywhere on campus except outside or in a student room in a residence hall. Thongs, flip- flops, and slippers are not acceptable. Closed toe and closed heel shoes are required in laboratories and at experiential sites. Foam clogs (e.g., Crocs) are not permitted.
- Clothing with derogatory, offensive, and/or lewd messages either in words or pictures.

In addition to the above guidelines, specific examples of the different attires are provided below:

Smart casual attire: dresses, skirts, blouses, heels, flats, sweaters, blazers, sports jackets, trousers, khakis, polos, button-down, jeans, t-shirts, heels, flats, boots, and sneakers are example of casual attire. Solid color leggings is an acceptable attire if paired with a long top or blouse. SOP allows students to wear solid color and matching royal blue scrubs when casual attire is permitted.

Business casual attire: dresses, longer skirts, blouses, dress shirts, slacks, khakis, dress pants, polos, button- up or button-down shirts, heels, flats, closed toe and closed heel shoes, loafers, and dressy boots are examples of business casual attire. Jeans, scrubs, shorts, short skirts, casual dresses, and other casual outfits will not be acceptable on days when business casual attire is required. Optional ties and bow-ties for men.

Professional business attire: A dress pant or skirt with matching jacket, full suit with matching jacket and pants, pressed, collared shirt with tie, dress shoes, closed toe heels, or loafers are acceptable professional business or formal business attires.

Students are encouraged to dress in appropriate attire as a future healthcare professional. Even in a casual or business casual school environment, clothing shall be clean, pressed, and never wrinkled. All seams must be finished. No dress code can cover all contingents so students must exert a certain amount of judgment in their choice of clothing to wear to the program. If you experience uncertainty about your attire, please ask the Assistant Dean for Students Affairs, Professional Affairs, or Experiential Education.

General Personal Care Standards

Adequate precautions shall be taken to maintain good personal hygiene. These precautions include regular bathing, use of deodorants and regular dental hygiene.

Hair Maintenance:

Hair (including beards and mustaches) shall be neatly groomed and clean, styled off the face and out of the eyes. Hair longer than shoulder length shall be secured during close contact with patients (e.g., physical assessment procedures). Hair may not be dyed any unnatural hair colors (e.g., green, blue, purple). Spiked hair, including but not limited to faux hawks and Mohawks, is not allowed. Hair ornaments shall be moderate and in good taste.

Cologne, Perfume or Aftershave:

The use of cologne, perfumes, body sprays, scented body lotions or aftershave shall be used with restraint. It is not recommended in the patient care setting due to patient allergies and sensitivities.

Cosmetics:

Cosmetics shall be applied in good taste and moderation. Tattoos may be visible if the images or words do not convey violence, discrimination, profanity or sexually explicit content. Tattoos containing such messages must be covered with bandages, clothing, or cosmetics.

Nail Maintenance:

Nails shall be well groomed, manicured and of short to medium length that will not interfere with the duties of a pharmacist (e.g., dispensing prescriptions, compounding in the laboratory, making IVs, to facilitate patient care activities).

Jewelry:

Jewelry and accessories shall be non-distracting and in good taste. Students may not have visible body piercings other than of the ears or a single small stud of the nose. Gauges or stretchers are not appropriate.

PROFESSIONALISM POLICY VIOLATIONS & STUDENT CONDUCT PROCEDURES

The Professionalism Policy includes standards for academic, non-academic, and clinical behavior. The Professionalism policy represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions reported by students, preceptors or faculty will be investigated with respect to both the magnitude and chronicity of incidents considered. It should also be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

ACADEMIC DISHONESTY

Alleged violations of the Pharmacy School Professionalism Policy involving academic dishonesty such as falsification, collusion, plagiarism or cheating will be resolved through the proceedings of the School of Pharmacy Student Conduct Committee (SCC). Complaints can be made confidentially. Every effort should be made to maintain the confidentiality of all the members involved in the alleged incident. However, if a full hearing is warranted, the accused will have the opportunity to review the evidence against them including information about witnesses involved in the case. Faculty, preceptors and staff who become aware of academic dishonesty may choose to first counsel that student. However, in all cases the incident should be documented and submitted to the Office of Student Affairs for inclusion in the student's file. If the issue is not resolved, the student should be told that he/she is being referred to the student to the SCC.

The Student Conduct committee serves as a hearing board for violations of the School of Pharmacy Professionalism Policy. The SCC will make recommendations to the Associate Dean of the School of Pharmacy. The Associate Dean will then notify the student in writing of actions concerning alleged violations. A record of disciplinary action normally is maintained by the Office of Student Affairs until the student graduates or leaves the School of Pharmacy. Students may examine the contents of their file by appointment with the Assistant Dean for Student Affairs.

One of the objectives of the School of Pharmacy is to promote the highest standards of professionalism among its students. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, and plagiarism are acts of academic dishonesty, which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. The following definitions and guidelines describe violations related to academic dishonesty.

1. **Plagiarism** as a form of cheating is unacceptable. Plagiarism is the act of presenting as one's own creation works actually created by others. Plagiarism consists of:
    a. taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from one's own;
    b. quoting indirectly or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from one's own compositions;
    c. quoting directly or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one's own creation.

2. **Falsification** is unacceptable. Falsification includes but is not limited to:
    a. creating false records of academic achievement;
    b. altering or forging records;
    c. misusing, altering, forging, falsifying or transferring to another person, without proper authorization, any academic record;
    d. conspiring or inducing others to forge or alter academic records.

3. **Cheating** is also unacceptable. Cheating includes but is not limited to:
    a. giving answers to others in a test situation without permission of the tester;
    b. taking or receiving answers from others in a test situation without permission of the tester;
    c. having possession of test materials without permission;
    d. taking, giving, or receiving test materials prior to tests without permission;
    e. having someone else take a test or complete one's assignment;
    f. submitting as one's own work, work done by someone else;
    g. permitting someone else to submit one's work under that person's name;
    h. falsifying research data or other research material;
    i. copying, with or without permission, any works, (e.g., essays, short stories, poems, etc.), from a computer hard drive or discs and presenting them as one's own.
    j. possessing or utilizing any unapproved electronic devices or media (including Artificial Intelligence (AI) enabled/supported devices to provide direct or indirect access to information during all evaluations/assessments)

4. **Collusion** is also unacceptable. Collusion includes but is not limited to:
    a. completing any portion of an assignment, report, project, experiment or exam for another student;
    b. claiming as their own work any portion of an assignment, report, project, experiment or exam that was completed by another student, even with that other

student's knowledge and consent;

c. providing information about an exam (or portions of an exam) to another student without the authorization of the instructor;
d. seeking or accepting information provided about an exam (or portions of an exam) from another student without the authorization of the instructor.

NON-ACADEMIC VIOLATIONS OF THE PROFESSIONALISM POLICY (E.G., DRESS CODE, ATTENDANCE POLICY)

Non-academic issues such as dress code or attendance policy violations should be resolved through the Office of Student/Professional Affairs. The Assistant Dean for Student/Professional Affairs can refer students to the SCC for repeated or severe non-academic violations of the professionalism policy. Inappropriate professional or personal behavior includes, but is not limited to, the following: excessive absence or disruptive behavior in class; inappropriate or disrespectful behavior towards others including fellow students, faculty, staff, preceptors, or staff/employees at pharmacy practice sites; inappropriate or disrespectful interaction with patients; and, unprofessional dress, language, or conduct as defined by the School or pharmacy practice sites.

Once a violation is noted, faculty, preceptors and staff may initially choose to counsel the accused student. The student may be asked to leave the class if the behavior is disruptive, sent home to change into appropriate attire, or referred to the Assistant Dean for Student/Professional Affairs. In all cases, the incident should be documented and submitted to the Student Conduct Chair and the Office of Student/Professional Affairs for inclusion in the student's file. Minor non-academic violations will generally be resolved through the Office of Student/Professional Affairs. However, both the chairperson of the SCC and the Assistant Dean for Student/Professional Affairs may refer students to the SCC for repeated or serious non-academic violations of the professionalism policy. The Assistant Dean shall refer students with three or more incidents of non- academic violations to the SCC.

REPORTING AND INVESTIGATING MISCONDUCT

Any individual may report alleged academic or personal/professional non-academic misconduct of School of Pharmacy student(s). This report should be made to either a School of Pharmacy faculty, staff or administrator. The faculty, staff, or administrator notified of the allegation(s) will then forward the Student Intervention form and any dated notes to describe the situation to the SCC Chair, or designee, as soon as possible but not later than five (5) business days after the misconduct occurs. Whenever possible, the person to whom the report is made will inform the student of the alleged misconduct and that the matter will be

forwarded to the SCC Chair to be considered for a preliminary hearing. The SCC Chair will forward a copy of the Student Intervention form to the Student Affairs office. Every effort should be made to maintain confidentiality in these discussions.

An investigation or appropriate action will be completed by the SCC Chair, or designee, and if necessary, a preliminary hearing will be scheduled within fifteen (15) business days of receiving the intervention form from the reporting faculty, staff, or administrator. Whenever possible, the documentation of the alleged misconduct should include a personal interview with the accused student(s), witness(es) and professor(s) involved. If investigation is not possible within fifteen (15) business days because the accused student, witnesses, and/or principal faculty involved are not available (out of town, ill, etc.) such delay will be documented in a letter that is sent to the student, and the investigation time will be extended accordingly. After an investigation of the allegation(s), the following options are available for resolution of the initial complaint:

1. If it is determined that there is insufficient evidence to support the allegation(s), no disciplinary action will be taken. However, a letter stating this finding will be forwarded via e-mail to the Office of Student Affairs and placed in the student's file. A copy of this letter will be sent, via email, to the student.

2. If there is enough evidence to further pursue the allegations, the case will be referred to the SCC and a preliminary hearing will be held. At the preliminary hearing the SCC may take the following steps:
   I. Dismiss the case,
   II. Request additional investigation, and/or
   III. Refer the case for a full hearing after finding sufficient evidence to support the allegation(s). The Committee shall vote on whether the preliminary findings warrant a full hearing by a simple majority vote.

FULL HEARING

The full hearing should be held within fifteen (15) business days after the preliminary hearing. Once a case has been referred for a full hearing, the Chair of the SCC will send an e-mail notifying the student and witnesses of the hearing date, time, and location at least five (5) business days prior to the hearing. The SCC Chair will also send the student, via e-mail, a letter specifying the allegations that will be considered by the committee. This letter should also inform the student of his/her rights to solicit advice and to offer witnesses to support his/her position. The student is requested to sign a copy acknowledging receipt and understanding of the letter and return it to the SCC Administrative Assistant. The Office of Student Affairs as well as the student's faculty advisor will receive a copy of the letter.

During the full hearing the accused student(s) shall meet with the Committee and be informed of the allegations and afforded an opportunity to defend him/herself. The accused student does have the right to solicit advice and to offer witnesses to support his/her position. If the accused student fails to appear before the committee, the student waives the rights for an appeal. All sessions of the Committee will be closed to all individuals except those immediately concerned in the case. No attorney shall be present, as this is not a court of law. All persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case. Revelation of such details will be considered a violation of the right to privacy of the students involved. Only one witness at a time shall be allowed in the room for testimonies. All testimony given in the full hearing is recorded via written notes and/or voice recording devices.

RIGHTS OF THE ACCUSED

1. The accused (charged) with a violation shall have the right to meet with the Committee, be informed of the allegations, and afforded an opportunity to defend him/herself. If the accused student fails to appear before the committee, the student waives the right for an appeal.
2. The accused shall be provided, prior to the hearing, with the names of witnesses whom the Chair of the SCC has asked to appear at the hearing. In preparation for the hearing, the student may notify and consult his academic advisor/mentor and the Office of Student Affairs. The accused will be made aware that any intent of witness intimidation, retaliation or harassment will be treated as a violation of student conduct and will be subjected to further investigation.
3. The accused shall be afforded an opportunity to question witnesses in accordance with the rules.
4. The accused shall have the right to review all materials prior to the hearing.
5. The accused shall be afforded an opportunity to present evidence in accordance with the rules. The accused student does have the right to solicit advice and to offer witnesses to support his/her position.
6. The accused student will be informed that influencing or trying to influence the hearing by providing false evidence, falsifying evidence, counseling or inducing witnesses to testify falsely, or offering improper inducements to testify is absolutely prohibited and failure of the accused to comply will be treated as a separate conduct violation subjected to further investigation.
7. The accused may remain silent or testify during the formal hearing (silence will not be used against the accused in any way).
8. The accused shall have the right to appeal any recommended sanctions under the provisions for filing appeals. However, students who admit to being guilty of the

accusation(s) or waive their right to a hearing, forfeit their right to appeal the decision/sanction or outcome of their hearing.

The Committee may allow introduction of evidence other than testimony of witnesses provided that the evidence is relevant to the question before the Committee on any matter. The Committee may consider any evidence, including hearsay evidence that it determines is probative, relevant, or material to the case. The Committee shall set rules for the conduct of all cases and all arrangements connected with the taking of evidence.

Decision by the Committee will be based solely on a preponderance of the evidence presented during the hearing. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant.

DELIBERATION

Deliberation of the Committee shall take place in private and remain confidential. Voting on decisions of guilt shall be by a simple majority vote. If the Committee determines that the student was in violation of the professionalism policies, it will consider and recommend an appropriate action (a partial list of sanctions is described under the Academic Standards, Policies and Procedures heading, Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards subheading, and also under the heading Possible Sanctions below). The Committee will reach a decision and make a recommendation to the Associate Dean for Academic Affairs. The recommendation letter sent to the Associate Dean for Academic Affairs will not contain the student's name or personal identifiers.

POTENTIAL SANCTIONS

Disciplinary actions against a student found guilty of violating the professionalism policy will range from disciplinary warnings to expulsion. Potential sanctions are listed below under the section **DISCIPLINARY ACTIONS FOR UNSATISFACTORY ACHIEVEMENT OF PROFESSIONAL STANDARDS.**

Factors that influence sanctions may include disciplinary history, type of offense, intention and motivation for behavior, aggravating and extenuating circumstances, sanctioning precedent, impact on the university, profession, individual student and general community. Examples of possible sanctions include warnings or written reprimands, educational programs, presentations to the SCC on a topic relevant to the offense, repeat assignment, reduced grade, failing grade for course, probation, community service, suspension and/or expulsion from the program. The nature and seriousness of the sanctions will increase for students showing a constant pattern of violation of the Professionalism Policy. Students placed on probation

should expect that any further violations of the Professionalism Policy within the probationary period shall result in more severe disciplinary action, which may include suspension or expulsion from the University.

