

**Belmont University
School of Pharmacy
STUDENT MANUAL**

The Pharmacy Student Manual builds upon the Belmont University Policy and Procedures described in the [Bruin Guide](#).

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INTRODUCTION TO THE BELMONT UNIVERSITY SCHOOL OF PHARMACY

Message from the Dean

It is both an honor and a pleasure to welcome you to the Belmont University School of Pharmacy (BUSOP)! We enrolled our first class of students in the fall of 2008, and our faculty is deeply committed to ensuring that their next four years and yours will prove to be a rewarding foundation for your professional years. From 2008 to 2010 we will be housed in the Gordon E. Inman Health Sciences Center, Belmont's beautiful state-of-the-art health sciences facility. In the fall of 2010, we will move into a much larger and connected building, complete with a working pharmacy and health services center and new pharmacy student, faculty, lab, and classroom space.

We are proud of Belmont University's beautiful and positive campus atmosphere. Located in Nashville, Tennessee, Belmont serves as an asset to the community and a supplier to a world class health care community. As a student at Belmont you will be given the opportunity to learn from active pharmacy practitioners in the classroom as well as in health care institutions and pharmacy operations throughout your student career. From the first year on, you will be exposed to innovative practice sites in retail pharmacy, hospitals, clinics, long term care facilities, corporations, pharmacy industry, and compounding centers. You will learn this exciting practice in a "hands-on" fashion from practitioners who are motivated and willing to share their interests.

While pharmacy is a new program at Belmont, we are not new to educating health care professionals. Belmont University is well-respected in the health care industry for its nursing, physical therapy, occupational therapy and social work programs. During your student experience you should expect to learn from other professions, share experiences and talents with them, and learn how to collaborate to assure the best patient outcomes possible.

Sincerely,

Philip E. Johnston, Pharm.D.

Dean, Belmont University School of Pharmacy

Mission, Vision, and Community Commitments

The curriculum, teaching philosophy, goals, and objectives are all derived from BUSOP's Mission and Vision statements which reflect the vision and mission of the University and the Gordon E. Inman College of Health Sciences and Nursing.

Mission

Belmont University is a student-centered Christian community providing an academically challenging education that empowers men and women of diverse backgrounds to engage and transform the world with disciplined intelligence, compassion, courage and faith.

The purpose of the **College of Health Sciences** is to prepare nursing, occupational therapy, physical therapy, social work, and pharmacy professionals for practice in a variety of health and social welfare settings. Graduates of the College of Health Sciences are sensitive to society's increasing diversity and are prepared to meet client needs in these settings. The college's goal is to prepare professionals who are caring, ethical, competent and progressive in their chosen fields of study.

The **Belmont University School of Pharmacy** is a continually evolving learning community dedicated to rigorous and purposeful teaching, scholarship, service and leadership in pharmacy in accordance with the University's learning objective and Christian-based ethical underpinnings.

Vision

The vision of **Belmont University** is to be a leader among teaching universities, bringing together the best of liberal arts and professional education in a Christian community of learning and service.

The vision of the **College of Health Sciences** is to offer a comprehensive professional education to students in a Christian environment, preparing them as health and social welfare practitioners who are committed to life-long learning.

The vision of **Belmont University School of Pharmacy** is to become a nationally recognized center of excellence and leadership in pharmacy education, scholarship, patient-centric care and service. We see ourselves as a prominent resource for training and supporting competent, compassionate practitioners with a passion for life-long professional improvement and service to the profession and patients.

Community Commitments

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. These commitments can be found in the [Bruin Guide](#).

Organizational Chart

The faculty of the School are organized into two departments as follows:

Pharmaceutical Sciences Chair - Dr. Andy Webster	Pharmacy Practice Chair - Dr. Condit Steil
Dr. Chumney Dr. Stodghill Dr. Marvanova Dr. Turner Dr. Kiningham Dr. Thompson Odom	Dr. Giorgianni Dr. Hobson Dr. Hudgens Dr. Chirico Dr. Allison

ACCREDITATION

SACS Accreditation

Belmont University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) as a Doctoral Level 5 institution. Full information is available in the [Graduate Catalog](#).

ACPE Accreditation

The [Accreditation Council for Pharmacy Education \(ACPE\)](#) granted Belmont University School of Pharmacy (BUSOP) [candidate status](#) on June 29, 2009, thereby reaching another significant benchmark toward full accreditation. ACPE is the official regulatory body that accredits all colleges of pharmacy in the United States. BUSOP continues on track for full accreditation, which is awarded to a new program once it has graduated its first class and met all ACPE standards for accreditation

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by colleges and schools of pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new college or school of pharmacy, ACPE accreditation involves three steps: precandidate status, candidate status, and full accreditation. Precandidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period.

Precandidate status is awarded to a new program of a college or school of pharmacy that has not yet enrolled students in the professional program, and authorizes the school to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having candidate status have the same rights and privileges of those graduates from a fully accredited program. 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.

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 School, 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 comply with Belmont University's Code of Ethics and the Code of Conduct delineated in the [Bruin Guide](#). They 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 request made by School and University officials, including academic and co-curricular activity.

Violations of University and School of Pharmacy conduct codes and professionalism expectations are referred by faculty, staff and students in writing to the Assistant Dean for Student Affairs (Pharmacy) for review. Issues meeting the standard for University-level adjudication are referred to the BU Dean of Students Office; other

forms of less-than-acceptable behavior are handled within the School of Pharmacy by the Assistant Dean for Student Affairs, in consultation with the Academic Standards Committee for review and leveling of any sanctions.

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 School'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 School and University reputations. 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 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 HIPAA violations can be made directly, in writing, to the Associate Dean for Academic Affairs.

