Belmont University College of Pharmacy

STUDENT MANUAL

The Bruin Guide communicates critical information about your rights and responsibilities as a student and prepares you to be successful in negotiating the policies and procedures of campus life. It includes the Community Code of Conduct, which describes our Community Commitments and the student disciplinary process, including specific policies reinforcing or related to the Community Commitments. Please refer to the online Bruin Guide for the most current and accurate version of university policies. This Student Manual is intended to supplement the Bruin Guide with information specific to your experience as a student in the College of Pharmacy.

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MISSION, VALUES, VISION, and COMMUNITY COMMITMENTS

Mission
The Belmont University College of Pharmacy is a community dedicated to rigorous and purposeful teaching, scholarship, service and leadership in pharmacy to develop pharmacists prepared to meet the demands of evolving contemporary practice.

Values
Integrity, Inquiry, Collaboration, Service, and Humility

Vision
To excel at pharmacy education, scholarship, patient-centered care, and service.

Pharmacy Community Commitments can be found in the Bruin Guide.

INDIVIDUAL WORTH
Physical Conflict
Harassment
Anti-Discrimination Policy
Hazing
Sexual Misconduct

SELF-CONTROL
Failure to Comply
Damage to University Property and Premises
Security Equipment Tampering
Substance-Free Campus Policy

PERSONAL INTEGRITY
Academic Honor System
Assisting and/or Condoning Conduct
Deceptive Behavior
Internet and Computer Use Policies
Responsibilities for Guests on Campus

COMMUNITY RESPONSIBILITY
Fire Hazards and Combustible Materials
Pets and Other Animals
Theft
Tobacco-Free Campus Policy
University Posting Policy
Weapons-Free Campus Policy

CRITICAL THINKING
Copyright Policy
Involuntary Withdrawal

NOTICES and STATEMENTS
Annual Security Information
Complaints and Grievances
Directory Information
Emergency Action
FERPA Notification of Rights
Graduation Judicial Restrictions
Identification Cards
Search and Seizure
University E-mail Communications to Students
Students are expected to comply with Belmont University’s Community Code of Conduct delineated in the Bruin Guide. As an expression of the institution’s vision, mission and values, Belmont students commit themselves to individual worth; personal integrity; critical thinking; self-control; and community responsibility.

PROFESSIONAL CONDUCT

Students should strive to abide by the Oath of a Pharmacist and the Code of Ethics for Pharmacists. Students should remember that they are representing Belmont University, the College, and the pharmacy profession with every interaction. Professionalism, patient confidentiality, and integrity are mandatory.

Oath of a Pharmacist

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

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

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

Code of Ethics

- A pharmacist respects the covenantal relationship between the patient and pharmacist.
- A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
- A pharmacist respects the autonomy and dignity of each patient.
- A pharmacist acts with honesty and integrity in professional relationships.
- A pharmacist maintains professional competence.
- A pharmacist respects the values and abilities of colleagues and other health professionals.
- A pharmacist serves individual, community, and societal needs.
- A pharmacist seeks justice in the distribution of health resources.

Professional Behavior

Students are expected to interact with patients, clients, other professionals and health care facility employees, fellow students, faculty, university staff and other individuals in a professional and ethical manner, and to comply with directions and requests made by College and university officials, including academic and co-curricular activities. Violations of the conduct code and professionalism expectations are referred by faculty, staff and students in writing to the Associate Dean for Student Affairs (Pharmacy).
for review. At the discretion of the Associate Dean of Student Affairs, professionalism issues may be referred to the Academic and Professional Standards Committee for further possible action. Alleged violations of University policy may be forwarded to the Office of Student Conduct & Academic Integrity. Potential violations of College policies will be reviewed by the Associate Dean for Student Affairs. Pharmacy students act professionally when they display the following behaviors as defined in the White Paper on Pharmacy Student Professionalism (APhA-ASP/AACP-COD Task Force on Professionalism. White paper on pharmacy student professionalism. J. Am. Pharm. Assoc. 2000; 40:96-102.)

- Professional Knowledge, Skills and Behaviors
  - Performs responsibilities in a manner consistent with the College’s educational outcomes statement, the CAPE outcomes, NABP and ACPE competencies, professional associations’ competency statements and other professionalism documents
  - Interacts effectively with faculty, staff, other students, patients and their families, pharmacy colleagues and other health professionals

- Commitment to Self-Improvement and Life-Long Learning
  - Reflects critically on his or her actions and seeks to improve proficiency in all facets of his/her responsibilities
  - Accepts and responds to constructive feedback
  - Provides constructive feedback to others
  - Recognizes limitations and seeks help when necessary
  - Takes responsibility for learning; an active and self-directed learner
  - Does not participate in activities that compromise learning (disruptive behavior, cheating)
  - Maintains personal health and well-being

- Service Orientation/Altruism
  - Demonstrates concern for the welfare of others; uses skills and knowledge to improve their quality of life
  - Recognizes and avoids conflicts of interest
  - Provides service to the community and society-at-large
  - Offers to help others when they are busy or in need of assistance
  - Shares opportunities for recognition with others
  - Does not seek to profit unfairly from others
  - Puts patient needs above their own, e.g., staying as long as necessary to ensure appropriate care

- Continuing Commitment to Excellence and Pride in the Profession
  - Demonstrates dedication to his/her patients and the profession supported by a strong work ethic
  - Upholds the competent delivery of health care services; addresses lack of knowledge or skill in self and others
  - Conscientious; well-prepared for class and clinical rotations
  - Displays a consistent effort to exceed minimum requirements; demonstrates quality work

- Covenantal Relationship with the Patient and Respect for Others
  - Empathetic and responsive to the needs of the patient, the patient’s family and other members of the health care team
  - Respects a patient’s autonomy, privacy, and dignity
  - Involves the patient as a partner in his/her health care decisions; honors the patient’s values and belief systems
  - Respects and appreciates the diversity of his/her patients
  - Listens and communicates effectively
  - Maintains appropriate boundaries
  - Advocates for others
  - Non-judgmental; displays compassion and empathy
- Skillful in establishing a rapport with patients and other health care team members
- Contributes to team building
- Maintains composure and adapts well to changing or stressful situations
- Resolves conflicts fairly

- Creativity and Innovation
  - Contributes to quality improvement in all professional endeavors
  - Applies creative and innovative approaches to challenges
  - Contributes to the development of new knowledge and practices that advance pharmaceutical care

- Conscience and Trustworthiness
  - Demonstrates a high degree of integrity, truthfulness, and fairness
  - Uses time and resources appropriately
  - Truthful about facts or events
  - Does not hide errors

- Accountability
  - Demonstrates initiative, reliability and follow-through in fulfilling commitments
  - Promptly completes responsibilities in a timely manner (notifies appropriate individual of unexpected emergencies)
  - Responsible for, and accountable to others (e.g., patients and their families, society, and the profession)
  - Accepts responsibility for one’s errors and explores ways to prevent errors from occurring in the future
  - Confronts individuals who demonstrate unprofessional behavior
  - Does not participate in activities that impair judgment or compromise patient care responsibilities
  - Accountable for his/her academic and professional performance

- Ethically Sound Decision-Making
  - Demonstrates an awareness of professional norms, laws, and behavior; knowledgeable of theories and principles underlying ethical conduct
  - Adheres to high ethical and moral standards
  - Able to cope with a high degree of complexity and uncertainty
  - Controls emotions appropriately even under stressful conditions; maintains personal boundaries
  - Prioritizes responsibilities properly

- Leadership
  - Contributes to the profession; actively involved in professional organizations or other venues
  - Proactive in solving social and professional challenges
  - Helps promote a culture of professionalism
  - Embraces and advocates for change that improves patient care
  - Encourages current and future pharmacists in their professional development

Confidentiality
Students must avoid discussing confidential, commercial/proprietary, and patient information because breach of confidentiality negatively affects the involved parties and the reputations of the College and university. To assure confidentiality within the academic and clinical settings, students and faculty must monitor the parties with whom they discuss issues of a personal nature, and the environment in which this is done. All students must also comply with relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Because students have access to personal health information for patients during early and advanced practice experiences, they must respect the confidential nature of all
information to which they have access, including but not limited to: patients’ personal health information provided to them orally or contained in patient medical records or maintained on a facility’s electronic information system. Violations of confidentiality, including HIPAA regulations, are treated as academic integrity violations because they occur, most frequently, within the context of required core courses, and fall outside stated acceptable course behaviors/activity. Reporting guidelines are spelled out in relevant course syllabi; however, reports of HIPPA violations can be made directly, in writing, to the Associate Dean for Academic Affairs.

Professional Responsibilities

Dress Code
All students are expected to maintain a professional appearance. Students must exhibit good judgment in their personal hygiene and appearance to foster an effective professional educational environment.