NOTIFICATION OF DECISION

The Associate Dean for Academic Affairs, or designee, may uphold, reject or modify any penalty recommended by the Committee. A letter from the Office of Academic Affairs will serve as the official notice of judgment and sentence. The student should be notified of the Associate Dean's decision within ten (10) business days after the full hearing. If the decision cannot be made within 10 business days due to extenuating circumstances (including but not limited to illness, seeking legal counsel, or request for additional information), such delay will be documented in a letter that will be sent to the student and the time extended accordingly. In such cases, all reasonable efforts will be made to expedite the process to reach a final decision. The Dean of the School of Pharmacy and Health Professions, through the appeals process, may uphold, reject or modify any prior decision. Alternatively, the Dean may refer the case back to the SCC for further review.

TIMELINE FOR STUDENT CONDUCT PROCESS*

Event	Max days to complete	Max days from Incident
Incident Occurs		
Incident Reported to SCC Chair	5	5
Preliminary Hearing	15	20
Full Hearing	15	35
Notification of Decision	10	45

*These timelines may be reasonably extended for extenuating circumstances. Students will be notified of any delays, and may have the right to appeal if the delay causes significant prejudicial findings.

DISCIPLINARY ACTIONS FOR UNSATISFACTORY ACHIEVEMENT OF PROFESSIONAL STANDARDS

ACADEMIC SANCTION

Any student who is found guilty of cheating will receive a grade of "F" for the course. The SCC reserves the right to impose more severe penalties for any form of academic dishonesty.

EDUCATIONAL/DEVELOPMENTAL SANCTIONS

A student found to be in violation of the professionalism policy may receive an educational sanction. An educational sanction is intended to engage the student in a positive learning experience related to the student's inappropriate behavior. An educational sanction may include, but are not limited to: (1) warning or reprimand; (2) performing community service on and/or off campus; (3) attending programs or workshops at the student's own expense; (4) writing a paper or making a presentation, and if applicable, (5) obtaining counseling.

PROBATION

A student who exhibits inappropriate professional conduct can be placed on probation. Probation will be imposed for a specific time period, during which a student is expected to show a positive change in behavior, including no repeat offenses. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. A student who is placed on probation as the result of a conduct decision will be prohibited from holding a leadership role in any School of Pharmacy organization or committee and may be precluded from serving as a tutor until the end of the probation period.

The Assistant Dean for Student Affairs shall be responsible for monitoring the student's progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the Assistant Dean for Student Affairs shall communicate to the Associate Dean for Academic Affairs that the student be reinstated to non-probationary status. If a student does not fulfill the terms and conditions of his/ her probation, further disciplinary action such as suspension or expulsion from the program may be taken.

SUSPENSION

Suspension of a student is a serious action and is only considered in situations such as persistent professional or personal misconduct or that may constitute an imminent danger to the program and the institution. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations) or any School or University events that are not open to the general

public.

Following the suspension period, the student may petition the Associate Dean for Academic Affairs in writing, to allow him/her to return. The Associate Dean shall consider the request and notify the student and the administrative officers, in writing, of the exact date and conditions under which his/her status is reinstated. It is expected that if the student is reinstated, he/she will make every effort to rectify any prior misconduct and exhibit an irreproachable behavior in the future. If the petition for reinstatement is rejected, the Associate Dean for Academic Affairs (or his/her designee) should inform the official expulsion date of the student.

EXPULSION

Expulsion of a student will be considered in situations such as persistent professional or personal misconduct or that may constitute an imminent danger to the program and the institution. The UMES School of Pharmacy reserves the right to expel a student at any time in order to safeguard the School's standards of scholarship, professional and personal conduct, and orderly operation. At any time, the Dean of the UMES School of Pharmacy reserves the right to expel a student engaged in actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or significantly interfere with the orderly operation of the School. A student who is expelled may not be reinstated under any circumstances.

APPEALS OF DISCIPLINARY ACTIONS

APPEALS OF DISCIPLINARY ACTIONS FOR VIOLATIONS OF PROFESSIONALISM POLICY

The student found guilty of violating the professionalism policy may appeal the decision of the Associate Dean for Academic Affairs (or his/her designee) to the Dean of the School of Pharmacy and Health Professions (or his/her designee). However, students who enter a plea of "guilty," or waive their right to a hearing will forfeit their right to appeal the decision/sanction or outcome of their hearing except in the case of an appeal based solely on procedural issues.

An appeal shall be requested by the student in writing, within five (5) business days following the date the student has received the decision letter from the Associate Dean for Academic Affairs (or his/her designee). All appeals to the Dean should be delivered in person or by email. The Dean (or his/her designee) shall consider the appeal and render his/her decision within five (5) business days. If the decision cannot be made within five (5) business days due to extenuating circumstances (including but not limited to illness, seeking legal counsel, or request for additional information), such delay will be documented in a letter that will be sent to the student and the time extended accordingly. In such cases, all reasonable efforts will be made to expedite the process to reach a final decision. The Dean (or his/her designee) shall communicate this decision in writing to the student, the advisor, the Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, the Assistant Dean of Experiential Education and the Chair of the Student Conduct Committee. **The decision of the Dean (or his/her designee) shall be final.**

The basis for appeal to the Dean must be one of the following criteria:

1. A fundamental misinterpretation of official policies or procedural error is evident-specified procedural errors or errors in interpretation of school policies were so substantial as to effectively deny the student a fair hearing. Deviations from procedures will not be a basis for an appeal unless the error had a prejudicial effect on the hearing results.
2. New Evidence, unavailable or unknown at the time of hearing, has been discovered or made available which, if proven accurate, would change the decision as to the culpability of the student.
3. The sanctions imposed are substantially disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors, or are otherwise manifestly unjust.

The Dean of the School of Pharmacy and Health Professions (or his/her designee) may uphold, modify OR reject the appeal based on the above criteria. Alternatively, the Dean may refer the case back to the SCC for further review.

STUDENT RIGHTS

Once enrolled for classes, a relationship based upon mutual respect is established between the student and other members of the University community. Faculty and staff see students within many contexts, and students have rights and responsibilities within those contexts.

IN THE CLASSROOM

A student who enrolls in a class has the following rights to:

- Know the instructor's goals and the content of the course
- Know from the beginning of the class the instructor's expectations and grading methods,
- Be evaluated on the materials of the course and not on extraneous matter; and
- Consult with the instructor outside of the classroom on matters relating to the course.

A student enrolled in a course has the corresponding responsibility to observe the standards of academic performance defined by the instructor which are designed to ensure the freedom to teach and the freedom to learn.

OUTSIDE THE CLASSROOM

Students have the right to services provided by teaching and nonteaching faculty and classified staff, including such services as academic advising, counseling, the sharing of information and clarification of University policies and procedures. Faculty and staff are expected to be sensitive to student needs and to offer assistance. However, due to the size and complexity of the University, students have a responsibility to initiate requests for service.

STUDENT NON-GRADE RELATED GRIEVANCE POLICY AND PROCEDURES
(Class of 2027 and later)

The University of Maryland Eastern Shore's School of Pharmacy espouses the philosophy that student grievances are best resolved informally through meaningful dialogue between the individuals involved. The School believes that most student grievances can be satisfactorily resolved in this manner.

The student grievance procedures are designed to give aggrieved students a process by which they may express substantive complaints with immunity from disciplinary action or retaliation about actions, inactions or alleged unfair treatment, which they believe discriminate on the basis of race, sex, color, religion, national origin, age, sexual orientation, marital status, or handicap.

The grievance procedure shall not be used to question a rule, policy, or procedure established by an authorized faculty or administrative body. Rather, a person or persons shall use this procedure for a hearing and due process if they believe that a rule, policy, or procedure has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment.
For procedural purposes grievances are classified as either **Grade-Related or Non-Grade-Related**. Student grievances may be associated with academic life (e.g., teaching, testing, advising, etc.) or they may be associated with some aspect of campus life (e.g. work experience, co-curricular programs and activities). For a student to have a grievance addressed, he or she **must follow** the procedures and timelines outlined below. While students are permitted to appeal at various stages of the process, the basis for appeal to the Dean must be one of the following:

1. A substantial mistake of fact occurred.
2. A fundamental misinterpretation of official policies is evident.
3. A significant procedural error took place.

The decision of the Dean is final, and there shall be no further appeal.

GRADE-RELATED GRIEVANCES

Matters related to grading disputes shall include issues regarding grades awarded or processes by which grades are determined. Please refer to the "Grade Appeals" section under Academic Policies and Procedures.

NON-GRADE-RELATED GRIEVANCES

Consulting with the Faculty Member(s) or Staff Involved

The student shall first attempt to resolve the grievance with the faculty member(s) or staff involved **within five (5) working days** following the occurrence of the incident. The student is also encouraged to meet with his or her faculty advisor at any point in the grievance process. If the student and the faculty member(s)/staff involved in the matter cannot resolve the grievance, the student shall consult with the chair or immediate supervisor of the appropriate department within **ten (10) working days** following the occurrence of the incident.

Consulting with the Appropriate Department Chair or Immediate Supervisor

If the student and department chair/immediate supervisor cannot resolve the grievance, the student must submit a written, signed statement to the Assistant Dean for Student Affairs describing the specifics of the grievance within **fifteen (15) working days** following the occurrence of the incident. Non-written complaints or written complaints received after this deadline may not be accepted.

Consulting with the Assistant Dean for Student Affairs

After receipt of the written complaint, the Assistant Dean for Student Affairs will provide a copy of the complaint with the personnel involved and they will be given an opportunity to respond in writing no later than five (5) working days. In the event that the issue is still not resolved, the written complaint and personnel response will be taken to the personnel's immediate supervisor. The immediate supervisor will then respond in writing with a resolution. If the student does not accept that resolution, the Assistant Dean for Student Affairs will meet with the student in a timely manner, hear the grievance, and respond in writing with a resolution. In the event a resolution still cannot be achieved, the Assistant Dean for Student Affairs will convene a grievance panel in a timely manner.

Convening of a Grievance Panel

The Assistant Dean will convene a grievance panel consisting of three members of the faculty and two students who are not directly involved with the grievance. The grievance panel will elect a chair and schedule a hearing to take place no sooner than three (3) working days and not later than ten (10) working days after its formation. Prior to the hearing, the Assistant Dean for Student Affairs will meet with the grievance panel to review the student's written statement and all relevant background data.

Grievance Hearing

The student will be notified by the Assistant Dean for Student Affairs or the Chair of the grievance panel in advance of the date, time and place of the hearing by his or her UMES Hawk Web email account. The hearing shall be conducted in private. Witnesses will be admitted for testimony only and then asked to leave. Testimony will be audio recorded, but the final deliberation of the panel will not be recorded.

The student bringing the grievance must appear in person, make an oral statement, and answer questions from the panel. The student may, at his or her option, have one person present during the hearing (not legal counsel). This person may not address the panel, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. The student may question all witnesses brought before the panel but shall not be present during panel deliberations.

The panel will make its determination of whether or not the grievance is justified based upon the evidence presented and make its recommendation in writing to the Assistant Dean by the end of the next working day. The student will be notified in a timely manner in writing, by the Assistant Dean, of the panel's determination.

Appeal of Panel's Determination

Within seven (7) working days of the receipt of the Assistant Dean's notification by the student, he/she may appeal the panel's determination, in writing, to the Dean. The **only** bases for appeal are that a substantial mistake of fact occurred, a fundamental misrepresentation of official policies is evident, or a significant procedural defect took place. If the student appeals the panel's determination, the panel will reconvene and review the student's contentions in a timely manner. The panel will make its determination regarding the appeal and make its recommendation in writing to the Dean by the end of the next working day.

Final Decision by the Dean

No later than seven (7) business days after receipt of the recommendation of the panel, the Dean will make a final decision regarding the matter. The student shall be notified in a timely manner in writing of the Dean's decision. The decision of the Dean is final, and there shall be no further appeal.

Quick Reference Non-Grade-Related Grievances

(At any point in the process the student may meet with his/her faculty advisor)

1. Meet with Faculty Member(s)/staff involved; if not resolved →
2. Meet with Department Chair/Immediate Supervisor; if not resolved →
3. Student makes written statement to Assistant Dean for Student Affairs
4. Assistant Dean meets with the personnel involved, and personnel will respond in writing with a
   resolution; if not resolved →
5. Assistant Dean meets with the Department Chair/Immediate Supervisor, and he or she will
   respond in writing with a resolution; if not resolved →
6. Assistant Dean meets with student regarding the grievance and responds in writing with a resolution;
   if not resolved →
7. Assistant Dean forms Grievance Panel
8. Student notified of hearing
9. Grievance Panel conducts hearing
10. Grievance Panel makes recommendation to Assistant Dean
11. Student notified of results by Assistant Dean; if not resolved →
12. Student may appeal Panel decision
13. Dean makes final decision

PLEASE NOTE: The final authority rests with the Dean of the School of Pharmacy for both Non-Grade- Related and Grade-Related grievances. At each level, the individual receiving the student grievance will respond in writing to the student within the timeframe outlined in the procedures above. The individual receiving the grievance may respond by referring the matter to appropriate committees or councils for study and recommendation. In such cases the student will be informed of the referral and a probable date on which a decision will be rendered.

ACPE COMPLAINT POLICY AND PROCEDURE*

COMPLAINT REGARDING AN ACCREDITED PROGRAM

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office.

The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such record of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

a. *request that the institution show cause, within a stated time period, why adverse action should not be taken, or*

b. *in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.*

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.

Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws.

Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please complete the ACPE Complaint Form found here.

**This section has been taken directly from the Accreditation Council on Pharmacy Education Website at https://www.acpe-accredit.org/complaints/*

STUDENT FEEDBACK

Students have several ways to share feedback with UMES SOP, including, but not limited to:

- Membership on Committees: To participate in decision-making and share feedback.
- Course and Faculty Surveys: Provide input on course content and teaching.
- ACPE Surveys: Share opinions on academic and administrative aspects.
- Student Satisfaction Surveys: Give feedback on the overall academic experience.
- Town Hall Meetings: Meet with faculty and administration to discuss concerns and ideas.
- Suggestion Box: Submit anonymous feedback, reviewed by the Executive Committee.

These options help ensure students' voices are heard and promote a responsive school environment.

SCHOOL OF PHARMACY AND HEALTH PROFESSIONS SUPPORT SERVICES & PHYSICAL FACILITIES

Pharmacy Tutoring Program

The purpose of the tutoring program is to assist pharmacy students that are experiencing academic difficulty during the first 2 years of the curriculum. Students who are in the top 25% of their class and who have demonstrated competency in all modules of the curriculum are eligible to be tutors. The Office of Student Affairs will oversee the application process and selection of tutors. An e-mail will be sent to all students who qualify to be tutors. Students wishing to be tutors will respond affirmatively to the e-mail.