- Good personal hygiene is required. False fingernails are not allowed in laboratories.
- Conservative use of fragrances is expected in consideration of others with respiratory restrictions.
- Clothing should be clean, properly fitted, and not expose midriff, cleavage, upper thighs, or undergarments. Garments with words or illustrations which are obscene, unprofessional, or offensive are not allowed. This includes depictions of alcohol, drugs or smoking materials.
- T-shirts, sweatshirts, and jeans may be worn in class, but they must be in good condition.
- Shoes should be clean and in good repair and are required at all times.
- Brimmed hats are not permitted during exams.
- Closed-toed shoes are required for all labs.
- Dangling earrings are not permitted in labs or on pharmacy rotations.
- Tattoos and body piercings (other than up to two earrings per ear) should not be visible.
- Lab coats and name tags may be required, and they should be kept in good condition.
- The dress code may be temporarily superseded by course guide or practice site requirements. A course coordinator or practice site faculty may also set forth additional standards of attire, and adherence to these guidelines is mandatory.

The dress code is in effect during class and when students are engaged in activities representing BUCOP. It is essentially self-enforced by the usual and expected student cooperation with College policies. Students not dressed according to the dress code or class syllabus requirements may be refused admittance to that activity until their dress is moderated.

Professional Liability Insurance Requirements
Pharmacy students are required to maintain two types of professional liability insurance: group coverage and individual coverage.

Group Coverage: Students receive professional liability insurance through Belmont University and are covered at the time of enrollment. This group coverage continues throughout a student’s enrollment in the Doctor of Pharmacy degree program. Note, however, that students are covered ONLY while they are involved in university-related activities (classroom, lab and clinical education); this group coverage does not apply to a student’s work or other non-curricular activities.

Individual Coverage: Pharmacy students are required to carry an individual professional liability policy which is purchased annually. This purchase process is coordinated by the College’s Office of Experiential Education. Annual policy renewal cost is approximately $20. Students must also be able to provide proof of coverage upon request. Failure to maintain individual professional liability insurance and/or failure to provide adequate and timely documentation of coverage will result in immediate removal from courses; this action may impede curricular progression.
Health Insurance Requirement
Belmont University and the College of Pharmacy require that students maintain active health insurance while enrolled in any course. Students are responsible for providing proof of insurance coverage to the Office of Experiential Education on an annual basis. Students who do not meet deadlines for submitting required health insurance documentation are not allowed to attend courses associated with the College of Pharmacy, on- or off-campus. Students found to be non-compliant with this requirement will be administratively removed from courses; this action may affect curricular progression.

- Health insurance information (Submit a photocopy of the front and back of your card. This should be submitted to both the Belmont University Health Services and the College of Pharmacy’s Office of Experiential Education prior to matriculation and annually thereafter to the Office of Experiential Education.)

Health and Immunization Requirements
All Belmont pharmacy students must meet all College and University health records requirements. Prior to matriculation new students must submit the following documents:

- With the office of Student Health Services:
  1. Medical History Form (submitted online)
  2. Immunization Form (submitted online)
  3. 2-Step Tuberculosis Screening
  4. Proof of Health Insurance
- With the Office of Experiential Education:
  1. Copy of Health Services Immunization Form (Item 2 above)
  2. 2-Step Tuberculosis Screening (Item 3 above)
  3. Proof of Health Insurance (Item 4 above)

A completed health status/record set includes the following:
- Medical History Form (submitted online)
- Immunization record (submitted online with a copy given to the Office of Experiential Education). All vaccines are available from Belmont Health Services at reduced cost, or students may obtain them from their primary healthcare provider.

Required
1. MMR (Measles, Mumps, and Rubella), two doses, AND titers for Rubella, Rubeola, and Mumps.
   The State of Tennessee requires proof of MMR immunization for all students born on or after January 1, 1989. Students born before this date are exempt from this requirement.
2. Adult Tetanus/diphtheria with evidence of booster (Tdap or TD) within 10 years.
   - Date of most recent booster must be within the last ten years at all times while enrolled in the College.
3. Two-step TB skin test prior to matriculation and annual one-step tests each year thereafter.
   - Students must produce evidence of a two-step tuberculosis (TB) skin test (after the initial TB skin test, another TB skin test will be performed within 7 to 14 days) or a chest x-ray for TB for those students with a history of a positive test.
4. Hepatitis B series AND evidence of immunity by positive blood titer.
5. Varicella (chicken pox) vaccine.
   - Students must provide written documentation of a positive varicella (chicken pox) titer drawn from a reputable laboratory; date and result; or written documentation of two (2) varicella vaccines given no less than one month apart AND a titer showing their post vaccination immunity status.
6. Polio vaccine-submit date of last (most recent polio vaccine).
7. Flu Shot annually
   Recommended
7. Hepatitis A
8. Meningitis

Background Checks and Notification of Significant Events
Licensure to practice pharmacy requires more than success on national and state examinations; eligibility is determined by meeting standards for adherence to federal, state and local laws and for maintaining a code of conduct (personal and professional) befitting of a health care provider. Licensure is a privilege, not a right. As such, a student’s non-academic actions can create an insurmountable barrier to completing the curriculum and/or meeting licensure eligibility. Criminal background checks are required before matriculation and prior to advanced practice experiences. Self-reporting is also required to help ensure that students can achieve their professional goals concurrent with completing the prescribed course of study in pharmacy. Upon matriculation students are to perform a supplemental background check in order to confirm absence of negative actions involving employment and licensure.

Matriculation Criminal Background Check
The two background checks required of pharmacy students are an academic progressions issue and are administered by the College’s Academic and Professional Standards Committee (APSC) using the following protocol:

**Step 1:** On January 15 and June 15, the Chair (or designated agent), APSC will review any negative findings to determine if items meet the standard for further review. If the standard is not met, the Chair will notify the Assistant Dean for Student Affairs (Pharmacy) to proceed with matriculation of “cleared” students or the Director of Experiential Education to proceed with advanced clinical assignments. Students admitted from the wait list after June 1 may not have sufficient time to complete the background check process prior to the start of classes; these students will be matriculated under the condition that they may not progress to the second semester of the program without successful completion of the background check process.

**Step 2:** For reports meeting APSC review standards, the Chair will convene the committee within five working days to review remaining negative findings using an information summary with no student identifiers. The committee will determine matriculation eligibility and who (if anyone) to inform of case details for curricular planning.

**Step 3:** The Chair will report committee matriculation recommendations in writing to the Assistant Dean of Student Affairs (Pharmacy) within two working days of the meeting. The Chair will also report in writing to any “need to know” personnel as determined by the committee within two working days of the meeting. Every effort will be made to protect student privacy as fully as is possible while still meeting the College’s needs.

**Year 3 Criminal Background Check**

**Step 1:** On February 15 and April 15, the Chair (or designated agent), APSC will review any negative findings to determine if items meet the standard for further review. If the standard is met, the Chair will notify the Director of Experiential Education to proceed with advanced clinical assignments.

**Step 2:** For reports meeting APSC review standards, the Chair will convene the committee within five working days to review remaining negative findings using an information summary with no student identifiers. The committee will determine progression eligibility and who (if anyone) to inform of case details for curricular planning.

**Step 3:** The Chair will report committee progression recommendations in writing to the Assistant Dean of
Student Affairs (Pharmacy) within two working days of the meeting. The Chair will also report in writing to any “need to know” personnel as determined by the committee within two working days of the meeting. Every effort will be made to protect student privacy as fully as is possible while still meeting the College’s needs.

**RESPONSE TO POSITIVE FINDINGS**

**Background Checks**

Positive findings (conviction, plea of guilty, *nolo contendere* (no contest), or pending criminal charges) in the following areas exclude individuals from matriculation and/or progression within the college’s degree-seeking programs:

- crimes involving violence against persons (not limited to murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children, family members or the elderly, abduction, robbery)
- crimes involving the distribution of drugs
- crimes involving the illegal use or possession of weapons (not limited to guns, knives, explosives, or other dangerous objects)
- crimes involving dishonesty or moral turpitude (not limited to fraud, deception, embezzlement or financial exploitation)
- any other crime or pattern of criminal behavior, which, in the faculty’s opinion, warrants exclusion or dismissal from the degree program.

In the event an enrolled student engages in verified activities included in exclusions above, and/or actions that affect a student’s ability to complete prescribed curriculum or to be eligible for professional licensure, he/she will be removed from the college’s academic program.

Appeals may be made to the Dean of the college who, under consultation with appropriate senior University officials, may choose to admit a candidate with or without stipulations and conditions i.e. mentoring, counseling, etc.

**Substance Abuse Policy**

All COP professional-degree students must successfully complete drug screening (10-panel) using college-approved vendors. The expense of the drug screen is the responsibility of the student. Testing schedules include:

- Prior to matriculation as part of the admissions process.
  - BUCOP will utilize PharmCAS to provide results of a 10-panel drug screen for deposited applicants prior to matriculation. Individual results will be sent directly to the Assistant Dean for Student Affairs in the COP.
- Annually on a schedule determined by the college beginning in the first year.
- Periodically according to contractual obligations and specific requirements with introductory and advanced clinical practice sites.
  - Any student who refuses drug screening for a clinical rotation site will face disciplinary action.
- Periodically if reasonable suspicion that a substance abuse problem exists.
Pharmacy students may be required to undergo screening for drug and/or alcohol abuse if they exhibit behaviors that raise suspicion of substance abuse. These behaviors include, but are not limited to:

- Aberrant or unusual behavior
- Reliable information from independent sources
- A pattern of abnormal or erratic behavior
- Arrest or conviction for a drug- or alcohol-related offense
- Being identified as the subject of a criminal investigation regarding substances of abuse
- Appearance of impairment at school, while engaged in BUCOP business on/off the college’s campus or in a clinical setting

All pharmacy students will undergo at least four drug screenings during their program of study.

**RESPONSE TO POSITIVE FINDINGS**

**Drug Screenings**

**Pre-matriculation:** In the event of a confirmed positive drug screen, the implicated applicant may provide documentation from a physician that they are legally taking the drug(s) in question. Only applicants with positive drug screens due to verified, valid, legally prescribed medication(s) will be cleared to matriculate.

**Post matriculation:** A student with a positive screening for either drugs or alcohol will cease all experiential activities until the positive test can be investigated. In the event of a confirmed positive drug screening (annual or periodic), the implicated student may:

- Withdraw from the program (*no readmit option*).
- Agree to participate in a college-identified professional addiction intervention program and any Belmont University/COP-mandated counseling programs. All related costs are the student’s responsibility.
  - Note: This pathway is consistent with the pharmacy profession’s understanding that addiction is a treatable disease and may not, by itself, pose insurmountable barriers to participation in the profession.
  - Note: If a student does not consent to participate, or does not fully comply with the terms of the treatment plan/contract, the student will be dismissed from the College.

- A second confirmed positive drug test will result in dismissal from the program with no option for return.
- A positive drug test connected to the individual’s verified participation in distribution or diversion of drugs/controlled substances, violence against persons, possession of an unregistered weapon, or any other crime or pattern of criminal behavior, which, in the faculty’s opinion, warrants exclusion or dismissal from the degree program, will remove the option for return to the program following treatment and demonstration of continuing sobriety.
- 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 legally prescribed medication(s) will be cleared to go to or return to their clinical sites.
• Any student convicted of a felony of any type or of a drug/alcohol offense while a student at Belmont University College of Pharmacy must report that offense to the Assistant Dean of Student Affairs within 10 days of conviction. Students failing to report misconduct/issues within the 10-day window will be subject to the Academic and Professional Standards Committee review and response.

RATIONALE FOR RECOMMENDATION

Belmont University encourages a life of respect for one’s self, one’s body, and laws governing one’s society. Students wishing to enter professional communities also agree to abide by expectations and regulations that govern these professions. Increasingly, the college is asked/required to vouch for students’ prior behavior as a condition for partners to allow pharmacy students & faculty to enter health services facilities. The college depends on these partners to deliver our programs. Placement of students who cannot meet these rising standards affects Belmont University’s reputation and can endanger the continuation of these necessary partnerships.

Background issues or illegal drug/substance abuse is not an absolute career-goal blot on our students. Mandatory background checks and drug screenings requirements allows the college to support Belmont University’s well-earned reputation in the immediate community, and beyond. Implementation of the recommendations signals to current and potential students the college’s expectations for their good standing in our academic and professional community. Likewise, expanding screening helps our academic partners meet escalating screening requirements, thus allowing Belmont students access to these practice facilities.

STUDENT TRAINING REQUIREMENTS

Students are responsible for maintaining on-going, documented coverage for the items below. Deadlines for proof of coverage are communicated via the Office of Experiential Education.

• Basic Life Support (BLS)
• OSHA
• HIPPA
• Immunization Certification

ACCREDITATION

SACSCOC Accreditation
Belmont University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Belmont University. Full accreditation information is available in the Graduate Catalog.

ACPE Accreditation
The Accreditation Council for Pharmacy Education (ACPE) granted Belmont University College of Pharmacy full accreditation on June 24, 2012. ACPE is the official regulatory body that accredits all colleges of pharmacy in the United States. The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by schools and Colleges of pharmacy in the United States and selected non-US sites. 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.

**ACADEMIC RESOURCES**

Students should refer to the [Graduate Catalog](#) for general and College of Pharmacy academic policies and procedures. Student familiarity with these policies is assumed following matriculation into the pharmacy program.

**Office of the Registrar**
The Office of the Registrar provides a variety of services including official posting of all graduate credits, official graduation audits, letters of good standing and enrollment verification. The web site for the [Office of the Registrar](#) also contains vital information such as registration times, final exam schedules, and transfer equivalency policies.

**Advising**
Upon entrance to the program, students are assigned an academic faculty advisor. The academic advisor serves in formal and informal capacities as mentor and advisor. Students are required to meet with their advisors twice per semester. Advising appointment scheduling is the responsibility of the student advisee.

**Faculty Office Hours**
Faculty post and maintain regular office hours, updated each semester. This information is included as part of each course syllabus. Students should coordinate meetings with individual faculty members by appointments whenever possible, although students may drop in during regular office hours. Students should report perceptions of faculty lack of availability to the appropriate department chair. Students are not excused from classes to meet with faculty or research advisors.

**Holds**
Students sometimes encounter administrative holds on their accounts which can prevent them from registering before the issue is resolved. Students may view the type of hold by logging into their MYBELMONT account and following these steps:

- Click [BannerWeb](#)
- Click [Student Services and Financial Aid](#)
- Click [Student Records and Account Information](#)
- Click [View Administrative Holds](#)

The most common holds are advising, admissions committee, health form, and accounts receivable holds.

- Students may find that they have an **advising hold** on their accounts prior to every Priority Registration period. The registration system automatically places an advising hold on all accounts immediately prior to the registration period each term to ensure that students communicate with their academic advisor before enrolling in any classes.
- If confronted with an **admissions committee hold**, contact the Office of Admissions at (615) 460-6364.
- If confronted with a **health form hold**, contact Health Services at (615) 460-5506.
- If confronted with an **accounts receivable hold**, contact the Office of Student Financial Services at (615) 460-6403.
- For general questions about a hold on an account, contact Belmont Central at (615) 460-5402.
Withdrawal and Leaves
The pharmacy curriculum is organized in a sequential and complementary manner, making it imperative that the proper sequence and timing of courses be maintained. Students considering a complete withdrawal or wishing to explore options for formal leave from the College should schedule time with their faculty advisor to discuss their options and to follow established protocol.

Withdrawal: Withdrawal from the College of Pharmacy requires a written request for withdrawal submitted to the Assistant Dean for Student Affairs (Pharmacy) and an exit interview with the College Dean prior to initiating formal withdrawal procedures with Belmont University to determine eligibility for readmission in the future. Students should review Student Financial Services Refund Policy to determine if a tuition refund is possible.

Leaves: Situations arise that require students to leave the pharmacy program for extended periods to deal with family, health, military and other substantial obligations. To facilitate the decision-making process, students should begin the process of exploring a leave request by discussing their situation with their faculty advisor. Faculty advisors will assist students through the leave request process.

Short-term Leave: Short term leaves may be requested for up to 3 weeks. Variables such as point in the semester and/or curriculum may preclude granting of this request.

Long-term Leave: Long term leaves may be requested for 3 weeks to 2 years. If the request occurs during a semester, and is granted, the student will be dropped from all courses. The student will reenter the program at that point in the curriculum.

Students requesting a leave from the College of Pharmacy should provide the Assistant Dean for Student Affairs (Pharmacy) with a written leave request that includes reason for the leave request, estimation of duration of leave, and any other relevant information. The Assistant Dean for Student Affairs, in consultation with the Associate Dean for Academic Affairs, will forward a recommendation to the Dean for review. If approved, the Associate Dean for Academic Affairs will provide the student with a letter summarizing the details of the leave, including duration, required timetable for communication, point of reentry into the curriculum, etc. Two signed copies of this letter will be maintained: one by the College of Pharmacy in the student file; one by the student. The following document must be completed and submitted to the Registrar: Leave of Absence Request Form.

Readmission to the program may only be considered for students who were granted a readmission option at time of withdrawal and requires written notification to the Associate Dean by May 1 prior to the academic year of the proposed return. Readmission is subject to seat availability, successful completion of any stipulations for readmission, and the approval of the Academic and Professional Standards Committee. Click here to print the Withdrawal Permission Form.