Faculty Mentoring Program

Incoming first-year students will be divided into smaller groups, typically consisting of 4-5 students, depending on the size of the court. Each group will be assigned to a faculty advisor. Each faculty advisor is required to meet with each of their advisees at least twice per term, until graduation. It is suggested that the initial one-on-one contact between faculty advisors and their advisees should occur at the beginning of the term to establish academic and professional goals. An additional one-on-one meeting should transpire sometime toward the middle of the term in an effort to assess each advisees academic, professional, and personal successes toward meeting and exceeding the goals. Faculty advisors are to use their own discretion to determine the individual mentoring needs for each of their advisees. The regularity of meetings will be determined based on these individual requirements.

Procedures for Posting and Distribution

The building and grounds at University of Maryland Eastern Shore are private property and materials may not be posted or distributed without the permission of the University. University and Non- University affiliates or organizations violating the guidelines are subject to a fine of $50.00.

Classrooms/Lecture Halls

The School of Pharmacy and Health Professions (SPHP) building includes five classrooms/lecture halls with wireless internet connections and state of the art audio visual

equipment to facilitate student learning:

- SPHP 1126 is equipped with 156 seats with individual audience microphones, a podium with desktop computer, two overhead projectors, whiteboards, and a camera for recording and videoconferencing capabilities.
- SPHP 1114/1116 is a multipurpose room with a partition wall that can be used as a single, 140-seat classroom or as two separate, 70-seat classrooms. It is equipped with two podiums with desktop computers, two overhead projectors, whiteboards, and cameras for recording capabilities.
- SPHP 1118 is equipped with 40 seats, a podium with desktop computer, whiteboards, and an overhead projector.
- SPHP 1244 is equipped with 48 seats, a podium with desktop computer, whiteboards, an overhead projector, and six wall-mounted monitors.
- SPHP 1246 is equipped with 64 seats, a podium with desktop computer, whiteboards, an overhead projector, and eight wall-mounted monitors.

Students are only allowed in these SPHP classrooms/lecture halls during class sessions when a faculty member is present. Students may request to reserve these rooms for other activities with approval of their faculty advisor and the Dean's office. Only beverages in closed containers are allowed in these rooms. No food is permitted without prior approval by the Dean.

Breakout Rooms

Multiple breakout rooms are located throughout the 1st and 2nd floor of the SPHP building. Students may use any of these rooms whenever they are not being used for instructional activities. Availability is on a first-come, first-served basis. **NO FOOD OR DRINK IS ALLOWED IN THESE ROOMS DURING INSTRUCTION.**

However, food & drink are allowed when no instruction is occurring. Please avoid throwing trash on the floor; use the trash receptacles for this purpose. Please be mindful of students who are studying in these rooms and make an effort to maintain a low volume of noise. Students are responsible for erasing the whiteboards on a daily basis, and the university housekeeping staff are authorized to erase the boards at any time without advanced notification. Any materials left unattended in the room are subject to disposal.

OSCE Suite, Simulation Rooms, and Mock Pharmacy (SPHP 2nd floor)

Students are only allowed in the OSCE Suite, Simulation Rooms, and Mock Pharmacy when a faculty member is present. **No food or drink is allowed.**

Research Laboratories and Vivarium/Animal Facility (SPHP 3rd floor)

Absolutely no food or beverages may be brought into or consumed in these rooms. Students are not allowed in the research laboratories and vivarium/animal facility unless authorized by the Pharmaceutical Sciences Department Chair or faculty member.

Student Lounge (SPHP Building 1st Floor)

The Student Lounge is available to all School of Pharmacy and Health Professions students. This room is equipped with a refrigerator and microwave oven. Eating and drinking are allowed in the Student Lounge

area. Please note that students are responsible for maintaining the cleanliness of the microwave & refrigerator in these areas.

Locker Information

Students entering their SP-1 year are assigned lockers in the School of Pharmacy and Health Professions building (SPHP 2nd Floor) through the Office of Student Affairs. Locker assignments will be maintained throughout a student's tenure of the program. Changes in locker assignments will not be made except in cases of physical need. Students will be responsible to bring their own locks. Absolutely no food or drink may be stored in the lockers. Students who lose their locker keys or have a jammed locker, should contact the Office of Student Affairs.

Dean's Conference Room

The Dean's Conference Room is located in the SPHP building room 1113. Scheduling for this room is handled through the Office of the Dean: (410) 651-8327.

UNIVERSITY SUPPORT SERVICES & PHYSICAL FACILITIES

Academic Computer Center

The Academic Computer Center (ACC), situated in Waters Hall, serves as an academic workspace offering computing resources for educational and research purposes. Students utilize the center for a variety of tasks, including completing homework, attending online classes, registering for courses, checking emails, viewing grades, and more. The ACC operates seven days a week, providing access for around 100 hours each week during the academic year.

Each student user is provided with a unique Account ID and password to access the facility. Passwords must be changed every 180 days to prevent unauthorized access to your UMES account. If you suspect misuse, report it immediately to spam@umes.edu. Your password must be at least 12 characters long and is case sensitive. To change your password, log into the MyUMES Portal (https://my.umes.edu/), locate your username within the top right-hand corner, select the pulldown arrow, then "Edit Profile," locate the "Change password now" link, enter your current password, and you will be prompted to create your new password.

If you're off campus and experiencing login issues, it may be due to an expired password. First, attempt to use our Self-Service option by clicking "Forgot Password or "Unlock Account" and follow the instructions given in order to recover your account. If you have any additional issues, please contact the IT helpdesk by calling 410-651-8324.

Alcohol, Tobacco, And Other Drug (ATOD) Prevention Center

The ATOD Prevention Center is dedicated to educating the campus community on alcohol, tobacco, and other drug use, as well as sexual health and responsibility. Our mission is to equip students with the knowledge and resources needed to make informed, responsible choices that enhance their overall well-being. Through prevention programs, we aim to delay and reduce high-risk substance use and its associated harms, ultimately fostering a healthier campus environment. Our guiding principle is "Healthy Choices Lead to Healthy Minds."

In collaboration with campus departments, student organizations, and the UMES Peer Education Network, we organize various awareness campaigns, programs, activities, and events to help students recognize how their choices impact not only themselves but also their family, friends, roommates, UMES, and the broader community. Additionally, we provide SBIRT (Screening, Brief Intervention, and Referral to Treatment) services to support students at risk of substance abuse or dependence.

The center is in the Lida Brown Building (Student Health Center Building) on the campus' east end. For more information, contact us at 410-651-6385 or https://wwwcp.umes.edu/atod.

Bookstore

Managed by Barnes & Noble, the UMES Bookstore offers a range of items including new and used course materials, general reading books, reference materials, magazines, school and office supplies, computer products, snacks, candy, beverages, and official UMES sportswear and merchandise. Located in the Student Services Center, the bookstore accepts Hawk Card, cash, checks, and all major credit cards. Additionally, the bookstore features a book buyback program.

Career & Professional Development Center (CPDC)

UMES's Career and Professional Development Center (CPDC) acts as a central resource for students and alumni, offering the knowledge, skills, and connections necessary to successfully navigate their career paths. Career professionals offer support and guidance in the following areas:

- Career Counseling and Advising
- Career Assessments
- Job and Internship Opportunities
- Skill Development
- Experiential Learning
- Resource
- Alumni Networking

Center For Access And Academic Success (CAAS)

The University recognizes the importance of support services as essential factors in students' academic success and retention. The Center for Access and Academic Success (CAAS) is dedicated to the continued growth and success of all UMES students.

Center For International Education (CIE)

The mission of CIE is to support and enhance the academic, cultural, and social experiences of students at UMES, while also promoting engagement with domestic and international institutions and fostering cross-cultural and educational awareness. CIE assists international students in getting acclimated to UMES, the United States and the Eastern Shore. CIE provides them with information about resources, opportunities, programs and activities for international students, for undergraduates, graduate students, and those pursuing research and internships, and helps foster connections to the campus and community. CIE assists students, both domestic and international, who are interested in study abroad, international internships, and teaching abroad programs, and promotes a variety of scholarship and fellowship opportunities. Upon arrival, all international students are required to attend an international student orientation in which they are provided with an introduction to the

University and the Center, including an International Student Handbook with handy information and resources. The Center is located across from the Student Housing Office at 11966 Dean Harris Court, Princess Anne, MD 21853. For additional information, contact the Center at 410- 651-8385.

Commuter's Lounge

The Commuter's Lounge at UMES offers a comfortable and inviting space for students who commute to campus. Equipped with various amenities such as tables, chairs, couches, TV, microwave, and computer workstations, it is designed to meet your needs and enhance your campus experience. The lounge, located in the Student Services Center Suite 2505, provides a welcoming environment to make your time on campus more enjoyable and productive.

Computer Labs

Computer Labs provide access to specialized software that students may need for specific class assignments but may not want to purchase. For more information on the computing resources available, visit the UMES Information Technology (IT) page at www.umes.edu/it.

Passwords must be changed every 180 days to prevent unauthorized access to your UMES account. If you suspect misuse, report it immediately to ITC@umes.edu. Your password must be at least 8 characters long and is case sensitive. To change your password on a UMES-owned computer, log in using your birth date and current password, then press CTRL+ALT+DEL to access the password change screen. Enter your old password, then enter and confirm the new one. If you're off campus and experiencing login issues, it may be due to an expired password. First, log in to your webmail to change your password, and then you will be able to access other areas of the UMES website.

Counseling Services

Counseling Services at UMES offer support to enrolled students with mental health concerns and provide various programs that align with the University's mission. Services offered by the center include:

- Individual Counseling
- Group Counseling and Workshops
- Crisis Intervention
- Couples Counseling
- Psychiatric Services
- Professional Consultation
- Case Management
- Outreach and Presentations

- Referrals

The team, which includes licensed clinicians, a case manager, and a psychiatric mental health nurse practitioner, has extensive experience working with college students. They create a confidential and safe environment where students can explore and address their concerns.

Counseling Services is located in Suite 2260 of the Student Development Center (SDC) and operates from 8:00 a.m. to 5:00 p.m., Monday through Friday. Staff members are available to provide after-hours counseling services as needed. Appointments can be scheduled through an electronic referral form, in person, or by calling 410-651-6449. For emergencies outside of regular hours, Counseling Services can be reached via the Healthy Hawks Mental Health Support Line at 410-651-HELP (4357). The Healthy 32 Hawks line offers 24/7/365 support from licensed clinicians for immediate assistance and guidance, no matter the time or location of the student. All services are provided free of charge.

Through our partnership with Uwill, students also have free access to on-demand wellness programming on an easy-to-use online platform. Enjoy a wide range of wellness options such as yoga, meditation, mindfulness, and more. Uwill helps students discover greater focus and balance as they navigate the semester and works as a complement to counseling. To access:

- Create a profile (https//app.uwill.com/login) with Uwill
- Choose wellness from the left navigation menu

If you need assistance, you can refer to the Uwill FAQ, Student User Guide, or contact Uwill at support@uwill.com.

Dining Facilities

At UMES Campus Dining, there is an extensive array of food options available on campus. Our Luxe Life dining program offers a diverse range of dining styles and preferences. Through our Food Inclusivity program, we cater to all diets, including meateaters, vegetarians, vegans, and flexitarians, ensuring there is something for everyone. We offer a wide range of dining experiences on campus, including retail dining, convenient grab-and-go options, and all-you-can-eat choices, all complemented by modern soft seating to meet your dining preferences. In addition, vending machines are located around the campus. For information about hours of operation, dining locations, meal plans, and monthly specials, go to Official UMES Campus Dining | University of Maryland Eastern Shore

Financial Aid And Scholarships

The University is highly attuned to the financial needs of its students. Operating on the principle that no student should be denied an education due to financial constraints, the

University's Office of Student Financial Aid (OSFA) provides support to as many students as possible through employment opportunities, scholarships, grants, and student loans. Eligible students may receive funding from one or more programs managed by the University and are sourced from federal, state, and institutional funds.

Financial aid is not automatically renewed, and students requesting financial aid must reapply each year in order to be considered for assistance. All students seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible in the year preceding their anticipated enrollment for the upcoming academic year. The FAFSA can be found at studentaid.gov, and the school code for UMES is 002106. Be sure to submit all necessary forms, verification documents (if requested), and information before the required deadlines.

The most crucial steps to remember are to apply early and adhere to deadlines. The priority deadline for all required documents is March 1st for the upcoming academic year. Missing this deadline can significantly impact your eligibility for financial assistance.

For more information, visit the OSFA website at https://wwwcp.umes.edu/financialaid/. OSFA is located in the Student Development Center, Suite 1100. You can contact them via email at financialaid@umes.edu or by phone at 410-651-6172.

Hawkcard

The HawkCard is essential for campus life at the UMES and offers a convenient way to manage your money. As your official UMES identification card, it grants you access to dining, facilities, services, events, entertainment, and more. All students, faculty, staff, and affiliates must carry their HawkCard while on campus. The HawkCard is provided for your use, but it remains the property of the University of Maryland Eastern Shore. It is non-transferable and should not be used by anyone other than the cardholder. A replacement fee of $30.00 will be charged for lost, stolen, misplaced and damaged cards. The fee is non-refundable even if your old card is found.

The HawkCard can hold prepaid funds in a declining balance account, providing a convenient and cashless method for making purchases both on and off campus. HawkCard funds never expire and can be used any time of day, every day of the year. Once funds are added to your HawkCard, you can start making cash-free purchases at eligible locations immediately. There are no service charges, and you can only spend the amount available on your card, so there is no risk of overdraft.

Health Services

The Charles R. Drew Health Center, located in the Lida Brown Building directly behind Trigg Hall, serves as a resource for promoting and maintaining student wellness and addressing health issues within the student population. The center offers basic health care services to currently registered UMES students, including treatment for injuries and illnesses, allergy injections, immunizations, pregnancy testing and contraception, counseling and referrals, HIV testing, and preventive medicine and education. For details on fees, operating hours, required health forms and immunizations, and health insurance, visit Student Health Services | Student Health Services

Library Services

The Frederick Douglass Library provides a multiplicity of print and digital resources to support the mission and academic programs at the University. As a member of the University System of Maryland and Affiliated Institutions (USMAI) consortium, the library is linked with 17 academic libraries via the integrated library system ALMA/PRIMO. The system provides 24/7 access to the library catalog, e-resources that include databases, e-journals, and e-book subscriptions for the purpose of sharing library resources.

The library is equipped with state-of-the-art desktop computers, flatbed scanners, a copier and charging stations.

Services include inter-campus and interlibrary loan accessibility, a media services center, an information literacy classroom, comfortable study areas that include study rooms, and special collections.