HEALTH-RELATED SERVICES

Health Services
Belmont Health Services and Pharmacy are co-located on the first floor of McWhorter Hall. Primary care services are available to students, as well as allergy shots, vaccines (including travel vaccines), and referrals to specialists or outside providers. There currently is no visit fee nor does Health Services bill or accept insurance. Vaccines, medications, and lab tests are provided at greatly reduced cost. All medical expenses incurred on- and off-campus are the student’s responsibility. Patients are seen preferably by appointment, although walk-ins are accepted on a first-come, first-serve basis. The clinic is open Monday-Friday, 8-4:30. For information, or to schedule an appointment, call 460-5506.
Counseling Services
Counseling is offered through the Office of Counseling Services and may help with such issues as academics, interpersonal relationships, faith issues, sexuality, stress, time management, addictions, anxiety and depression. For information or to schedule an appointment, please contact the Office of Counseling at 460-6856. The first appointment is called an intake and lasts 15-30 minutes. Further appointments last 50-60 minutes. Counseling Services is open Monday through Friday, 8am-4:30pm. Students can leave a confidential voicemail at any time, and it will be returned as soon as possible during office hours. Students can also drop by Counseling Services in the second floor of Gabhart Student Life Center (adjacent to the Beaman Student Life Center) to set up an appointment.

Accommodations for Students with Disabilities
In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Belmont University will provide reasonable accommodation of all medically documented disabilities. Information is available at Disability Services - Belmont University.

ACADEMIC SERVICES

Drug Information Center
The Christy Houston Foundation Drug Information Center (CHFDIC) supports the faculty and staff in their educational efforts and trains students in medication information management. Resources include selected periodicals and reference texts and computer workstations for access to electronic databases and on-line access to the Lila D. Bunch Library. The center, located on the second floor, McWhorter Hall is open Monday through Friday, excluding university holidays. Specific hours of operation are posted each semester.

Lila D. Bunch Library
The Lila D. Bunch Library houses four floors of resources (including over 200,000 items and over 1,000 current periodicals), seating for 525 students, a circulation lobby, a reference/periodical wing, a microcomputer center, a multimedia hall, an education services center, a music services center, a listening/viewing center, three special collection rooms, four group study rooms, two group listening/viewing rooms and two atriums. The library also offers course-related library instruction and individualized reference service. Terminals located throughout the building provide computerized access to the card catalog, while CD-ROM workstations in specified locations furnish bibliographic citations to selected periodical databases. The library also subscribes to various online full-text databases. Access to Vanderbilt’s library holdings is available through the Lila D. Bunch Library as well. A printed guide to the library is available at the main circulation desk, located just inside the library entrance.

Writing Center
The Writing Center offers free one-on-one conferences with an experienced writing instructor. Students may make an appointment to come in for help at any stage of the writing process—from brainstorming to final revision.

Speech Lab
The Speech Lab is available for any Belmont student working on a speaking assignment. Trained staff work with students individually on research, outlining, message development, PowerPoint, and delivery. There are also two mirrored practice rooms equipped with cameras and PowerPoint that are available for student use. On-line samples, tutorials, and directions are available online.

Computer Labs
Two computer labs are available for student use: Massey Business Center (Third floor of MBC, 460-6479) and Bunch Library (Reference area on first floor, 460-5444).

**Office of Career Services**
The Office of Career Services offers a wide variety of resources including workshops, resume preparation, and individual counseling designed to help students as they develop their career. The Office also offers several assessment inventories and instruments designed to measure a person's personality type, interests, skills, values, and strengths as they relate to career choices. These include Focus (an online internet program to help students assess their work related values, interests and skills), Career Beam (a self-paced program for clarifying career goals, developing professional resumes and cover letters, and preparing for interviews), and the Myers-Briggs Type Indicator (the most widely used instrument for understanding personality differences).

**COURSE RESOURCES**

**MYBELMONT Campus Portal**

MYBELMONT is the electronic gateway to life at Belmont. As the online service for Belmont students, faculty and staff, MYBELMONT offers fast, simple access to important campus information and a host of essential tools. A MYBELMONT account allows students to:

- Access campus e-mail
- Register for classes
- Check grades online
- Pay tuition and fees online
- Check the university calendar
- Receive messages about campus events
- Participate in the on-line portion of classes through Blackboard

**Computers**
Pharmacy students are required to have a laptop that meets or exceeds the Belmont University computer recommendations: these specifications are available through Information Technology Services. Belmont University is committed to being a wireless campus.

**Software Requirements**
Pharmacy students are required to have the following computer software available for in- and out-of-class use: Microsoft Office with Word, Xcel and Powerpoint, or functional equivalent. Software is available from the manufacturer or the Belmont University Book Store.

**Computer Use**
The use of personal laptops is a privilege and not a right. In-class use must be approved by course faculty and remain relevant to course learning goals and activities. Web surfing, social networking, instant messaging, texting, shopping and similar activities will not be tolerated; these actions are not considered professionally relevant to classroom contexts. Faculty may direct students to turn off their computers and/or close the screen in order to limit classroom disruption. Failure to comply with faculty directions or course-specific and university computer and internet use policies will be reported to the Assistant Dean for Student Affairs.

**Cell phone policy**
Unless otherwise stated in the course syllabus, cell phones and pagers must be turned off during classroom and laboratory time. Special circumstances may be discussed with the instructor. Pharmacy
faculty are asked to keep their cell phone on vibrate during class in order to receive emergency notifications, should a need arise. Failure to comply with course-specific and College of Pharmacy cell phone use policies will be reported to the Assistant Dean for Student Affairs.

Lecture Recordings
At times, pharmacy courses will use a lecture recording system. Access to these archived session recordings may be released at the discretion of the instructor and department chair. The use of personal recording devices (tape, digital, video, web camera, etc.) requires instructor approval. Students should request permission to record class activity in writing to each faculty member.

Learn Team

Concept: A learn team is a total quality management tool that uses a self-directed work team in an academic environment. The team consists of up to five students and a faculty not necessarily of the course.

Mission of the team: To explore opportunities for process improvement in the class.

Examples of processes that may be improved are: classroom environment (lighting, projection, temperature, etc.), lecture pace/volume, use of audio-visual equipment, organization of course materials in Blackboard, course delivery, format of exams or assignments, number of quizzes, the use of practice problems, or having review sessions.

The LEARN Team is not a venue for discussing course content, exam questions, or challenges to assessments or grades.

Once the team has been established it involves a four step Plan-Do-Study-Act cycle.

1. Locating an opportunity
   a. faculty and students acknowledge that a classroom process can be improved
   b. faculty and students are willing to work on improving the process
   c. the establishment of the team provides this function
2. Establishing the Learn team
   a. five students, who are not class officers, can volunteer
   b. each student must receive a vote of approval by class and the instructor
   c. students can serve on the Learn team for only one course/semester
3. Assessing the process
   a. the current process is assessed
   b. use a classroom survey created by team brainstorming session
4. Researching cause of problems
   a. after review of survey, examine student concerns
   b. explore potential options to solve the problems
5. Nominate a solution
   a. propose a solution to implement in class

After the solution has been implemented, the class should be surveyed again to determine if the proposed solution solved the problem.

Team meetings
1. should be scheduled for 30 min each
2. schedule for same day and time
3. minutes should be taken
4. can select individual team members for position as leader, recorder, facilitator (faculty member)

The use of a LEARN team within a course is left up to the course coordinator.

**CAMPUS LIFE**

**The Beaman Student Life Center**
The Beaman Student Life Center includes a fitness center with strength training and cardiovascular equipment, an aerobics and dance area for a wide variety of classes, two racquetball courts, an intramural gymnasium, a rock-climbing wall, and student locker rooms. Membership to the fitness center is covered by student fees. In addition to the recreational and wellness facilities, the center houses the university’s Office of Student Affairs, What’s Bruin convenience store, offices and meeting rooms for student organizations, ample gathering spaces and inviting seating areas for students to study and interact.

**Student Organizations**
There are currently fifteen (14) pharmacy student organizations on the Belmont campus:

- **Belmont Student Pharmacy Alliance**: The umbrella organization is composed of
  - Academy of Students in Pharmacy (APhA-ASP)
  - The student pharmacist organization of the American Pharmacists Association (APhA), ASP holds regular professional meetings, sponsors College-wide activities, and offers students a chance to participate in the National Patient Counseling Competition (NPCC).
  - Student Society of American Society of Health-System Pharmacy (SSHP)
  - The Pharmacy Student Forum serves to help prepare ASHP student members for successful careers in hospital and health-system practice, equipped with the skills to lead the profession into the future.
  - Tennessee Society of Student Pharmacists (TSSP)
  - TSSP is the student chapter of the Tennessee Pharmacists Association (TPA), designed to promote networking and activism in student pharmacists across the state of Tennessee.

- **Academy of Managed Care Pharmacy (AMCP)**
  - As a member of AMCP you will discover vast opportunities in managed care pharmacy through regular professional meetings and college-wide activities. AMCP offers students the opportunity to participate in the National Student Pharmacist P&T Committee Competition.

- **Bruins4Peds**
  - Bruins4Peds was organized to raise awareness of pediatric health and offer students insight into how pharmacists work with other healthcare providers to provide optimal care for this patient population.

- **Christian Pharmacy Fellowship International (CPFI)**
  - CPFI was organized to promote mission service and provide a forum for Christian expression and growth for pharmacy students and faculty on campus.

- **College of Psychiatric and Neurologic Pharmacists (CPNP)**
  - CPNP was organized for student pharmacists who are interested in improving the lives and minds of those affected by neurological and/or psychiatric disorders. Membership in CPNP provides training, certification and network opportunities.

- **Class of 2019, Class of 2020, Class of 2021 and Class of 2022**
• Each class is self-governed and works closely with their class advisor to organize community service, social and fundraising events open to all members of the class. The class advisor oversees elections each year for the class. Typical offices include president, vice president, secretary, treasurer, fundraising chair, service chair and social chair.

• **Kappa Psi**

• Kappa Psi is the professional fraternity that pledges both male and female pharmacy students. The fraternity is involved in professional projects and sponsors a variety of social activities throughout the College year.

• **Phi Delta Chi**

• The Phi Delta Chi fraternity develops leaders to advance the pharmacy profession; it is *a lifelong experience*, promoting scholastic, professional, and social growth in its Brothers.

• **Phi Lambda Sigma**

• Phi Lambda Sigma is the leadership honorary society in pharmacy. Members are chosen on the basis of their activities and leadership involvement in the College after completing their first three semesters of the professional curriculum.

• **Rho Chi**

• Rho Chi is a scholastic honorary society. Students in the top 20% of the class are eligible for consideration; they are then selected based on pharmacy course work GPA and overall personal integrity.

• **Students of the National Pharmaceutical Association (SNPhA)**

• SNPhA’s goal is to address issues of cultural diversity facing pharmacy and pharmacy students, as well as pharmacy topics of general interest.

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**FUNDRAISING POLICY**

Student orgs and classes must submit plans for fundraising for the academic year by September 1st (fall semester) and January 30th (spring semester) to the Associate Dean of Student Affairs for approval. Only one item or event can be proposed for each semester. The P1 class will have one month following officer elections in the fall to submit their plan. The specifics of the projects must be included along with a budget and how the funds will be utilized. Groups can conduct one fundraiser where a specific item is sold (hat, t-shirt, etc.). The other fundraiser within the academic year has to be a non-item event (spelling bee, taco bar, etc.). Classes and orgs will also be able to sell org or class specific items throughout the year (ex: CO2020 t-shirt, CPFI shirt) as these are not marketed to faculty or the entire college.

Fundraising events

**Cord wearing policy during Hooding and Commencement Ceremonies**

The academy provides a long history of recognition for academic honors, leadership and organization participation at graduation ceremonies. Numerous cords, medals, ribbons and pins are awarded to graduate pharmacists by various official organizations. To honor our graduates, BUCOP encourages graduating students to wear their awards during the BUCOP Hooding Ceremony. As participants in the greater Belmont University graduation program, we must abide by the University decision that cords or honors not awarded directly by the University will be prohibited from display during the University Graduation Ceremony.

**Requirements for Students in Leadership Positions**

Student pharmacist leaders include, but are not limited to, class officers, organizational leaders, committee chairs and College/University committee members. All nominees for student leadership positions need to possess a graduate GPA of 2.75 or better at the time of their nomination. Student leaders must maintain a GPA of at least 2.75 during their term of office. Should their GPA, assessed each semester after official grades are released, fall below 2.75, the student must relinquish his/her office. Pharmacy organizations within the College may set a higher GPA for leadership requirements.
**Student Travel as Belmont Representatives**

Student pharmacists representing the college at professional conferences and events at the state or national level may be eligible for certain stipends or reimbursements for such participation. Students traveling in such a capacity *must* follow University travel policies including receipt of prior approval, provision of original receipts for reimbursement, and completion of the Expense and Reimbursement Form and related documents. Information regarding these policies and procedures may be obtained from the Assistant Dean of Student Affairs--Pharmacy, College of Pharmacy Staff and organization faculty advisors.

- Students must receive official approval from the College of Pharmacy to travel before committing to a meeting or other activity that will keep a student from attending classes or other mandatory College-related activities.
- Approval to travel does not provide a student with an excused absence from classes or other mandatory College-related activities. Each student is responsible for advance notification of each instructor of record/course coordinator for each course s/he is enrolled in. Instructors shall be informed of the student’s intent to travel and of the potential effect on class participation. Students shall abide by the decision of the instructor on absence approval as well as how to accommodate the absence.
- If the travel is student organization related, the Office of Student Activities must be involved as well. Travel requests are to be submitted through the organization’s BRUINLINK page.
- It is the obligation of students to understand the nature of pre-payment or reimbursement prior to beginning travel or incurring expenses.

**Need to travel more than 50 miles or planning on staying overnight?**

1) Submit the following forms via BruinLink:
   a. **Health disclosure form** (one per student; found under Campus Links drop down)
   b. **Assumption of Risk and Release form** (one per student; found under Campus Links drop down)
   c. **Event Approval Form** (one per event; found under the Office of Student Activities’ BruinLink page in “Forms”)

**Additional Student Organization Resources:**

1) **MVR Personal Vehicle:** For more information on when a Motor Vehicle Record (MVR) is required for students, go to the Driver Safety Policy webpage through the Office of Risk Management and Compliance at http://www.belmont.edu/riskmanagement/driving_policy.html

2) **Solicitation of Donations:** (Located under Campus Links drop down and on the Office of Student Activities BruinLink page)

3) **Student Organization Policies and Procedures:** (Located under Campus Links drop down in BruinLink)

**Travel Reimbursement:** Students must complete a Student Travel Reimbursement form to be considered for reimbursement. This form can be obtained from the Associate Dean of Student Affairs in the College of Pharmacy. This form is to be completed and signed by the organization advisor 1 month prior to travel. The form is then submitted to the Associate Dean of Student Affairs. Upon return from the trip an Expense Reimbursement Form has to be completed and submitted and this should be done through the Associate Dean of Student Affairs’ office. Once the appropriate paperwork is submitted after the meeting, reimbursement should occur within 2-3 weeks. Students will be notified that they can pick up their check
from the Associate Dean of Student Affairs’ office. **Travel will only be reimbursed if the student is in good academic standing (GPA ≥ 2.75), is a member of the organization in question and meets all criteria set forth by the organization. The student will also have to receive a Dean’s excused absence for the meeting.**

**REMEDICATION POLICY**

**Course Remediation Policy**

The overall goal of all academic policies of the College of Pharmacy is to maximize student learning. The specific goal of course remediation, which is a privilege, is to give the student who is initially unsuccessful another opportunity to achieve the level of competency and knowledge expected of students who pass the course.

Both the student and the instructor of record (or another instructor designated by the instructor of record) are expected to be active participants in the course remediation process.

For each didactic course in the curriculum, the instructor of record will place the eligibility criteria for remediation for that course in the course syllabus. In the event that a student receives a failing final course grade in one of these courses and meets the eligibility criteria for remediation, the instructor of record will assign a grade of incomplete for the student and work with the student to develop and execute a remediation plan, subject to the criteria listed below.

A maximum of one course remediation per semester per student will be allowed.

No student will be allowed to remediate more than a total of three didactic courses within the PharmD program.

The course remediation plan will be individually designed by the instructor of record (or another instructor designated by the instructor of record) to address the specific demonstrated deficiencies in student learning.

The course remediation must be completed successfully by the student no later than the following January 1 (for fall semester didactic courses) or the following June 1 (for spring semester didactic courses), otherwise the course grade will revert to the original failing grade received in the course.

If the course remediation is completed successfully, the student’s course grade will be updated from incomplete to “C” or the lowest passing grade allowed for the course.

**INTERPROFESSIONAL EDUCATION REQUIREMENTS**

Belmont University College of Pharmacy strategically incorporates interprofessional education (IPE) throughout the didactic and experiential curriculum in accordance with the College of Health Sciences and College of Pharmacy IPE mission and vision. Activities and experiences are designed utilizing guidance from the four IPEC domains: values and ethics for interprofessional practice, roles and
responsibilities for collaborative practice, interprofessional communication practices, and interprofessional teamwork and team-based practice. These IPE experiences are designed to provide students from multiple disciplines opportunities to learn about, from and with each other to enable effective collaboration and improve health outcomes, in accordance with the WHO definition of IPE.

Each student is required to participate in the following IPE events: Dean’s Hour, IPE Orientation, Program- First year IPE event scheduled outside of class time, Introductory Pharmacy Practice Experiences I and II (IPPE I and II), Second Year IPE Event- Scheduled outside of class time, Introductory Pharmacy Practice Experience IV (IPPE IV), Meharry Geriatrics Consortium- Scheduled outside of class time, Advanced Pharmacy Practice Experiences (APPEs), Capstone. Failure to complete specified IPE events in the 1st, 2nd and 3rd years may result in a delayed graduation.