For more details, visit the library website at https://wwwcp.umes.edu/fdl/

Non-Traditional Students (Adult Learners) Program

The Non-Traditional Students Program provides comprehensive support to help adult learners begin or complete their chosen program. This program fosters personal, academic, emotional, and social growth to support students in achieving their academic and professional objectives. Services include assistance with course registration, financial aid, scholarships, one-on-one professional advising, adult mentorship, career services, electronic device rentals, and both online and in-person tutoring. For more information, visit https://wwwcp.umes.edu/caas/non-traditional-student/

Office Of Institutional Equity And Compliance (OIE)

The Office of Institutional Equity and Compliance (OIE) is dedicated to supporting the University's commitment to fostering an inclusive, discrimination-free work and learning environment in accordance with its policies and procedures. OIE oversees various matters, with a primary focus on sexual violence, all forms of sexual misconduct, discrimination, harassment, bullying, equal opportunity issues, student and professional accessibility (ADA), and JEDI (justice, equity, diversity, and inclusion).

OIE promotes and upholds the University's commitment to Equity by:

• Guiding employees in referring affected individuals to OIE;
• Facilitating resolution of concerns through advising and providing guidance and support to parties and their supervisors;
• Conducting formal investigations in situations in which alternative resolutions efforts are unsuccessful or inappropriate;
• Partnering with administrators and supervisors to protect against retaliation; and
• Providing general and targeted educational training programs to prevent discrimination and harassment.

OIE also leads two major University initiatives:

• The Building Resistance Against Violence Engagement (B.R.A.V.E.) Project, a grant-funded program designed to raise awareness and combat dating violence, domestic violence, sexual assault, and stalking; and
• UMES Gender & Sexuality Spectrum, an initiative created to support and empower LGBTQIA+ students and employees through outreach, education, and advocacy.

ADA Statement

Any student who feels that they may require accommodations based on the impact of a disability, please contact Student Accessibility Services in the Office of Institutional Equity and Compliance as soon as possible to arrange for a meeting to coordinate any accommodations. Please call us at 410-651-6135, email ADA@umes.edu, or visit us at the Early Childhood Research Center Suite 1129. We also encourage students to complete information at: https://umes- accommodate.symplicity.com/public_accommodation/

Diversity Statement

UMES is an equal access, equal opportunity institution fully committed to diversity in education and employment. All students, employees, and the campus community at UMES are valued, respected, and have the opportunity to receive an equitable experience in an inclusive, welcoming environment of openness and appreciation. If you experience discrimination based on a protected class (race, color, religion, ancestry or national origin, sex,

age, marital status, sexual orientation, gender identity, disability, or genetic information), you are encouraged to report the incident o the Office of Institutional Equity and Compliance (OIE). Please call us at 410-651- 6135, email ADA@umes.edu, or visit us at the Early Childhood Research Center Suite 1129.

Title IX and Employee with Authority Statement

UMES and its faculty/staff are committed to creating a safe learning environment for all students. In compliance with Title IX, any form of sex discrimination (including sexual harassment, sexual assault, dating or domestic violence, or stalking) is prohibited. Retaliation for asserting claims of sex discrimination is also prohibited under UMES policies and Title IX. If you experience discrimination, you are encouraged to report the incident to the UMES Office of Institutional Equity and Compliance (OIE). Please call us at 410-651-6135, email ADA@umes.edu, or visit us at the Early Childhood Research Center Suite 1129.

The OIE offers supportive measures to students who have experienced sexual misconduct regardless of whether or not an individual chooses to disclose their experience. Supportive measures could include assistance to students with academics, housing, or other resources.

Please be aware that faculty/staff members are "Employees with Authority" and required to report information about suspected or alleged sex discrimination to the Office of Institutional Equity and Compliance. If OIE receives information about an incident, they will reach out to offer information about resources, rights, and options. If you or another student you know would like to speak to a confidential resource who is not required to report, please contact the Counseling Center at 410-651- 6449.

Postal Services

The University Post Office is a full-service Post Office located in the Student Services Center. Services include Certified Mail, Delivery Confirmation, Express Mail®, First Class Mail®, Insured mail and Shipping, Postage Stamp Sales, Priority Mail®, Priority Mail International, Return Receipts, Signature Confirmations, FedEx, and DHL.

Receiving Packages: Incoming USPS, FedEx, and Amazon packages are delivered to the UMES Post Office. Upon receipt, each package is scanned and either placed in a locker or held at the window for pickup. Students will receive a UMES package notification email when their package is ready. This email will include a QR code that can be scanned at either the SMART LOCKER kiosk or the UMES Post Office counter, depending on the package's location.

UMES Post Office Counter: Students are required to present their HawkCard and package

notification QR Code at the window to be scanned. A staff member will verify your information, retrieve your package, and collect your signature.

UMES Post Office SMART LOCKER: To retrieve your package, go to the SMART LOCKER kiosk and scan the QR code from your package notification email. Follow the on-screen instructions to access the locker and collect your package. After retrieving your package, please ensure the locker door is gently closed. Packages not picked up from the SMART LOCKER within 72 hours (approximately 3 days) of the notification email will be removed and must be collected at the Post Office counter. NOTE: Any packages not picked up within 14 business days of receipt will be returned to the sender.

UPS Packages: The University Postal Service does not handle UPS packages or drop-offs. All UPS packages are processed through Central Receiving, located on the left side of the Physical Plant Building. When a UPS package is delivered to Central Receiving, an email notification will be sent informing you that your package is available for pickup at Central Receiving.

Amazon Hub: UMES has an Amazon Hub package pickup location conveniently located outside the Student Development Center, on the backside closest to the gym.

Payment: The campus post office only accepts the HAWKCARD for any stamp or mail services.

Operating Hours: The service window and lobby are open Monday through Friday from 8:00 a.m. to 4:30 p.m. For additional information about postal services, visit University Postal Services | UMES Auxiliary Services

President's Professional Career Closet

The President's Professional Career Closet offers students free access to professional attire suitable for career fairs, interviews, networking events, and the workplace. Located in Kiah Hall, the closet is set up like a boutique and includes women's and men's suits, blazers, blouses, button-down shirts, skirts, trousers, ties, and more. For information on hours of operation and how to donate clothing items, contact the Career & Professional Development Center located in the Student Services Center Suite 2158.

Printing Kiosks

CANON/PAPERCUT is a user-friendly printing system implemented by UMES for students on campus. Thanks to convenient cloud technology, you can print from various devices to any of the CANON/PAPERCUT multi-function units on campus using your Hawk Card. For instructions

on how to get started and kiosk locations, go to https://wwwcp.umes.edu/auxiliary/wepa-printing/

Public Safety And University Police

The Department of Public Safety/University Police offers round-the-clock police protection and responds to emergencies both on the UMES campus and at all UMES-owned or leased locations. UMES Police Officers have full law enforcement authority and responsibilities equivalent to those of local police or sheriff departments in your home community. All UMES Police Officers meet the State of Maryland's certification requirements and receive ongoing training in first aid, firearms, defensive tactics, legal updates, evidence collection, traffic accident investigations, crime prevention, drug enforcement, fire emergencies, and the enforcement of laws related to underage drinking, controlled substances, and weapons. Services include:

Emergency Blue Light System: an interactive voice communications system which, when activated, automatically relays the geographical location of the caller to the University Police Department Communication Center. There are 36 emergency stations, identified by blue lights, strategically located throughout the campus.

Escort Services: provided to students during the evening hours by the Department of Public Safety. Students desiring escort services should contact the Department of Public Safety at 410-651-6590.

Hawk Alert: an emergency notification system. In the event of a campus emergency, the Department of Public Safety/University Police will issue a timely warning called a “crime alert” or a “Hawk Alert.”

Hawk Alerts will be issued for the following:

- A serious crime that has already occurred but for which the perpetrator has not been apprehended and there is an ongoing threat to members of the campus community,
- Crimes on our campus, on public property, or on non-campus properties that are reported to the Department of Public Safety/University Police, other campus security authorities, or local law enforcement agencies,
- In circumstances where there is a pattern of crimes against persons or property,
- When there is an extreme weather event that affects the campus,

- When there is a possible hazardous materials incident on campus,
- When there is a utility or systems failure, and/or
- Crimes occurring at an off-campus location used and frequented by the University population.

The Department of Public Safety/University Police will utilize multiple methods to communicate the existence of an emergency as quickly as possible. These warnings will be disseminated through various channels, including text messages to subscribers of the "Hawk Alert" system, emails, social media, the campus television system, and electronic information displays in campus buildings.

To subscribe to the “Hawk Alert” system, utilize the link provided on the Department of Public Safety/University Police website or text the word “Hawkalert” to the number 226787. You will receive a response that you are now subscribed to the system.

Motor Vehicle Operations: all motor vehicles operated on campus by anyone associated with the University must be registered with the Department of Public Safety, regardless of ownership. A valid parking permit is required for all vehicles operated or parked on the UMES campus. It is the responsibility of everyone who drives a motor vehicle on campus to familiarize themselves with the University's parking rules and regulations, which can be found in brochures available at the Department of Public Safety or on the Public Safety website at Department of Public Safety | Department of Public Safety.

Parking Areas: the University has both restricted and unrestricted parking areas. Students are only permitted to park in designated lots that are authorized by their parking permit. Handicapped parking regulations are strictly enforced, and vehicles parked illegally in these spaces will be ticketed and towed. Please ensure you park in lined, designated parking spaces as authorized by your permit.

Plates Out: when parking on campus, drivers must ensure that their license plate faces the driving lane so it can be properly scanned. For vehicles with a single license plate, this means the back of the vehicle should face the parking lane—no backing in or pulling through. This procedure enhances enforcement efficiency and helps avoid citations and fines for improperly displayed plates.

Parking Permits: all vehicles must be registered with the Department of Public Safety through the parking services link available at Department of Public

Safety| Department of Public Safety. A valid parking permit is required for each vehicle. Permits are virtual and do not need to be physically displayed on the vehicle. The Department of Public Safety verifies permits using a license plate reading system. Registration is valid from July 1 to June 30 of the following year. UMES accepts valid parking permits from all University System of Maryland Institutions. The annual parking permit fee is $60.00 for students, faculty, and staff. Students may register up to two (2) vehicles per permit.

Temporary and Daily Permits: temporary and daily permits can be obtained by registering through the parking services link on the Department of Public Safety webpage at Department of Public Safety | Department of Public Safety. These permits are free of charge and are assigned directly to the vehicle's license plate.

Towing and Wheel Boot: any University Police Officer may order the towing or immobilization of vehicles in violation of the following parking regulations and possible revocation of parking privileges on the UMES Campus.

- The accumulation of six (6) unpaid parking citations,
- Parking an unauthorized vehicle in a handicapped space,
- Parking in a fire lane,
- Parking in a reserved space,
- Parking in the traveled portion of roadway, and/or
- Parking in No Parking/Tow Zone.

Note: In addition to parking fines, a boot fee is charged for vehicles that are booted. The vehicle owner has up to three (3) business days to pay all parking fines along with the booting fee. If the owner does not contact the Department of Public Safety or make arrangements for the removal of the boot within these three (3) businesses days, the vehicle will be towed, incurring additional towing and storage fees.

Prevention Education: the Department of Public Safety provides UMES-specific safety materials, which are distributed as flyers across the campus and can be requested from the department or downloaded from the Public Safety website. In addition to UMES safety information, the department offers publications recommended by the National Crime Prevention Council and Maryland Crime Watch on topics such as general crime prevention, sexual assault/date rape awareness, self-protection, and Operation I.D. These resources are available on the Public Safety website and at the Campus Police

office. The University community also receives safety information through lectures, videos, bulletins, and workshops held throughout the academic year. Officers are available to give presentations on various public safety topics upon request.

Reporting Crime and Incidents: reporting crimes and incidents promptly is crucial. The Department of Public Safety/University Police is staffed by sworn police officers with arrest authority, along with additional security personnel, who are all responsible for handling such reports. All incidents occurring on campus should be reported immediately, while those off campus should be reported as soon as possible. Victims or witnesses wishing to report an incident confidentially and voluntarily can do so through the Department of Public Safety/University Police, the Vice President for Enrollment Management and Student Experience, the Dean of Students, the Vice President for Athletics and Recreation, or any UMES faculty or staff member. Efforts will be made to protect the individual's identity when possible. The Department of Public Safety/University Police works closely with University staff and students to provide information on safety and security through newsletters, annual brochures, scheduled meetings, and other communication channels.

The Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092(f) as part of the Higher Education Act of 1965, is a federal law requiring colleges and universities to disclose specific information about campus crime and security policies both timely and annually. This requirement applies to all public and private postsecondary institutions participating in federal student aid programs. UMES publishes an annual report by October 1st, which includes three years of campus crime statistics. The report also features security policy statements, including those outlining the basic rights of sexual assault victims, the law enforcement authority of campus police, and procedures for reporting crimes. For more information and to obtain a copy of the report, students should contact the Department of Public Safety.

Emergency Response Plans: the UMES Crisis Management Committee regularly convenes to review, practice, and evaluate the University’s emergency response plans. These plans are published and can be obtained from the Department of Public Safety upon request or accessed on the UMES Public Safety website. For any questions or clarifications regarding the plans, please contact the Department of Public Safety at 410-651-6590.

If You See Something, Say Something: at UMES, the safety and well-being of

our community is our highest priority. We encourage everyone to remain vigilant and proactive. If you see something suspicious or concerning, please say something immediately. Important contacts:

- UMES Public Safety Emergency: 410-651-3300
- UMES Public Safety Non-Emergency: 410-651-6590
- Emergency Services: Dial 911 for urgent, life-threatening emergencies
- Residential Community On-Call Number: Each community has a dedicated phone number.

Please save these numbers and use them to report any incidents, suspicious activity, or safety concerns. Your quick actions can make a difference in ensuring a safe and secure campus environment.

Student Accessibility Services

At UMES, we are committed to fostering a diverse, inclusive, and equitable environment by enhancing accessibility for individuals with disabilities. We are dedicated to ensuring accessibility across all environments, including our physical spaces, instructional settings, and virtual platforms (such as online courses, web pages, and other electronic resources).

Student Accessibility Services (SAS) works to provide undergraduate, graduate, and professional students reasonable accommodations for the classroom and for campus living. Reasonable accommodations are provided on an individualized basis and in a timely manner. For most requests, documentation is required to assist in determining the reasonableness of the request and if the student meets the criteria for a person with a disability in accordance with federal and state laws.

To request accommodations at UMES, please initiate the process by completing the following request form: Student Accessibility Services Request Form
If you have a disability or think you may have a disability, we want to help and connect with you. Please contact SAS via email at ada@umes.edu or call 410-651-6135.