Students may also have the opportunity to participate in supplemental IPE experiences that are not listed above

**CO-CURRICULAR REQUIREMENTS**

Co-curricular activities are those with merit for enriching the student’s educational experience, expanding understanding of professional service, and cultivating well-rounded competent pharmacists. These activities may be conducted inside the didactic curriculum, but are largely outside the classroom and allow expansion of student understanding of didactic and experiential curriculum themes. The co-curricular plan centers around 5 foundational areas of competency: critical thinking, patient centered care, continued professional development, advancement of pharmacy practice, and inter-professional education. Co-curricular activities complement and advance learning occurring within the formal didactic and experiential curriculum and provide artifacts that enhance institutional value for the profession and for the student’s future work.

<table>
<thead>
<tr>
<th>Cohort</th>
<th>P1</th>
<th>P2</th>
<th>P3</th>
<th>P4</th>
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<tbody>
<tr>
<td>Goal</td>
<td>Learn about the 5 competency domains</td>
<td>Build upon knowledge and apply</td>
<td>Further develop skills</td>
<td>Incorporate CCE to reach professional goals</td>
</tr>
<tr>
<td>Competency Domain Focus</td>
<td>Critical thinking</td>
<td>Patient centered care</td>
<td>Advancement of pharmacy practice</td>
<td>Professionalism</td>
</tr>
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</table>

1. **Plan/Implement:**
   a. Students must complete a minimum of 1 activity that maps to each competency domain **AND** 1 enrichment activity that maps to the cohort’s competency domain focus
   i. Students will be provided with a list of approved required and selective co-curricular activities
   b. Each cohort will have a Co-curricular Syllabus review session that will introduce the student to the expectations for co-curricular engagement and allow for clarification of requirements
   c. Student is responsible for selecting activities which map to appropriate domains and objectives
   d. A single activity may meet the requirement for up to 2 competency domain areas **IF** the student completes the required reflection assignment for both areas
e. Activities may be completed in either semester but must complete at least one activity per semester
f. At the end of each academic year, students must complete the equivalent of 6 co-curricular activities, for a minimum of 24 guided reflections prior to graduation

2. Monitor/Evaluate:
   a. Student must meet with their assigned academic advisor once each semester during their regularly scheduled academic advising sessions
   b. In the Fall semester, advisors meet with respective advisee cohort(s) to discuss the syllabus, expectations, and the appropriate competency domain focus for that advisee cohort
   c. In the Spring semester, advisors meet with students individually or in groups based on cohort to discuss and document co-curricular accomplishments, and provide feedback on the competency domain reflection

3. Collect Documentation:
   a. Student is responsible for:
      i. Documenting presence/participation in co-curricular activities
      ii. Providing documentation to advisors prior to advising session
      iii. Completing and providing guided reflection to advisors each semester
      iv. Keeping track of their progress regarding co-curricular requirement completion
   b. Advisor is responsible for:
      i. Providing guidance on how to successfully complete requirements
      ii. Checking with the co-curricular committee to determine the eligibility of activities mapping for more than one competency domain focus area
      iii. Collecting artifacts and guided reflections that use pointed questions from the syllabus
      iv. Providing annual feedback on one or more competency domain focused reflection to reinforce how and where learning occurs
      v. Documenting completion of each activity and reflection in documentation system
      vi. Notifying student of deficiencies at the end of each semester
      vii. Confirming with Associate Dean of Academic Affairs the eligibility of co-curricular activities not previously approved by the co-curricular committee
      viii. Notifying the Associate Dean for Academic Affairs of successful completion and deficiencies at the end of the school year

Example of a required co-curricular activity is listed below:

**CCE name:** Cultural Competency Continuum Learning Session

*Participants:* P1 students

*Competency domain:* Patient centered care

*Objectives:*

1. Differentiate between cultural sensitivity, cultural competency, and cultural proficiency.
2. Critically analyze cross-cultural scenarios using the cultural continuum conceptual framework.
3. Compare and contrast cross-cultural experiences with classmates.

*Sponsoring Organization:* BUCOP

*BUCOP SLOs:* 4, 8
ACPE Key Elements: 3.5, 4.1
Assessment: Pre- and post-survey (including 2 guided reflection questions)

Examples for supplemental selective co-curricular activities are listed below (see Appendix 1 for additional approved activities):
1. Advocacy letter writing campaign
2. Healthcare Information and Management Systems Society (HIMSS) certification
3. Mission trip
4. Clinical skills challenge competition sponsored by a student organization
5. Community-based immunization event

Student Organizations: each organization will be responsible for identifying appropriate learning objectives and phase of CCE participation which link to sponsored events. This will be submitted to and approved by the Co-Curricular committee.

Belmont University College of Pharmacy Co-Curricular Assessment

Students track their own participation in CCE, presenting documentation and reflections to faculty advisors each semester. Documentation and attendance requirements for specific experiences are set by the sponsoring organization. Faculty advisors discuss these experiences with students, including what they have learned from the experiences, and help plan personal and professional development for the coming year. Faculty advisors evaluate documentation and reflection to provide individualized student feedback.

APPEALS, COMPLAINTS, AND GRIEVANCES

Student pharmacists have a right to protest any aspect of a course in the curriculum. The chain to be followed is: Course Instructor, Course Coordinator, Department Chair, Associate Dean for Academic Affairs, and Dean. Students are expected to adhere to this sequence. An appeal must remain focused on the initial complaint, and only that complaint. Multiple complaints must be appealed separately. If an appeal is referred beyond the first step, all previous documentation should be included.

Grade Appeals

Students have the right to appeal grades directly to the instructor if they believe that an incorrect grade has been assigned for the course. This must be initialized by the drop add date of the following semester. In the written appeal, the student must be prepared to demonstrate and document an unusual circumstance that warrants a review of the grade and evidences of the grade s/he believes should have been given by the instructor. All written appeals will be reviewed and responded to within ten working days of receipt and responded to in writing either confirming or changing the posted final grade. A copy of this response will be made available to the next step in the progression if appealed. If a grade is changed, a grade change form will be submitted.

Further appeal is through the same process - to the course coordinator, Department Chair, Associate Dean for Academic Affairs, and Dean of the college, with final appeal to the Dean of the College. Any appeal must be in writing and include appropriate documentation to support the student’s position that a grade change is warranted. Each step of all written appeals will be reviewed within ten working days of receipt and responded to in writing either confirming or changing the posted final grade.

The final grade is the instructor’s posted grade, which may be viewed in the student’s grade report on-line at the close of the term or part-of-term. It is solely the responsibility of the student to check that grades are posted for all courses taken during a semester and note the grade given for each class. Unless an
active appeal is under review, after the mid-term point of the next semester, neither instructors nor the university will consider a grade change.

Once a final grade has been posted the student may not petition the instructor to do additional work or extra credit to raise the grade awarded. Any grade change as a result of such action will be disallowed.

For grades of IP or I, once the I or IP is replaced by a grade, including a change to F, that becomes the posting date of the final grade. Administrative grades such as W (withdrawal) are handled through the Registrar’s Office.

**APPEALS FOR NON-GRADE COURSE PROCESS MATTERS**

If appeals are to be filed for grades and non-grade process matters, these appeals should be filed separately. The chain to be followed is: Course Instructor, Course Coordinator, Department Chair, Associate Dean for Academic Affairs, and Dean of the College. Students are expected to adhere to this sequence. Further appeal is through the administrative structure of the college in which the course was taken, with final appeal to the Dean of the College. Any appeal must be in writing and include appropriate documentation to support the student’s position. All written appeals will be reviewed within one month of receipt and responded to in writing, with a statement, and next steps (including appeals) to be taken by the student, if any.

**APPEALS AND COMPLAINTS FOR NON COURSE MATTERS**

Any student who believes he or she has been treated inappropriately or unfairly by a University employee or process may seek resolution through the University Dean of Students office. The Associate Provost and Dean of Students serves as the primary coordinator of response and support to students with concerns or those in crisis. Students may file a formal complaint by e-mailing deanofstudents@belmont.edu describing the treatment, action or decision at issue and the remedy sought. Complaints will be investigated or referred to other offices as necessary. Because the University already has identified several mechanisms for dispute resolution (e.g. the Grade Appeal process), students who contact the Dean of Students Office may be redirected to established channels or the dean of an academic college if these have not already been engaged. A written response regarding the issue will be sent to the student who initiated the complaint within 30 days.

Complaints regarding treatment by non-academic employees of the university should be made to the supervisor of the employee or to the Office of the Dean of Students. Any other student complaint regarding unfair treatment should be reported to the Office of the Dean of Students. If a student is not sure how to file a complaint or appeal, the Office of the Dean of Students will assist the student and may be reached via email at deanofstudents@belmont.edu.

Students also have a right to submit a formal complaint to the Accreditation Council for Pharmacy Education (ACPE) for unsatisfactorily resolved issues related to the accreditation standards.

NOTE: For further detail, please refer to the Bruin Guide, the Graduate Catalog, and the Belmont College of Pharmacy Student Handbook.

**OTHER POLICIES AND PROCEDURES**

**Personal Property**
Belmont University does not carry insurance coverage against loss or damage to a student’s personal property. Students bring personal property to the campus and practice sites at their own risk. They are encouraged to ascertain whether family or personal insurance policies cover their property while on
campus and plan accordingly.

Lockers
To help student secure their belongings, the university provides access to lockers in McWhorter Hall. Lockers may be requested through the College on an annual basis. Because these lockers are university property, they may be opened by university personnel.

Room Reservations
Small study rooms in MCWH are available on a first come-first served basis. Students can reserve a room for an officer meeting. Class or organizational advisors can help with the room reservation. Meeting rooms are also available for students in Gabhart. These rooms can be reserved for organizational events through EMS.

Social Media Policy
Belmont University College of Pharmacy (BUCOP) recognizes that online blogs, email lists and social network sites such as Facebook, Twitter, Instagram, Pinterest, LinkedIn, YouTube, Snapchat (hereafter collectively referred to as social media) are increasingly popular tools for communication and social interaction. BUCOP does not actively monitor online activities of the student body but it does address issues related to unprofessional behavior brought to the attention of the Office of Student Affairs. BUCOP students must understand that by identifying themselves publicly using social media, they are creating perceptions about the BUCOP, clinical/experiential sites, and/or their chosen health profession. Therefore, students must assure that all social media content is consistent with the values and professional standards of Belmont University, the College of Pharmacy, and their profession. Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should be civil and respectful while taking care to avoid displays of vulgar, disrespectful, unflattering, or inflammatory language or photographs that reflect poorly on the student.

Students should NOT:

- Share the personal health information of other individuals. Removal of an individual’s name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical mission trip) may still allow the reader to recognize the identity of a specific individual.
- Report private (protected) academic information of another student or trainee.
- Represent yourself as an official representative or spokesperson for the institution.
- Represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent any prohibitions listed in the Professional Behavior Standards.
- Knowingly distribute false evidence, statements, or charges against another student or faculty/staff member.
- Contribute to or engage in any activity which disrupts or obstructs the teaching, research or extension programs of the College of Pharmacy or University, either on the campus or at affiliated training sites.
- Threaten or engage in acts of physical violence to BUCOP administration, faculty, staff, or students.
- Harass, in any form, BUCOP administration, faculty, staff, or students.
• Display any kind of content that implies disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation
• Display images that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity
• If students choose to list an email address on social media they should use a personal email address (not a pop.belmont.edu address) as the primary means of identification.

Posting of certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. In addition, postings may violate the College Code of Ethical and Professional Conduct and as such expose the student to penalties outlined in the Code. Students should also be aware that no method of privatization is perfect and that undesignated individuals may gain access to your site. In addition, once posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Future employers may be able to gain access to your postings and consider information gathered in making their decisions regarding employment. Therefore, students are encouraged to use social media in a mature, responsible, and professional manner.

It is important to note that Belmont University has a related internet & computer use policy as well as a social media policy for all students on campus. This includes all pharmacy students, including P4 students and students who are on introductory or advanced pharmacy practice experiences.

References:
1. The University of Louisiana at Monroe School of Pharmacy Social Media Policy, https://www.ulm.edu/pharmacy/documents/ospa/socialmedia.pdf

Internship Information
Because each state has its own requirements for internship and licensure, students are encouraged to check with the National Association of Boards of Pharmacy. The Tennessee Board of Pharmacy website contains useful information pertaining to licensure in the state of Tennessee. All students and experiential education faculty are expected to be familiar with the Tennessee state requirements for obtaining a pharmacist license.

Outside Employment
Due to the rigorous demands of a professional degree program, students are encouraged to limit outside employment to a level they can easily manage. If a student is found to be in academic difficulty, restrictions on outside employment will be taken into consideration when devising an action plan for improvement.

Accommodations for Students who are Division I Athletes
As part of the university, the College supports athletic performance. The College will endeavor to make every reasonable accommodation (for example, using coaching faculty as exam proctors during away games and providing access to faculty for makeup material) for students who retain NCAA eligibility and continue to play for a university team.

Campus Security
For on-campus emergencies, call 6911 from any Belmont University phone; for non-emergency assistance, call 460-6617. The Office of Campus Security (OCS) is staffed twenty-four hours a day,
seven days a week. In compliance with the Tennessee "College and University Security Information Act" and the federal "Student Right-to-Know and Campus Security Act," the Belmont University Office of Campus Security provides a monthly report of any crime on campus and provides, upon request during business hours, campus crime statistics and related data to employees and students desiring this information. The OCS engages in crime prevention strategies and timely security alerts, provides escorts from one location on campus to another, and provides services for automobiles, such as unlocking doors and jump-starting dead batteries.

**Parking**
Parking is the student’s responsibility and is available free of charge, so long as vehicles display a valid registration decal and are parked in areas appropriately designated. Parking permits are to be displayed on the left bottom side of the rear window. Belmont Boulevard from Acklen Avenue to Portland is the property of the university. A decal must be displayed to park on this street. Students may register vehicles at the time of class registration or at other times as necessary. Failure to comply with parking regulations may result in a fine, having the vehicle towed from campus at the owner's expense, an immobilizing boot attached to the wheel of the vehicle, or the loss of campus parking privileges. Parking ticket fines are listed in the [Graduate Catalog](#). Handicapped students may park in the designated handicap spaces or in any parking lot on the campus, regardless of posted restrictions. Handicapped students must display handicap state-issued license plates, state-issued placard, or a handicap decal issued by the university. Temporary handicap decals are available to students with temporary injuries affecting their ability to walk. There is no fee for handicap decals.

**Inclement weather**
Belmont University rarely cancels or postpones classes because of weather conditions. However, in the event of inclement weather, there are several sources students can turn to for information about class cancellations and office closings:

- MYBELMONT will contain messages/announcements.
- Belmont's homepage will provide a link
- The Belmont News Line (460-5000)
- The following media will also broadcast closing information (TV channels 2,4,5, and 17 and Radio stations 104.5, 103.3, 96.3, 92.9, and 90.3 FM and 650 and 1510 AM)

If the university is closed, classes and tests will be rescheduled. Because weather and road conditions can vary greatly within the Nashville area, students are urged to use individual discretion when traveling to campus in snow or icy weather even if the university is open. If students are unable to travel or delayed in traveling to the College due to weather conditions, they should notify their professor(s) as soon as possible. Accommodations will be at the individual professor’s discretion.

**Class Visitors**
Students are not allowed to bring visitors to class. This includes friends, parents, children or pets. Failure to comply with this policy will result in you not being allowed to attend class.

**Emergency Management Plan**

**Text Alert**
All students, faculty and staff are encouraged to sign up in order to receive important news quickly in the event of an emergency. Belmont Text Alerts are only used for emergency communications. To sign up, text the word “Belmont” to 27538, or sign into your MYBELMONT account and click on the “Sign up now” link on the right hand side of the page. To unregister, text the word “Stop” to 27538.
During an emergency situation, immediate and appropriate action is required of every member of the Belmont Community in order to prevent harm to ourselves and others. To ensure that an effective response occurs, each person on campus will need to be familiar with the emergency guidelines contained in this document. As a member of the campus community, you are instructed to follow the guidelines below. Simultaneously, other offices on campus will be performing separate emergency duties to help control the situation. The Office of Campus Security will be trying to contain the emergency if possible, notifying Metro Police, Fire Department, Tennessee Emergency Management Agency, or other emergency assistance if needed. Plant Operations will be shutting down systems as necessary or delivering equipment needed to assist with the emergency. The Emergency Response Team will be communicating either by phone, e-mail, or in an emergency headquarters meeting-place (dependent upon the type of emergency) to oversee response by the resources available. Dependent upon the needs of the moment, other departments may be responding by doing things such as bringing phone service back or cleaning up/preventing a chemical spill, etc.

Fire
Every time a fire alarm goes off, all building occupants must exit the building, unless they have been notified prior to the event that it is not necessary to evacuate (as in testing of the alarms, etc.). Upon hearing the fire alarm: Everyone will exit the building quickly and in an orderly fashion, assisting those who may need assistance. Whenever possible, employees will help maintain an approximate head count of those from their offices, classrooms, or meeting place. Upon reaching the exterior gathering location, employees will ensure that those under their jurisdiction or care do NOT re-enter the building until notified they may do so by emergency personnel. If there are injuries, Belmont University employees should notify emergency personnel as soon as possible after reaching the exterior gathering location. If an employee or student suspects that someone remains in the building, emergency personnel should be alerted to this fact immediately. If you are unable to exit the building, go to the location of safety for fire (usually in an enclosed stairwell) and wait for emergency personnel to assist you in exiting the building. While exiting the building: Do not use elevators. Attempt to maintain a calm and orderly exit. Do not prop doors open.