Transportation

UMES offers a range of transportation options designed to ensure convenient and efficient travel both on and off campus. Whether you're commuting, running errands, or exploring the local area, our transportation services are here to support your mobility needs and enhance your campus experience.

UMES Shuttle offers rides throughout the campus to buildings and to various off-campus locations.

Shore Transit, the local bus service, operates 7 days a week and connects the community to locations throughout Somerset, Wicomico, and Worcester counties, as well as Delaware's DART System, Greyhound, Ocean City Transit, and the Delmarva community Transit. Students, faculty, and staff ride free with a valid HawkCard. For more information go to https://shoretransit.org/.

BayRunner Shuttle is a locally-owned and operated airport shuttle to BWI Marshall Airport, BWI Amtrak, and the Baltimore Greyhound Bus station. They offer daily BWI shuttle service throughout the State of Maryland from the beaches of Ocean City to the mountains of Western Maryland. Riders can book online or call 410-912-6000 and talk to a customer support staff member. For more information go to https://bayrunnershuttle.com/.

Greyhound bus tickets can be purchased on campus in the Auxiliary Services department located in the Student Services Center or online at www.greyhound.com.

Writing Center

The Writing Center offers tutorial assistance for writing assignments to both undergraduate and graduate students, with a particular focus on freshmen enrolled in basic composition classes. The center is managed by faculty from the Department of English and Modern Languages, who select student tutors from various departments. These tutors are exceptional students with strong writing skills and the ability to work effectively with others. The center is located in Wilson Hall.

Graduate Writing Center: The Graduate Writing Center, under the management of the Coordinator from the School of Graduate Studies, provides writing support to graduate students, faculty, and staff. Services include tutoring, workshops, in- class topic-based instruction, writing groups, and more. The center is conveniently located in the Engineering and Aviation Sciences Complex. For additional details, visit: Graduate Writing Center | School of Graduate Studies.

Athletic & Recreation Facilities

The Dr. William P. Hytche Center is the home of our indoor facilities, featuring a track, basketball, volleyball and racquetball courts, a golf simulator, swimming pool, athletic training room, weight room, dance studio, locker rooms, classrooms and offices. Our outdoor facilities include the **Hawk Stadium and Cappy Anderson Track**, baseball, softball, basketball and tennis courts, soccer and football fields and a recreation cookout area.

The Tawes Gymnasium houses the Health and Wellness Center, Recreation and Intramural Sports program, and the Fitness Center.

The Student Services Center (SSC) Recreation Center features a variety of amenities, including the "Strike Zone," a 6-lane bowling alley, a video game room equipped with an Xbox 360 and a Wii system, a table tennis area, and lounge space with tables for card and board games.
Additionally, the center offers an air hockey table and "Shooter's Choice," a billiards area with seven pool tables.

PHARMACY STUDENT ORGANIZATIONS

(Includes Organizations Descriptions, Polices & Procedures, Student & Advisor Responsibilities, Volunteer Hours, Health-Related Outreach, Fundraising, Organization Office, and Disciplinary Action)

Pharmacy education is dynamic to help future pharmacists meet new expectations in pharmacy practice and health care, and a major way to acquire or develop career skills and abilities is through student organizational involvement. Schools/colleges across the country are embracing the four major domains as described in the Center for the Advancement of Pharmacy Education (CAPE) Outcomes (http://www.aacp.org/Documents/CAPEoutcomes071213.pdf). In addition to foundational knowledge and skills related to practice and patient care, future pharmacists will need to advance their own personal and professional development in self-awareness, leadership, innovation and entrepreneurship, and professionalism. Student organizations offer distinctive opportunities outside the classroom for student pharmacists to learn and grow while advancing the mission of the School to serve diverse communities of the Delmarva Peninsula, the State of Maryland, and around the world.

STUDENT GOVERNMENT AND CLASS ORGANIZATIONS

Pharmacy Student Government Association (PSGA)

The Pharmacy Student Government Association serves Student Pharmacists in the School of Pharmacy. Officers of the PSGA represent the School of Pharmacy in the Graduate Student Assembly of the University and serve as an intermediary between the administration and the student body in non-academic matters. The PSGA also receives the School's allocation of funds for its graduate and professional students and re- allocates the funds to recognized/approved graduate and professional students' organizations to assist with School related activities as provided by the Association's constitution. Elections for the PSGA are held each year in accordance with the Association's constitution.

Class Organizations

Officers, who are elected each year in accordance with the constitution of the class organization, must represent each class within the School of Pharmacy. The officers will represent the class in non-academic matters, will coordinate class activities and will ensure that class responsibilities are carried out. Class Advisors are appointed from the faculty for each entering class and will remain in that capacity until the class graduates.

PROFESSIONAL STUDENT ORGANIZATIONS AND FRATERNITIES

American Pharmacist Association-Academy of Student Pharmacists (APhA-ASP)

This is the student branch of the American Pharmaceutical Association (APhA). This is a professional, political, and social organization. The American Pharmacists Association, founded in 1852 as the American Pharmaceutical Association, represents more than 60,000 practicing pharmacists, pharmaceutical scientists, Student Pharmacists, pharmacy technicians, and others interested in advancing the profession. APhA, dedicated to helping all pharmacists improve medication use and advance patient care, is the first-established and largest association of pharmacists in the US.

Membership includes student memberships in the American Pharmaceutical Association and the Maryland Pharmacists Association established in 1882. The student chapter will work closely with the parent organizations in developing policies that affect the practice of pharmacy.

American Society of Consultant Pharmacists (ASCP)

The American Society of Consultant Pharmacists empowers pharmacists to enhance quality of care for all older persons through the appropriate use of medication and the promotion of healthy aging. ASCP's 7,000+ members manage and improve drug therapy and improve the quality of life of geriatric patients and other individuals residing in a variety of environments, including nursing facilities, sub-acute care and assisted living facilities, psychiatric hospitals, hospice programs, and home and community-based care.

American Society of Health Systems Pharmacists (ASHP)

The mission of the University of Maryland Eastern Shore Student Society of Health-System Pharmacy is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society (Maryland Society of Health-Systems Pharmacy - MSHP) and the American Society of Health-Systems Pharmacy (ASHP) as a student and upon graduation. The society will provide students with the experience and tools to continue professional development and commitment to a career in clinical pharmacy. ASHP is the 30,000- member national professional association that represents pharmacists who practice in hospitals, health maintenance organizations, long-term care facilities, home care, and other components of health care systems. ASHP, which has a long history of medication-error prevention efforts, believes that the mission of pharmacists is to help people make the best use of medicines**.**

Christian Pharmacists Fellowship International (CPFI)

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Since 1984, the Fellowship has succeeded in establishing the first viable network of Christian pharmacists of most denominational persuasions. Its mission is to serve Christ and the world through pharmacy. The organization also seeks to: provide fellowship among like-minded professionals, challenge and promote spiritual growth, encourage the advancement of knowledge and ethics in the practice of pharmacy, and provide support and opportunity for service in both home and foreign missions.

Industry Pharmacists Organization (IPhO)

The Industry Pharmacist Organization (IPhO) is an organization that is focused on the advancement of the careers of pharmacists in the pharmaceutical industry. The vision of the organization is to have pharmacists members who are recognized as "being the most professionally equipped to contribute to the development, commercialization, promotion, and optimal use of medicines". This is accomplished by providing information to its members, raising awareness among industry employers about the potential role of pharmacists' drug development and appropriate medication use, creating networking opportunities for industry pharmacists, providing industry employment opportunities.

Kappa Psi Fraternity (ΚΨ)

Kappa Psi Pharmaceutical Fraternity is the oldest and largest professional pharmacy fraternity in the world. Currently, there are 75 active collegiate and 55 active graduate chapters across the United States and Canada, and that number continues to grow with each passing year. The objectives of Kappa Psi are to conduct a professional fraternal organization for the mutual benefit of its members; to develop industry, sobriety, and fellowship; to foster high ideals, scholarship, and pharmaceutical research; to support all projects which will advance the profession of pharmacy and to actively participate in them; to inspire in its members a deep and lasting pride in their Fraternity and in the profession of pharmacy; and, to render such other services to its members and its profession as may seem feasible and as may be in accordance with the constitution and bylaws of the Fraternity.

Muslim Pharmacist Society (MPhS)

The mission of MPhS is to exemplify the teachings of Islam and contribute to the betterment of humanity through pharmaceutical service. MPhS objectives include: 1) Providing a supportive and inclusive community for Muslim pharmacy students at UMES SOP. 2) Fostering a sense of belonging and solidarity among its members. 3) Promoting cultural and religious awareness within the field of pharmacy practice. 4) Facilitating academic and professional growth among

its members. Engaging in community service and outreach programs to reflect the values of compassion and service inherent in the teachings of Islam. 5) Encouraging mentorship, networking, and the sharing of experiences among its members.

National Community Pharmacist Association (NCPA)

The National Community Pharmacists Association, founded in 1898 as the National Association of Retail Druggists (NARD), represents the pharmacist owners, managers, and employees of more than 23,000 independent community pharmacies across the United States. The nation's independent pharmacies, independent pharmacy franchises, and independent chains dispense nearly half of the nation's retail prescription medicines. The nation's independent pharmacists are small business entrepreneurs and multifaceted health care providers who represent a vital part of the United States' health care delivery system. They have roots in America's communities. They are community leaders actively involved in community- oriented public health, civic, and volunteer projects. Many hold local elected offices; others serve as state legislators.

National Community Oncology Dispensing Association Professional Student Organization (NCODA PSO)

NCODA Professional Student Organization Chapters are dedicated to enhancing students' understanding of oncology by: 1) Raising awareness of the roles that oncology pharmacists play in medically integrated dispensing (MID) organizations; 2) Working with NCODA and local pharmacy school faculty/administration to promote awareness to industry-focused internship and other opportunities; 3) Creating networking opportunities with clinical and industry professionals as well as NCODA team members; 4) Creating new educational materials that will help cancer patients nationwide; 5) Participating in community service events through NCODA-led initiatives/partnerships; 6) Offering students the opportunity to participate at NCODA international meetings and present research; 7) Facilitating site-visits and shadowing opportunities at membership practices.

Phi Lambda Sigma (ΦΛΣ)

Phi Lambda Sigma (PLS) is a national pharmacy leadership society that is committed to supporting pharmacy leadership by recognizing leaders and fostering leadership development. One of the main goals is to ensure that the profession of pharmacy has a continuing availability of student and practitioner leaders that will allow our profession to further grow and strengthen. As a student chapter we do this by supporting and encouraging programs and services to assist those who desire to serve in a leadership role. Admission to the fraternity is by invitation only and there are limited positions offered to each class. (www.philambdasigma.org).

Rho Chi (Px)

The Rho Chi Society, Pharmacy's academic honor society, encourages and recognizes excellence in intellectual achievement and fosters fellowship among its members. Further, the Society encourages high standards of conduct and character, and advocates critical inquiry in all aspects of pharmacy. Admission to the society is by invitation only. The top 20% of the class will be invited during the 2nd semester of the SP2 year.

Student National Pharmaceutical Association (SNPhA)

The Student National Pharmaceutical Association (SNPhA) is an educational service association of student pharmacists who are concerned about pharmacy-related healthcare issues, and the poor minority representation in pharmacy. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of the community. SNPhA is the student branch of National Pharmaceutical Association (NPhA). At the state level, SNPhA is the student branch of the Maryland Pharmaceutical Society (MPhS), an organization that was originally founded in 1956 by African American pharmacists to meet the needs of minority pharmacists, promote activities to address health disparities in minority communities, and engage traditionally disenfranchised populations in the community. SNPhA works closely with NPhA and MPhS to carry out community outreach through services such as health promotion and health fairs.

PHARMACY STUDENT ORGANIZATIONS POLICIES AND PROCEDURES

Governance of Student Organizations

Student organizations within the UMES School of Pharmacy (UMES-SOP) have different guidelines than student organizations elsewhere within the University due to the intensity of the curriculum and specificity of organizational interests. Because of this difference, this policy will outline the general guidelines for Student Organizations within the School of Pharmacy.

Students have the freedom to organize and join associations to promote their common interests. The UMES- SOP provides resources and professional advice to student organizations regarding programs, activities, policies, procedures, and relationships with external stakeholders (e.g. state and national organizations). The UMES-SOP student organizations are governed by the School of Pharmacy. Registration, withdrawal, and disciplinary action related to student organizations will be facilitated through the School of Pharmacy’s Office of Student Affairs (OSA).

The UMES-SOP facilitates the development of new organizations and the re-registration of existing ones to meet the co-curricular needs of UMES-SOP students. The OSA in the School of Pharmacy has been assigned the responsibility of advising and assisting student organizations. The Assistant Dean for Student Affairs acts in all matters of student organization registration or the withdrawal of registered student organization status.

Location of Student Organization Related Documents

A copy of this policy and all related forms are available on the pharmacy portal which can be found under the current student tab on the SOP webpage: https://www.umes.edu/Pharmacy/Pages/Pharmacy- Portal/Pharmacy-Portal/. This portal is accessible by using your windows username and password.

Establishing a New Student Organization & Continuing Active Status of Existing Organizations

Procedures for Petitioning for a New Organization

Students wishing to petition for the creation of new pharmacy student organization must submit a formal written request to the Assistant Dean for Student Affairs. The Assistant Dean for Student Affairs will discuss the petition with the School of Pharmacy Executive Committee, who will be responsible for approving the request. The request should include the rationale for the new organization, a link to the national organization website (if such an organization exists), and signatures of at least 5 students who support the establishment of the new organization.

Procedures for Registration

Application to become a Registered Student Organization (RSO) will be occur through the OSA. The organization seeking registration will abide by the decision of the OSA.

- An organization must submit copies of its proposed bylaws, a list of officers and advisors, annual goals, and planned activities for the year to the OSA for review. Additionally, the organization must obtain and maintain a minimum of 5 currently enrolled full-time students as active members and at least one faculty and/or staff advisor (s) (the primary advisor must be a full-time faculty or staff member) at the time registration is sought.
- Organizations seeking registration shall be notified within thirty (30) workings days of application of the results of their request.

- Until an organization has been officially registered, it cannot hold meetings on University property except for organizational purposes. Participation at such meetings is to be limited to interested enrolled students and members of the School of Pharmacy faculty and staff.
- Once an organization becomes an RSO, they must also obtain and submit their Charter to the OSA.