Tornado
Upon notification of a tornado warning: All persons will proceed to a tornado safety location inside their buildings, assisting those that need assistance, and ensuring that those under their jurisdiction also go to the safety location. Whenever possible, employees will maintain an approximate head count of the persons from their areas. All building occupants are to remain in the safety location until the Tornado Warning has expired or until notified that the danger has passed. A Tornado Safety Location is one that:

- Has no windows
- Is on the lowest possible floor of a building
- Has no exterior walls

Tornado Safety Locations are designated by blue and white “Storm Shelter” signs located in most buildings. If the sign is on a wall, the safety location is the area around the sign. If the sign is on or adjacent to a door, the safety location is in the space on the other side of the door.

Criminal on or Near Campus (Not Active Shooter)
Upon notification of a criminal on or near campus: The offices notified will alert all classrooms and offices on their floor. All occupants of the building will lock their doors and remain inside the locked room, staying away from windows and doors until notified that the emergency is over. If, during the lockdown, a student or employee enters the building, they may be let into one of the locked rooms if the situation is such that it is safe to do so. Should a Belmont Community member enter a building during a lockdown and be unable to enter the locked rooms, he/she should find an unoccupied room, lock it if possible, and remain there until the situation is resolved.
Unstable Person or Hostage Situation

Upon notification of an unstable person or hostage situation on campus: Persons near the situation will quietly leave the area, notifying Campus Security and others nearby, if possible. If not, lock yourself in a room and stay low. Persons in the same room as the unstable person should remain calm and try to keep the unstable person as calm as possible. Should the situation escalate, other floors or offices may be notified to evacuate the building quietly. In this instance, building occupants should remain in the location indicated by Campus Security until further notice. The rest of campus will be notified not to enter the building in which the emergency is taking place. If possible, have the following information ready when you call Campus Security to notify them of the situation:

- The number of unstable persons/hostage takers present
- Who is in the room/office/floor with the unstable person/hostage taker
- The actions/attitude of unstable person/hostage taker
- Exact last known location of unstable person/hostage taker

Active Shooter on Campus

When a shooter is actively threatening lives or is attempting to kill people, there is no pattern or method to their selection of victims. These situations require immediate action by those involved to protect themselves and the law enforcement authorities to bring the shooter’s actions to a halt. Because of the variety of situations an active shooter can create, the guidelines below are designed for different scenarios. One consistent message is to REMAIN CALM and to take appropriate action.

If the shooter is in a place where you can get out
1. Purposefully assess your surroundings. Belmont faculty and staff rarely remain in their respective buildings during the course of an entire day due to classes and meetings in other buildings. Make yourself aware of stairwells, doors, and windows that could be used to escape. Does the door to your room lock? What could be used to throw through a window to break it, if necessary?
2. Move quickly
3. Leave belongings behind
4. Go where the shooter cannot see you. If outside, seek cover behind walls, large trees, parked vehicles.
5. Call Campus Security 460-6911. They will inform and coordinate with Metro Police. Tell them the name of the shooter (if known), shooter description, location, number and types of weapons.
6. Stay hidden and silence your phone on vibrate so you will not be detected.

If the shooter is in close proximity and you cannot get away
1. Go quickly to a room that can be locked, if possible.
2. Blockade the door with heavy furniture.
3. Turn off all lights and become totally silent.
4. Turn off any noise-producing devices.
5. Call Campus Security 460-6911 (if you can do so without drawing the shooter’s attention to your location). They will inform and coordinate with Metro Police. Tell them the name of the shooter (if known), shooter description, location, number and types of weapons.
6. Stay hidden and silence your phone on vibrate so you will not be detected. Do not huddle together in a group – spread out to make it harder for the shooter to harm numerous individuals.
7. Remain in place quietly until the “all clear” is given by an authorized known voice or until the police arrive.

If the shooter enters your classroom
1. Remain calm.
2. Do not do anything that will provoke the shooter.
3. If there is no way to escape or hide, you may make a personal decision to overpower the shooter. This would be a last resort and would be more likely if there are two or more of you in the room. Possible actions include throwing books, garbage cans, backpacks, or other accessible items.

How to behave when the police arrive
1. The primary job of the police is to find and apprehend the shooter.
2. The police do not know if you are one of the shooters. You must show that you don’t present a threat to them. Do not scream or yell. Be quiet and compliant. Raise your arms, spread your fingers, clearly show your hands as you drop to the floor and spread your arms and legs.
3. Remain in place quietly until the “all clear” is given by the police or an authorized known voice.

Video Information: All students, faculty and staff are also encouraged to participate in the “Responding to Campus Violence” training sessions that are offered by Human Resources and Campus Security. The DVD “Shots Fired on Campus” is shown, and various campus representatives speak to offer insights on how to respond in such an emergency. The sessions are designed for individuals to learn to take direct responsibility for their personal safety and security. Participants will learn and discuss how, with the proper mindset and the necessary tools, to be better equipped to react with purpose to maximize chances of survival if involved in an active shooter situation.

Suspicious Parcel or Substance
The individual discovering the package or substance should immediately contact Campus Security and wash hands for 30 seconds with soap and water. If Campus Security requires a building evacuation, all building occupants should remain outside until notified otherwise. Persons who were in the immediate vicinity of the parcel/substance should remain separated from the rest of the occupants. Campus Security/Emergency Personnel will possibly need to know:
- Who was in the room with the parcel/substance
- Who touched the parcel/substance
- Was the package opened and, if so, what happened when it was opened

Note: Whether or not the substance/parcel is, in fact, a danger will be determined by the Campus Security Officer according to guidelines set forth in Security’s Operations Manual.

Earthquake
Should an earthquake occur, building occupants should get under a piece of sturdy furniture or in a doorway, if possible. Occupants should stay away from windows and glass as much as possible. If the building is stable, remain where you are until notified otherwise by Campus Security or Emergency Services Personnel as aftershocks will occur. Persons outside when an earthquake occurs should move to an open area away from electrical wires, tall structures, etc.

After the first wave has passed, all people outside or who judge their building to have become unstable should go to the Whitten Field if there is a clear pathway there.

Bomb or Bomb Threat
The person receiving the bomb threat should begin the evacuation process by telling his/her coworkers/students/visitors to quietly exit the building, with the evacuating employees notifying other offices/people as they exit, sending one person to report the situation to Campus Security as quickly as possible. Building occupants should exit the building as quickly and quietly as possible without touching anything that is not absolutely necessary to touch in order to get out of the building. All cell phones should be turned off. Elevators should not be used. Occupants should then proceed to the exterior safety location, without reentering the building until told they may do so by Campus Security. No one may enter the building until the building has been declared safe by emergency personnel. Employees are responsible for ensuring that everyone in their areas evacuate the building and for notifying emergency personnel if anyone remains in the building.
Chemical or Biological Terrorist Event
Enter the building nearest to you, proceeding to the center of the building. If possible, turn off heating/air conditioning unit. Remain inside until notified that the crisis is over by emergency personnel. Individuals who work or study at Belmont are encouraged to keep their Belmont University identification card with them at all times and to consult the Federal Emergency Management Agency website at www.fema.org to determine any additional steps they may wish to take for their own safety and comfort. These include:

- Making prior arrangements with friends and family for a meeting place in the event of an interruption in communications;
- Storing non-perishable food and bottled water in an amount that will last three days to keep in your office/residence;
- Keeping any medications or personal supplies you need on your person.

Chemical Spill or Contamination
Upon notification that a chemical spill or contamination has occurred, evacuate the building, following any specific information given by emergency personnel (such as avoiding an exit that may be blocked by the spill) and assisting disabled persons as necessary. Go to the outdoor gathering location and remain there until given further instructions by emergency personnel. If you are aware of anyone who is still in the building after the evacuation or has been injured by the chemical, report it to the emergency personnel immediately.

Protest
If a non-violent protest is occurring on or near campus, no action other than paying extra attention to your surroundings is necessary. If a protest on or near campus starts to get violent, all persons nearby should enter a building and stay inside, away from windows, and remain inside until Metro Police has resolved the situation.

CAMPUS DIRECTORY

The following are important telephone numbers on the Belmont University campus:

- Belmont University's Main Line 460-6000
- Belmont Campus News Line (inclement weather) 460-5000
- Belmont Central 460-5402
- Bookstore 460-6418
- College of Pharmacy 460-6748
- Counseling Services 460-6856
- Christy Houston Foundation Drug Information Center 460-6531
- Health Services Clinic 460-5506
- Health Services Pharmacy 460-6040
- Library 460-6782
- Records/Registrar 460-6193
- Security 460-6617
- Student Affairs (office of the Dean of Students) 460-6407
- Student Center 460-6786
- Student Financial Services (Financial Aid) 460-6403
- Beaman Student Life Center 460-6313
- Campus Emergency 460-6911
Faculty and Staff office information (location and phone numbers) can be found in the Belmont Teledirectory.