Continuation of Registered Student Organization Status

- When a RSO changes its constitution and/or by laws, those changes are to be submitted to the OSA for its review, information and approval.
- Annually, at the time of organization elections, every RSO must submit a listing of its current officers' names, contact information (local address, e-mail and telephone numbers). The appropriate form is available on the Pharmacy Portal. At other times when there is an officer or advisor change, it must be reported to the Office of Student Affairs. Failure to do so may result in the loss of registered status.

All RSO's must abide by the Policies and Procedures outlined in this handbook. **Failure to meet these aforementioned guidelines can result in the loss of registered status.**

Student Organization Elections

Student organizations are responsible for conducting their own elections to select officers in accordance with their bylaws. However, the Pharmacy Student Government Association and Class Officer elections will be facilitated by the OSA. Elections for class officers will occur prior to the end of the spring semester. A PSGA president elect and Vice President Elect will be selected prior to the end of the semester, all other PSGA officers will be elected during the first month of the fall semester. All PSGA & class officer elections will occur by Survey Monkey.

RESPONSIBILITIES OF STUDENT LEADERS AND ADVISORS

Student Responsibilities

As student leaders of student organizations, there are additional expectations beyond that of membership. Student leaders are expected to ensure, along with the assistance of the advisor when needed, that the organization is fulfilling all duties it is assigned and following university policy and procedure in doing so. Student leaders are expected to have ongoing communication with their advisor regarding meeting information, fundraising activities, and

planned events.

Students should use the SOP Reservation & Proposal form for **all events** regardless of the need for space within School of Pharmacy and Health Professions Building. This form requires the signature of the organization's advisor, the Assistant Dean for Student Affairs, and in some cases the Dean. This form provides written documentation that approval was granted for an event. If a room is needed in the School of Pharmacy and Health Professions Building, the OSA will assign a room based on availability. It is advised that students reserve rooms at the beginning of the semester for regularly scheduled meetings. If other rooms are needed on campus, the student must use the University Event Management System.

Students are reminded that faculty advisors must be well informed of all plans and activities of the organization, must approve all activities and events by signing the SOP Reservation & Proposal form, and must be in attendance at all events sponsored by the organization (or have an appropriate substitute in attendance). Because of these expectations, students should exercise appropriate communication and advanced notice to faculty members.

Advisor Responsibilities

(Adapted from the UMES Office of Campus Life Policy & Procedure Manual)

The Dean of the School of Pharmacy in consultation with the Department Chairs will approve the appointment of an advisor. Advisors are required to play a major role in supervising their respective organization(s). Pharmacy Student Organizations are encouraged to choose its advisor(s) wisely. Advisors for RSOs:

- Must be a full-time administrator, faculty or staff member of UMES. Part-time faculty can serve as co- advisors.
- Must be present at all major events/activities (on and off campus) from beginning to end.
- Must approve all activities/events (on and off campus). The SOP Office of Student Affairs will not proceed with scheduling an event without an advisor's authorization.
- Has the authority to cancel events/activities.

Defining the specific role of an advisor is not easy. Therefore, the relationship between an advisor and his/her student organization should be tailored to the personalities, expertise, interest, and needs of both parties. Listed below are descriptions of responsibilities that should guide the advisor toward appropriate behaviors and roles within the group.

1. The advisor should remember that it is the task of members to operate the organization.
2. The advisor should be well informed about all plans and activities, including fundraising, of the group. This may be achieved through regular attendance at meetings and frequent consultation with the organization's leaders.
3. The advisor approves all activities and events of the organization. Student groups will not be permitted to hold such functions without their advisor's approval.
4. The advisor must attend events sponsored by his/her organization, both on and off campus where an exchange of pharmaceutical information will be occurring (e.g. disease state information, drug information, counseling, brown bag events, and health screenings). If the advisor cannot attend, he/she or the leaders of the organization should secure an appropriate replacement to cover the event (Refer to the Health Screenings Section of this Policy for more information).
5. The advisor provides continuity within the organization and assists with the orientation of new officers. Therefore, the advisor should be listed on the organization's bank account.
6. The advisor should be listed on the bank account for the organization.
7. The advisor should assure, with the organization's leaders, that funds are being used in accordance with the needs of the organization.
8. Under general circumstances, advisors do not have the authority to dictate or control the policies or operation of an organization. However, if a student's actions or planned actions would serve to make the organization or University vulnerable to a liability issue, the advisor is obligated to override the student organization and notify SOP Office of Student Affairs immediately.
9. The advisor should provide direct assistance in the planning of programs and should offer counsel when deemed appropriate.

STUDENT ORGANIZATION VOLUNTEER HOURS

Pharmacy Student organizations have many community outreach initiatives that are encouraged by their National organizations. Additionally, the SOP requires students to complete individual community service with a non-profit agency preferably in an underserved area. To that end, the SOP will not require students to do any additional hours of community service for their organizations. However, continued outreach activities are strongly encouraged.

STUDENT ORGANIZATION HEALTH RELATED COMMUNITY OUTREACH

Health fair/screening events include events in which participants are educated about and/or screened for medical conditions. This includes paper risk screenings (i.e. participant answers

questions to identify risk factors), physical screenings (e.g. blood pressure, BMI, weight), or distribution of educational material. Students should make note of the following:

- Planning health fairs should occur in conjunction with a faculty member/Student Organization Advisor. You should complete the SOP Reservation & Proposal form, which includes the target audience, location, time, and screenings to be conducted.
- Any School of Pharmacy equipment to be used must be borrowed by faculty. The equipment is stored within the School of Pharmacy. A key is available from the Office of Student Affairs or the Office of Experiential Education.
- A faculty member must be present for the entire duration of the event. If a faculty member is not available for any portion of the event, the student should not conduct any screenings or distribute any material.
- Patient consent form may be required for some activities as determined by the advisor and OSA. Advisor should retain the copy of consent forms from health outreach events. Copies of the consent form are available in the Student Affairs Office and will also be placed on the Pharmacy portal.
- Community participants must sign a photo/video release form if you will be taking pictures or recording the event.
- Student Pharmacists involved in the event should only conduct screenings that they have been trained to perform (i.e., SP-1 should not conduct blood pressure screenings until they have been trained to do so in the Direct Patient Care class).
- A volunteer meeting should be held by the organizer of the event and the advisor prior to the event to ensure that all those presenting are aware of what is expected of them for the event.
- Student Pharmacists must consult with a faculty member regarding the proper attire for the event.
- If a faculty member is present, allowable screenings include: Medication therapy management, blood pressure, body mass index, weight, and paper risk screenings (e.g. diabetes risk, stroke risk, etc.). Please note that finger sticks for diabetes or cholesterol are not allowed in the state of Maryland without proper authorization. The School of Pharmacy does not possess authorization to do these screenings in Maryland at this time. However, the authorizations differ by state. Please consult a faculty member if you are unsure about the type of screenings that you are allowed to do.

FUNDRAISING AND FUNDING FOR STUDENT ORGANIZATIONS

RSOs are encouraged to raise funds to sustain activities and initiatives for their organization. Signature events are fundraising initiatives unique to an organization (e.g. APhA Silent auction, Kappa Psi Candy Roses, CPFI Baby picture contest). RSOs are encouraged to list their signature event on the annual registration form. Signature events as well as all other fundraising events must be approved through the OSA. An SOP Reservation and Proposal form should be submitted for all fundraising events. Fundraising events that will require exceptions to SOP policies (e.g. dress down days) will require the Dean's signature.

RSOs are encouraged to seek funding from their regional and national organization offices. RSOs may petition for funding to help defray the cost of attending regional or national meetings. The Dean of the School of Pharmacy will allot funds for this purpose. The process of requesting and awarding funding will be managed by the Pharmacy Student Government Association.

MAIL FOR ORGANIZATIONS

Organizations may use the "30920 College Backbone Road" address for receiving mail for their organization. However, all mail will be placed in the mailbox of the advisor. The officers of the organization are responsible for checking in with their advisors for mail.

STUDENT ORGANIZATIONS OFFICE AND STORAGE CABINETS

The Student Organization Office is located in the SPHP Building Room 2146. The Student Organization Office includes storage cabinets and meeting tables that are for School of Pharmacy organizations. Storage cabinet assignments will be made by the Office of Student Affairs. The Office of Student Affairs will make organizations aware of their assignment at the start of the academic year. Student Organizations should use the SOP Reservation & Proposal form to reserve the room for events and meetings. ***NO FOOD OR DRINK IS ALLOWED IN THIS OFFICE WITHOUT PRIOR APPROVAL. VIOLATORS ARE SUBJECT TO DISCIPLINARY ACTION.***

DISCIPLINARY ACTION FOR STUDENT ORGANIZATIONS

Student organizations that do not comply with policies outlined in this document are subject to referral to the Student Conduct Committee and possible disciplinary action.

AWARDS AND CEREMONIES

WHITE COAT CEREMONY

Each new matriculating class to the Doctor of Pharmacy Program will be required to participate in a White Coat Ceremony. The ceremony is an introductory ritual which welcomes SP-1 students as colleagues dedicated to patient care and marks a student's transition to a professional clinical program.

SP-1 & SP-2 AWARDS CEREMONY

An awards ceremony for SP-1 and SP-2 students occurs towards the end of the spring term each year. Qualified students are selected by the Awards and Scholarships Committee to receive cash awards, plaques or certificates. The awards are in recognition of exceptional academic performance, leadership roles or for outstanding service to the School or the community.

Additionally, student organizations recognize members for outstanding service during this ceremony. Student organizations are responsible for choosing recipients and presenting organizational awards during this ceremony.

HOODING AND AWARDS CEREMONY

During the hooding ceremony, the Dean of the School of Pharmacy places the doctoral hood on the Doctor of Pharmacy degree candidates. This is a special recognition ceremony that signifies the completion of the requirements of the Doctor of Pharmacy program. Each graduating student is required to take the pharmacist's oath during this ceremony.

Qualified students of the graduating class are selected each year by the School of Pharmacy faculty and the Awards and Scholarships Committee to receive cash awards, plaques or certificates. The awards are in recognition of exceptional academic performance or for outstanding service to the School or the community and are presented during the Hooding Ceremony each year.

TUITION AND FEES

TUITION AND FEES

Most recent information available from the UMES Office of the Comptroller.

REFUND POLICY

Because the Doctor of Pharmacy program is an accelerated program, students who withdraw from the program after the official add/drop date for required classes **WILL NOT** receive any full or partial refund. **After the official add/drop date for required classes, Doctor of Pharmacy students are responsible for 100% of tuition and fees.** Please refer to the UMES SOP Student Handbook regarding the *Total Withdrawal Refund Policy and Return of Title IV Funds.*

PAYMENT PLAN

Please be advised that the Doctor of Pharmacy program does not offer a payment plan. Each term charges due must be paid prior to the first day of class.

TUITION REMISSION

The *Employee and Dependent Tuition Remission* program does not apply to the Doctor of Pharmacy program.

COST OF ATTENDANCE (COA)

The COA is the full and reasonable cost of completing a full year as a full-time student. It typically includes: tuition, mandatory fees, living allowance, books, transportation, and personal expenses. The COA establishes the limits for qualified financial aid and student loans available to the student. Cost at attendance for the program can be found here: https://wwwcp.umes.edu/financialaid/understanding- your-cost-of-attendance/

LAPTOP PROGRAM

Due to the technology and software requirements of the curriculum, laptops are required. To ensure all students have the equipment required, the UMES SOP has developed a Laptop Program where the laptop, assessment equipment, and other software needs of the program are added to the UMES fees. Included in the fee are a laptop, 3-year Total Care

Warranty (which covers accidental damage due to drops and spills), and Microsoft Office 365 tenant. This fee also covers the loan of a temporary laptop should a student's laptop need repairing. The laptop (with software loaded) and other equipment will be disseminated during the UMES SOP New Student Orientation.

GENERAL FINANCIAL AID INFORMATION

For detailed information on financial aid programs and policies at University of Maryland Eastern Shore, please refer to the University's Financial Aid Policies and Procedures available online at www.umes.edu/financialaid:

Office of Student Financial Aid
Student Development Center, Suite 1100
Princess Anne, MD 21853
Telephone: (410) 651-6172; Fax: (410) 651-7670; financialaid@umes.edu

STUDENT FINANCIAL RIGHTS AND RESPONSIBILITIES

You Have the Following Rights:

- You have the right to be notified when funds are credited to your account.
- You have the right to privacy.
- You have the right to know what financial aid programs are available at UMES.
- You have the right to a complete explanation of the award process.
- You have the right to know the Financial Aid Office's Satisfactory Academic Progress Policy.
- You have the right to know the UMES Refund Policy.
- You have the right to cancel a student loan within 10 days from the time the funds were posted to your account.

You Are Responsible for the Following:

- Reading and understanding all forms and agreements that you sign.
- Following all directions carefully.
- Submitting honest and accurate information regarding your financial circumstances.
- Submitting required documentation in a timely fashion.
- Signing a promissory note and statement of rights and responsibilities.
- Informing the Financial Aid Office of any additional Estimated Financial Assistance (EFA) received.
- Resubmitting your FAFSA or renewal application for aid each year.
- First-time UMES student loan borrowers must complete Entrance Loan Counseling and sign Master Promissory Note at www.studentaid.gov.
- Graduating or exiting student loan borrowers must complete Exit Loan Counseling at www.studentaid.gov.

NOTE: Care has been taken to ensure the accuracy of this information. However, the information is subject to unintended error and may change due to Federal, State, or institutional policies without prior notice. Contact the University of Maryland Eastern Shore Office of Student Financial Aid for the most current financial aid information.

TYPES OF FINANCIAL AID

Applicants seeking financial aid may be considered for loans, grants, scholarships, and student employment (descriptions of these programs are provided in the Financial Aid Policies and Procedures available online at www.umes.edu/financialaid). The following types of financial aid are available to incoming Student Pharmacists:

- Federal Direct Unsubsidized Loans
- Graduate PLUS Loans (available only to students who began their professional program prior to July 1, 2026)

The Office of Student Financial Aid provides information regarding private/alternative educational loan options. However, students are strongly encouraged to fully utilize available federal loan programs before pursuing private loan options.

Federal Direct Unsubsidized Loans (Graduate and Professional Students)

Professional degree students who begin their program on or after July 1, 2026, may borrow up to $50,000 annually through the Federal Direct Unsubsidized Loan Program, subject to federal aggregate loan limits and eligibility requirements.

Students who began their professional program prior to July 1, 2026, remain under the legacy borrowing provisions and may borrow up to $37,167 annually through the Federal Direct Unsubsidized Loan Program until the federal legacy provisions expire.

Students who began their professional program prior to July 1, 2026, may also be eligible to borrow through the Federal Direct Graduate PLUS Loan Program, subject to credit approval by the U.S. Department of Education.

Students who begin their professional program on or after July 1, 2026, are not eligible for the Federal Direct Graduate PLUS Loan Program and may need to consider private or alternative educational loans to cover remaining educational expenses after exhausting federal loan eligibility.

Eligible Applicants

You are eligible to apply for federal student loans if you are a U.S. citizen, U.S. national, or eligible non-citizen and meet all federal student aid eligibility requirements. Eligible residents

include those from the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia.

Graduate PLUS Loans (Students Who Began Their Program Prior to July 1, 2026)

Applications for the Graduate PLUS Loan may be completed at www.studentaid.gov. If the U.S. Department of Education denies the Graduate PLUS credit application, students have the following options:

1. Initiate a credit appeal by contacting the Federal Student Aid Applicant Services Center at 1-800-557-7394; or
2. Reapply with an endorser. The endorser must obtain an FSA ID and complete the required process at www.studentaid.gov; or
3. Decline the Graduate PLUS Loan and satisfy any remaining balance through personal resources, a payment plan, or another financing option.

*Note: If options (1) or (2) are selected, students must contact the UMES Office of Student Financial Aid so a financial aid counselor may originate the loan and obtain the required Loan Application ID for processing.

Grant/Scholarship Programs

Applicants seeking information on state grant and scholarship programs should contact the higher education agency in their state of legal residence. Additional scholarship opportunities may be available through the UMES School of Pharmacy and Health Professions. Information can be found on the School of Pharmacy website at www.umes.edu/PharmD.

Private Loans

Several private lenders offer educational loan programs that may assist students with tuition, fees, and living expenses. Students may research and compare available private loan options through the ELM Select loan comparison tool at https://www.elmselect.com/v4/school/16/program-select.

Students are encouraged to carefully review interest rates, repayment terms, borrower benefits, and credit requirements before selecting a private loan.

POLICY FOR SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID ELIGIBILITY (Class 2027 and later)

PURPOSE

To satisfy federal requirements, the U.S. Department of Education mandates that institutions establish and consistently apply reasonable standards for measuring academic progress.

POLICY

It is the policy of the University of Maryland Eastern Shore (UMES) to establish and enforce standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations. The University's SAP Policy measures both quantitative progress (the percentage of credits completed versus credits attempted) and qualitative progress (grade point average), while also ensuring students complete their program within the maximum allowable timeframe.

The provisions of the SAP Policy apply to students seeking eligibility for federal, state, and institutional financial aid programs that require the monitoring of satisfactory academic progress. For complete SAP policies, please visit the Office of Student Financial Aid website at www.umes.edu/financialaid.

Student Pharmacists SAP and Financial Aid Eligibility

Student Pharmacists must be enrolled full-time in the School of Pharmacy to maintain eligibility for financial aid.

The Office of the Registrar shall review and validate the academic standing of each student after each academic term to determine financial aid eligibility. Following the Registrar's validation, the Office of Student Financial Aid shall determine a student's eligibility based on the following criteria:

- Meeting the minimum completion rate required by the University; and
- Completing the Doctor of Pharmacy program within a maximum of five (5) years, which represents 150% of the published program length.

Students must meet all SAP requirements to maintain financial aid eligibility. Students who fail to meet one or more SAP requirements will be notified in writing by the Office of Student Financial Aid prior to the beginning of the next term.

Failure to Meet Minimum SAP Requirements

Students who fail to meet the minimum SAP requirements will be placed on Financial Aid Warning for one payment period. Students on Financial Aid Warning remain eligible to receive financial aid and are not required to submit an appeal.

To successfully complete the Financial Aid Warning period, students must:

- **Successfully complete 100% of all attempted coursework during the warning semester; and**
- **Earn a semester GPA of 2.50 or higher.**

Students who fail to meet these requirements at the conclusion of the warning period will have their financial aid eligibility suspended.

Students placed on Financial Aid Warning are strongly encouraged to seek academic and/or personal counseling services and to consult with a financial aid counselor before withdrawing from any coursework.

If a student withdraws while in good academic standing and is subsequently readmitted, previously completed coursework will be included in the SAP evaluation. Academic credit will not be awarded for blocks completed prior to withdrawal. Students must complete the entire Doctor of Pharmacy curriculum following readmission.

Appeals

Students wishing to appeal the suspension of financial aid must submit a written appeal and supporting documentation to the Office of Student Financial Aid within ten (10) calendar days of receiving notification of the suspension.

Appeals must:

1. Be typed or legibly written and submitted to the Office of Student Financial Aid.
2. Clearly explain the circumstances that prevented the student from meeting SAP requirements.
3. Include supporting documentation (e.g., medical documentation, death certificate, obituary notice, or other relevant documentation).
4. Include a corrective action plan approved by an academic advisor, counselor, or other appropriate University official.

The Satisfactory Academic Progress Appeals Committee Coordinator will notify the student in writing of the Committee's decision. If financial aid eligibility is reinstated, specific conditions may apply. Failure to satisfy those conditions will result in the cancellation of financial aid eligibility. All Committee decisions are final.

Initial and subsequent appeals, supporting documentation, and corrective action plans must be received no more than twenty (20) days into the academic term for which reinstatement is

requested. Incomplete appeals will not be reviewed. The responsibility for providing all required documentation rests solely with the student. Appeals received after the deadline will not be considered.

All appeal documents must contain the student's original signature. All supporting documentation submitted becomes the property of the UMES Office of Student Financial Aid.

Reinstatement of Aid

Financial aid eligibility may be reinstated through either:

- Meeting all minimum SAP requirements; or
- Approval of a SAP appeal.

Students whose financial aid eligibility has been suspended may submit a written appeal if extenuating circumstances exist and appropriate documentation is provided. If an appeal is denied, the suspension remains in effect.

Non-enrollment at UMES does not restore financial aid eligibility. Attendance at another institution or sitting out one or more semesters does not automatically reinstate eligibility.

Additional Information

Academic dismissal or disciplinary suspension from UMES will result in the automatic cancellation of financial aid eligibility.

Only matriculated (officially admitted) students are eligible to receive financial aid.

Students who cease attendance at UMES, either through an official withdrawal processed by the Registrar's Office or through unofficial withdrawal, will have their financial aid adjusted in accordance with the Federal Return of Title IV Funds Policy.

Note: There is no refund of tuition and fees for Doctor of Pharmacy students after the official add/drop period for required coursework. After the official add/drop period, Doctor of Pharmacy students are responsible for 100% of tuition and fees assessed.

*This is an abridged version of information available on the Office of Student Financial Aid website at www.umes.edu/financialaid. Additional information is available regarding Verification, Deferments, Records Maintenance, Student Athlete Refund Policies, Fiscal Management of Financial Aid Awards, Foster Care Tuition Waivers, and other financial aid programs and policies.

TOTAL WITHDRAWAL REFUND POLICY AND RETURN OF TITLE IV FUNDS

The UMES Doctor of Pharmacy program is a concentrated program that proceeds on a different schedule from other pharmacy programs and on a schedule that is outside the traditional fall/spring semester format. As such, once a student matriculates into the program and occupies one of the limited number of spots, that student is occupying a spot that cannot be filled if the student leaves the program after the program commences. Because the program cannot refill this spot, if a student withdraws after the official add/drop date for required classes, is administratively withdrawn, or is expelled from the School of Pharmacy at UMES, the student is responsible for 100% of the tuition and fees for the entire term. Requests for exceptions due to unforeseen circumstances (e.g. serious family illness or death) will be evaluated on a case by case basis. Furthermore, the student and/or the University may be required to return a portion of federal funds awarded and/or paid to the student based on the date of withdrawal. The student may be eligible for a refund of a portion of room and board paid to UMES for the term according to the policies and procedures of the Office of Residence Life. This applies to a limited amount of students as most Doctor of Pharmacy students do not qualify for on-campus housing. If a student will be withdrawing, then the student should visit the Office of the Associate Dean and complete an "Application for Withdrawal from the University" form to begin the withdrawal process. This procedure will enable UMES to refund the maximum possible institutional charges. ***The withdrawal will not be complete until the student has returned the Application for Withdrawal form (with all appropriate signatures) to the Office of the Registrar.***

UMES' refund policy exists for calculating the refund of institutional charges for undergraduate students. ***Note: There is no refund of tuition and fees for Doctor of Pharmacy students after the official add/drop date for required classes. After the official add/drop date for required classes, Doctor of Pharmacy students are responsible for 100% of tuition and fees.***

The federal "Return of Title IV Funds" formula is applied to determine amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving federal financial aid, if that student withdraws on or after the first day of class per term. **Notwithstanding federal policies requiring the school and/or student to return aid to the federal government, the student remains responsible for 100% of the tuition and fees for the entire term if he or she withdraws after the official add/drop date for required classes.** The percentage of Title IV aid to be returned is equal to the number of calendar days the student attended class (first day of class to the date of withdrawal or attendance at an academically related event) in the semester divided by the number of calendar days in the semester. Scheduled breaks of more

than four consecutive days are excluded.

NOTE: If funds are released to a student because of a credit balance on a student's account, then the student may be required to repay some of the federal financial aid if the student withdraws. A work sheet used to determine the amount of refund or Return of Title IV Aid for the Doctor of Pharmacy program is available upon request.

INCLEMENT WEATHER POLICY

The School of Pharmacy will follow the inclement weather policy of the University with a few exceptions. Depending on the severity of prevailing or impending road conditions, the University will observe a state of **(1) full operation, (2) minimum manning, or (3) closed**. The School of Pharmacy may implement its Teaching Contingency policy during periods of inclement weather, and further instructions will be provided by the School of Pharmacy through the university's email and/or learning management system (i.e. Canvas) regarding its individual operations.

University status will be announced on the UMES radio station, WESM-FM (91.3), as well as other local radio and television stations.

In the event that the School of Pharmacy is open but the student feels that he/she must miss class(es) because of prevailing or impending weather condition they should inform the School of Pharmacy Office of Student Affairs as soon as possible. They will not to be penalized pursuant to the School of Pharmacy Attendance Policy, but will be expected to make up any missed assignments or retrieve classroom information through the university's Learning Management System (e.g., Canvas) and/or the lecture capture system.

If the School of Pharmacy is closed, the affected faculty will reschedule activities as soon as possible. Activities may be rescheduled during evening or weekend hours.
Students who are scheduled for an experiential rotation should consult the Experiential Education Manual for the inclement weather policy.

RESPONSIBLE USE OF TECHNOLOGY

TELECOMMUNICATION DEVICES

The use and possession of pagers, telephones, two-way radio devices, personal digital assistants, etc. by Student Pharmacists are allowed, however, the use of these items must not disturb the learning environment. While in the classrooms, labs, or other designated learning environments all electronic communication devices **must be turned off**. Students who fail to observe these stipulations will be subject to confiscation of the device by faculty or subject to disciplinary action through the appropriate procedures of the School of Pharmacy. Possession and/or use of electronic devices is prohibited during assessment activities.

COMPUTERS

Access to computing resources at the UMES School of Pharmacy is a **privilege**, not a right. This access is granted with restrictions and responsibilities for use. Violations of the rules governing the use of UMES computing resources may subject the violator to loss of access privileges, disciplinary action, and/or other action as deemed appropriate by the university. UMES's computing resources, including Internet access and e-mail accounts, are provided to support the university's education, business, and research missions. Routine personal usage of these resources may be permissible if, in the determination of the university, such use does not interfere with the university's Mission or preempt normal business/educational activity, does not impede employee productivity, does not interfere with or negatively impact any other person's or entity's rights and work/learning environment, does not conflict with any rule or law, and does not consume more than a trivial amount of resources. Use of the technological resources of the School of Pharmacy, including, but not limited to, computer hardware, computer software, Internet access, and e-mail accounts, is subject to the UMES Responsible Use of Technology Policy as described briefly below (and in full in the UMES Student Handbook). Students should also be aware that only the School's Network Administrator or the manufacturer of the computer equipment in use in the School or provided to the student by the School are authorized to repair said equipment.

TECHNOLOGY REQUIREMENT AND COMPUTER COMPETENCIES FOR STUDENTS

The many facets of the pharmacy profession require pharmacists to be proficient and knowledgeable regarding computer technology; therefore the School has adopted a technology requirement for students. All written assignments/projects must be computer generated. Students will be expected to be able to receive and submit assignments

electronically, as well as use electronic library databases as needed. The use of PowerPoint will be required for all presentations unless otherwise directed by the course instructors.

All students entering the School will be expected to have the following minimal competencies in the use of computers.

1. A student should be familiar with the basic operations for personal computer use and file management in at least one operating environment, that is, keyboard operations, copying and formatting disks, saving work, opening files and launching applications, etc. "Operating environment" means Windows, Macintosh OS, or equivalent.
2. A student should have hands-on familiarity with at least one business-oriented application such as a word processor (e.g., Microsoft Word), a spread sheet (e.g., Excel), and/or a database (e.g., Microsoft Access).
3. The ability to develop slide presentations (e.g., PowerPoint) for class projects, presentations, or experiential program activities as expected.

These competencies will be assumed by all instructors in the School's course. The point of these competencies is that students should have enough confidence in their own abilities to deal with computers so that they can learn other competencies during their coursework as required.

E-MAIL ACCOUNT REQUIREMENTS

All Student Pharmacists are required to obtain and maintain use of a University of Maryland Eastern Shore e- mail account. University and School administration, faculty and staff rely on e- mail to share information with students about policies, procedures, appropriate deadlines, class materials and activities. Students must check their student e-mail accounts at least once a day (excluding holidays) to make sure that they are aware of current notices and information. If a student experiences a chronic problem accessing his or her e-mail account (i.e., inability to access the account for longer than 2 business days), he or she must contact the UMES IT Help Desk to resolve the situation. Students who experience difficulty accessing their e-mail account or who do not read notices sent via e-mail in a timely manner, are not exempt from complying with appropriate University and College rules, regulations and deadlines.

EQUAL OPPORTUNITY STATEMENT

The University of Maryland Eastern Shore supports equal opportunity in admissions, education, and use of facilities by prohibiting discrimination in those areas based on race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, or veteran status. Inquiries should be directed to the Office of Institutional Equity and Compliance, in Early Childhood Research Ctr, 1129.

RACISM, DISCRIMINATION AND DIVERSITY STATEMENT

The policy of UMES is that racism - or any attitude, action or institutional structure that has for its purpose the subordination of a person or a group based on race, color, creed, disability, marital status, national origin, sex or sexual orientation - must not be tolerated. If you feel that you have been discriminated against by a student, a faculty or staff member, you should contact the Office of Institutional Equity and Compliance, in Early Childhood Research Ctr, 1129 (410) 651-6135.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Registrar's Office maintains all student records relevant to their educational process as well as any personally identifiable information. This information cannot be disclosed to individuals for any reason without the student's written consent.

However, there are exceptions to the policy; officials of other institutions in which students seek to enroll; persons or organizations providing students with financial aid; accrediting agencies carrying out their accreditation function; persons complying with a judicial order; and those who, in an emergency, must protect the health or safety of students or others. All these exceptions are permitted under the **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).**

This Policy is written and published in accordance with **the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974.** UMES accords all rights under the act to its students.

FERPA Release Form

Students may log into their Hawkweb Portal under Student Center and fill out the FERPA release form granting access to whomever they deem to have access to their records.

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access;
- The right to request the amendment of the student's education records that the student believes is inaccurate;
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Maryland Eastern Shore to comply with the requirements of FERPA.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to

whom the request was submitted, then the Registrar shall advise the student of the correct official to whom the request should be addressed.
Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Information on the federal office that administers FERPA can be found here:
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The University of Maryland Eastern Shore assures the commitment to provide access and equal opportunity to students with disabilities admitted to the University. As part of the Rehabilitation Act of 1973, Congress enacted Section 504. Section 504 provides that, "No otherwise qualified handicapped individual in the United States...shall, solely by reason of...handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance."

On July 26, 1990, the Americans with Disabilities Act (ADA) was enacted. The ADA ((Section 504) reinforces the concept of reasonable accommodations in education.

Thus, the University of Maryland Eastern Shore is charged with the responsibility of reasonable access and opportunity to students with disabilities be provided to assist with their academic potential, as well as social and extracurricular activities.

APPLICANTS WITH DISABILITIES AND/OR REQUESTS FOR ACCOMMODATIONS

State and federal law require the University of Maryland Eastern Shore to provide reasonable accommodations for applicants with disabilities. The University will make reasonable accommodations as appropriate for qualified individuals as can be made such as to not compromise academic, clinical requirements, and technical standards that are essential to instruction in the pharmacy program and the award of a degree from the School of Pharmacy.

An applicant is not disqualified from consideration due to a disability. Applicants are not required to disclose the nature of disabilities to the Admissions Committee. Students who require accommodations for the interview process with the Pharmacy program must communicate their specific accommodation requests to the Admissions Committee with advance notice.

Applicants are encouraged to review the School's Technical Standards for admission, academic advancement and graduation. Students with questions regarding these Technical Standards in relation to their disabilities are encouraged to discuss their questions with the Admissions Committee. If appropriate, and upon the request of an applicant or student, academic adjustments and/or reasonable accommodations may be provided. Students can request accommodations from Student Accessibility Services using this link - https://wwwcp.umes.edu/oie/steps-for-student-accommodations/

The use of trained intermediaries to carry out functions described in the Technical Standards will not generally be permitted by the School of Pharmacy. Intermediaries, no matter how well trained, are applying their own powers of selection and observation, which could affect the student's judgment and performance. Therefore, the School of Pharmacy will not generally permit third parties to be used to assist a student in the clinical training or in accomplishing curriculum requirements in the four skill areas identified in the Technical Standards. All requested accommodations will be reviewed via the interactive process with Student Accessibility Services. Considering essential course requirements and technical standards of the Pharmacy program, reasonable accommodations will be determined and implemented.

POLICY ON GENERAL SUBSTANCE ABUSE

To comply with the Drug Free Schools and Communities Act of 1989 and Amendments, students and employees of the University of Maryland Eastern Shore are informed that strictly-enforced policies are in place that prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on UMES property or as part of any UMES-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state, federal law for any property or at UMES activities. Sanctions imposed by the university may include disciplinary suspension and/or completion of an appropriate educational rehabilitation program. The university affirms that illegal drug use is wrong and harmful. Alcohol abuse and the use of illegal drugs results in cognitive deficits, loss of productivity, and other health risks. These risks include an increased incidence of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through Counseling and Health Services. Other referral resources may include assessment, a fee. Educational programs and materials are also available.

The University of Maryland Eastern Shore policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the legal drinking age. Possession of drug paraphernalia and the use, manufacture, sale, or distribution on or off campus of illegal drugs by any student is also prohibited.

Students are referred to the https://wwwcp.umes.edu/police/alcohol-and-drug-abuse-policy/ for a more detailed explanation of this policy.

SMOKING POLICY

Effective July 1, 2013, UMES became a smoke-free campus. The University smoking policy and designated smoking areas on campus can be found here: https://wwwcp.umes.edu/exhale/

ASSISTANCE AND SERVICE ANIMAL POLICY

The University Assistance and Service Animal Policy can be found here: https://wwwcp.umes.edu/universitypolicies/other-policies/"

THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above.

HIPPA

What is HIPAA?

HIPAA is the Health Insurance Portability and Accountability Act of 1996. It is a federal law effective as of April 2003. This law protects the privacy of a patient's personal and health care information. Violations of the law can result in fines up to $250,000 and in jail sentences up to 10 years.

Who has to follow the HIPAA law? Everyone

When does the law have to be followed? Now

Why is HIPAA important?

HIPAA protects our privacy and the security of information about us when we are patients. It's the law and it's the right thing to do.

What patient information must we protect?

All information about an individual who is a patient of a health care service is private or confidential. The information may be written on paper, saved on a computer or spoken. HIPAA refers to this information as Protected Health Information (PHI).

PHI includes:

- A person's name, address, phone numbers, e-mail address, age, birth date, social security number
- Medical records including the reason for seeking health care, diagnosis, prescribed

treatment and medications, x-rays, lab work, test results
- Billing records including claim information, referral authorizations, benefits explanations research records

If you have access to any of this information—including the simplest fact that a person received health services—and reveal it to someone who does not need to know it, you have broken the law and compromised a person's confidentiality.

How does HIPAA affect you and your job?

If you currently see, use or share a person's protected health information as part of your job, HIPAA may change the way that you do your job.

If you currently work directly with patients, HIPAA may change the way that you do your job. As part of your job, you must protect the privacy of PHI.

When can you use PHI?

You can only use PHI to do your job. You should, at all times, protect a person's information as if it were your own information. You may look at a person's PHI only if you need it to do your job, use a person's PHI only if you need it to do your job, give a person's PHI to others when it is necessary for them to do their jobs, and/or talk to others about a person's PHI only if it is necessary to do your job.

Need to Know?

Use common sense in making decisions about whether you need to see or share PHI to perform your job. Ask yourself, "Do I need to know this to do my job?" If you do not, do not access the information. It is none of your business! But if it is your business, you have nothing to worry about.

What else should I be thinking about to protect privacy of PHI?

Strong computer security practices are protective of private information. These are some best practices to implement:

- Make sure that your computer is running updated anti-virus software. Right clicking on the "V Shield" icon on the task bar and selecting "About" will tell you when your virus definitions were last updated. The OIT Virus page has links to auto updating software.
- Use common sense when receiving attachments from strangers. Don't open a file unless you have reason to have expected to receive one.
- Pay attention to "cries for help" from your computer. If hackers have gained access,

you might notice the disk drives chattering when you aren't asking the computer to do anything. Subtle changes to your desktop might suggest someone is running "remote control" software against you.

- Clear off disk drives before surplusing computers. Use a "disk wipe" program or a low-level format.
- Use a screen saver that locks your desktop when you are away from your desk.
- Position your computer screen so that it cannot be easily viewed by passers-by.
- Do not store SAR data on local hard drives.

Select a password that hackers will have difficulty guessing. Eight (8) characters are a good number. Include letters, digits, and punctuation. Change your password every few months. If you have a Windows NT, 2000, or XP computer, make sure that the Administrator account on the computer also has a strong password.

APPENDIX I

SUBSTANCE MISUSE POLICY FOR STUDENTS
UNIVERSITY OF MARYLAND EASTERN SHORE SCHOOL OF PHARMACY

This policy is based on the American Association of Colleges of Pharmacy Guidelines for the Development of Addiction and Related Disorders Policies for Colleges and Schools of Pharmacy and reflects University of Maryland's Eastern Shore School of Pharmacy's (UMES-SOP) recognition that Addiction and Related Disorders (AARDs; also known as substance use disorders), including alcoholism, are diseases that affect all of society. The School therefore accepts a responsibility to assist student pharmacists with AARDs toward recovery.

Students please carefully read the SUBSTANCE MISUSE POLICY and return this form to the Office of Student Affairs (OSA) prior to the first day of orientation.

PRE Matriculation Drug Screening Requirement:

- All students are required to have a drug screening test on file with the UMES-SOP **prior to the first day of orientation.** The drug screening is performed by Castle Branch, Inc. at the expense of the student.
- **Applicants with a positive drug screen result may have their offer of admission rescinded.**

POST Matriculation Drug Screening Requirement:
A current UMES- SOP student with a positive screening for either drugs or alcohol will cease all didactic courses, experiential activities, and any other activities in the program until the positive test can be investigated. In the event of a confirmed positive drug screening (annual or periodic):

- If the student agrees to participate and complete the Maryland Board of Pharmacy Rehabilitation Services Program, OSA will monitor the completion of the program. If the student does not consent to participate, or does not fully comply with the terms of the treatment plan, the student will be **dismissed** from the school. https://health.maryland.gov/pharmacy/Pages/rehabilitation_information0829-3195.aspx
- Allow individuals to obtain a leave-of-absence for a period of time while they are in the Maryland Board of Pharmacy Rehabilitation Services Program, with guaranteed reentry into the school after their recovery.
- A **second confirmed positive drug** test will result in dismissal from the program with no option for return.

In the event of a confirmed positive drug screen, the implicated student may provide documentation from a physician that they are legally taking the drug(s) in question. Students with positive drug screens due to an **active legally prescribed medication(s)** will be cleared to go to or return to the program.

Total Withdrawal Refund Policy and Return of Title IV Funds:

The UMES Doctor of Pharmacy program is a concentrated program that proceeds on a different schedule from other pharmacy programs and on a schedule that is outside the traditional fall/spring semester format. As such, once a student matriculates into the program and occupies one of the limited number of spots, that student is occupying a spot that cannot be filled if the student leaves the program after the program commences. Because the program cannot refill this spot, if a student withdraws after the official add/drop date for required classes, is administratively withdrawn, or is expelled from the School of Pharmacy at UMES, the student is responsible for 100% of the tuition and fees for the entire term. Requests for exceptions due to unforeseen circumstances (e.g., serious family illness or death) will be evaluated on a case by case basis. Furthermore, the student and/or the University may be required to return a portion of federal funds awarded and/or paid to the student based on the date of withdrawal. The student may be eligible for a refund of

a portion of room and board paid to UMES for the term according to the policies and procedures of the Office of Residence Life. This applies to a limited amount of students as most Doctor of Pharmacy students do not qualify for on-campus housing. If a student will be withdrawing, then the student should visit the Office of the Associate Dean and complete an "Application for Withdrawal from the University" form to begin the withdrawal process. This procedure will enable UMES to refund the maximum possible institutional charges. ***The withdrawal will not be complete until the student has returned the Application for Withdrawal form (with all appropriate signatures) to the Office of the Registrar.***

UMES' refund policy exists for calculating the refund of institutional charges for undergraduate students. ***Note: There is no refund of tuition and fees for Doctor of Pharmacy students after the official add/drop date for required classes. After the official add/drop date for required classes, Doctor of Pharmacy students are responsible for 100% of tuition and fees.***

The federal "Return of Title IV Funds" formula is applied to determine amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving federal financial aid, if that student withdraws on or after the first day of class per term. **Notwithstanding federal policies requiring the school and/or student to return aid to the federal government, the student remains responsible for 100% of the tuition and fees for the entire term if he or she withdraws after the official add/drop date for required classes.** The percentage of Title IV aid to be returned is equal to the number of calendar days the student attended class (first day of class to the date of withdrawal or attendance at an academically related event) in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

NOTE*:* If funds are released to a student because of a credit balance on a student's account, then the student may be required to repay some of the federal financial aid if the student withdraws. A work sheet used to determine the amount of refund or Return of Title IV Aid for the Doctor of Pharmacy program is available upon request.

My signature on this document signifies that I have received, read, understand, and agree to abide by the tenets of the UNIVERSITY OF MARYLAND EASTERN SHORE SCHOOL OF PHARMACY SUBSTANCE MISUSE POLICY FOR STUDENTS.

PRINT Name and Sign: _____ Date: _____

Appendix II

UMES SCHOOL OF PHARMACY STUDENT HANDBOOK RECEIPT

The *University of Maryland Eastern Shore School of Pharmacy Student Handbook* hereafter referred to as the *Handbook* has been made available via the School of Pharmacy's Website and contains all relevant UMES School of Pharmacy policies and procedures, and other information required for the edification of all enrolled students in the UMES School of Pharmacy's Doctor of Pharmacy program. This Handbook fully discloses and explains the meaning and implication of all practices and expectations within the Doctor of Pharmacy program. The information contained in this Handbook is subject to change without prior notice and is not to be construed as a contract between the School or University and the student. This handbook does not necessarily contain all information on the School of Pharmacy or its program and policies; however, every effort has been made to provide as much information as practicable to assist our students' professional and academic concerns, as well as, the full range of implications these policies and procedures poses on their future educational plans and professional goals. It is recommended that students review the following sections in great detail:

- General academic rules & guidelines, Student Assessment Policy, Policy for the delivery of Fall or Spring Extended Learning, Academic Progression (pages ____)
- Professionalism Policy, Attendance Pol icy, Dress Code Policy, Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards (pages____)
- Student Appeals Process, Student Grade Related & Non-grade related grievance policy & procedures (pages _____)
- Tuition & Fees, Financial aid & refund policy (pages_____).

By signing the *UMES School of Pharmacy Student Handbook Receipt,* students are acknowledging receipt of the *Handbook* and accepting responsibility to thoroughly become familiar with the information found their within. Receipts must be signed and returned to the Office of Student Affairs prior to Orientation. Copies of the signed receipts will be kept in an individual's file.

I, the undersigned, acknowledge that I have received access to a copy of the UMES School of Pharmacy Student Handbook, which contains the UMES School of Pharmacy's policies and procedures, its meaning and implication and how it impacts on my educational plans and future professional goals. Furthermore, I concede to become thoroughly familiar with this Handbook and understand that information contained within is subject to change without prior notice.

Instructions for Signing Form

1. Download Application (save it to your computer or thumb drive)
2. Open document, scroll down to the Application
3. In upper right-hand corner, click on **SIGN**
4. Save a copy and E-MAIL IT TO rxstudentaffairs@umes.edu

Signature: _____ Student ID_____

PLEASE NOTE: Failure to read, understand and interpret this UMES School of Pharmacy Handbook does not excuse students from the professional and academic risks described therein. Furthermore, personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.