Honor Code

The Belmont University Honor Code and Standards for Academic Integrity are outlined in the [Bruin Guide](#) and [Graduate Catalog](#). Dishonesty, cheating, fabrication, multiple submissions, obtaining unfair advantage, aiding and abetting, unauthorized access, and plagiarism will not be tolerated and may result in a grade of "F" for the assigned work, a grade of "FX" in the course, and may also serve as grounds for dismissal from the Program. Such behavior is inconsistent with being a professional who is responsible for providing service to others.

Dress Code

All members of the Belmont University School of Pharmacy are expected to maintain a professional appearance. Students must exhibit good judgments in their personal hygiene, dress, make-up and piercing as to foster an effective professional education as in the following:

- Good personal hygiene with daily shaving, grooming, hairstyling and nail care. Finger nail length should comply with infection control practices and not interfere with normal dexterity. False fingernails are not allowed in laboratories. Conservative use of fragrances is expected in consideration of others with respiratory restrictions.
- Tattoos and body piercings (other than up to two earrings per ear) should not be visible. Dangling earrings are restricted in laboratory and pharmacy rotations due to potential damage to the earlobe.
- Dress slacks, denim and denim-like pants of any color may be worn in the classroom and laboratory, but must be properly fitted for the body, clean, neat and not torn. Pants must be worn properly at the hips and low riding pants should not expose undergarments.
- Clothing with obscene or lewd text or pictures is not permitted. Likewise, depictions of alcohol, drugs or smoking materials are not permitted.
- For women, off-the-shoulder, strapless or plunging neck-line tops, tops which do not cover to the waist, slacks, skirts or jeans which expose skin below the waist, or very short shorts or skirts are not permitted. Skirts/dresses should not be shorter than one inch above the knee (when standing) and not expose midriff or cleavage.
- Shirts/blouses/t-shirts should be properly fitted and not expose midriff or cleavage. Tank tops, halter tops, bare mid-drifts, and tube tops are not permitted.
- Exposure of undergarments is not deemed professional. See-through fabric garments are also not appropriate.
- Foot attire should be clean and in good repair, and shoes are required at all times.
- Head attire is not permitted within the classroom and laboratory unless required by class activity or worn for religious purposes and approved in advance by the School's Office of Student Services. Masks and other face covers are also not permitted unless prescribed for specific learning activities.

- Lab coats or jackets and name tags may be required in laboratories. They should be clean and not torn. Goggles, safety glasses, and gloves are recommended and may be required at the expense of the student. Closed-toed and closed-backed shoes are required for all laboratory exercises.

The dress code is in effect during class hours. It is essentially self-enforced by the usual and expected student cooperation with School policies. Students not dressed according to the dress code may be refused admittance to class or may be asked by any faculty member to return home to modify their dress or grooming to meet dress code. Violations of the dress code will be noted by the faculty member and reported to the School's Assistant Dean of Student Affairs. The dress code may be temporarily superseded by course guide or practice site requirements. Students should refer to the [Pharmacy Practice Experience Programs \(PPEPs\) Student Guide](#) regarding appropriate dress for experiential education activity.

FERPA Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, and these are listed in the [Bruin Guide](#). Belmont University faculty and staff strive to adhere to FERPA compliance guidelines as they carry out their student-focused duties.

Liability

Students receive professional liability insurance through Belmont University and are covered at the time of enrollment. Note that students are covered ONLY during the time they are involved in University-related activities (classroom, lab and clinical education). Pharmacy students are required to carry an individual liability policy which is covered by the annual BUSOP Pharmacy Student Liability Insurance Fee (approximately \$20).

ACADEMIC POLICIES AND PROCEDURES

Students should refer to the [Graduate Catalog](#) for general and School 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. Advising appointment scheduling is the responsibility of the student advisee and should occur twice per semester, or more often, if necessary.

Faculty Hours

Faculty post and maintain regular office hours, updated each semester. 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 BIC 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 will 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 Student 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 BUSOP 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 School should schedule time with their faculty advisor to discuss their options and to follow established protocol.

Withdrawal from the School of Pharmacy requires a written request for withdrawal submitted to the Assistant Dean for Student Affairs (Pharmacy) and an exit interview with the School Dean prior to initiating formal withdrawal procedures with Belmont University to determine eligibility for readmission in the future. Students should consult with the [Office of the Registrar](#) to determine if a tuition refund is possible.

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. Students requesting a leave from the School 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 School of Pharmacy in the student file; one by the student.

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 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 Standards Committee.

Laptop Computers

The use of personal laptop computers is a privilege and not a right. Usage during class must be approved by the course director and remain relevant to course learning goals and activities. Computer recommendations are available through [Information Technology Services](#).

Cell Phones

Cell phones and pagers will be turned off during classroom and laboratory time. Special circumstances may be discussed with the instructor.

Lecture Recordings

Many of the lectures delivered in the BUSOP will utilize a Media Site lecture recording system that may be released at the discretion of the instructor and department chair.

Tape recorders may be allowed in class with the permission of the instructor.

STUDENT HEALTH-RELATED POLICIES AND PROCEDURES

Health Services

Basic health services are available to students through [Belmont University Student Health Services](#). While some care given through the Student Health Services is at no cost to the individual, students are billed for designated services beyond routine care. As a prerequisite for seeking health care from this center, a student must have on file a completed, up-to-date [health form](#). Student Health Services maintains an active referral list for students desiring health care off campus. All medical expenses incurred off campus are the student's responsibility.

Health Insurance

Belmont University and the School of Pharmacy require that each student have health insurance while enrolled in any course. It is the student's responsibility to insure coverage and provide evidence of coverage as may be requested. Information on low-cost health insurance is available in [Belmont Central and at Student Health Services](#).

Immunization Requirements

All Belmont students must file a completed [health form](#) with [Student Health Services](#) (460-5506) and with the BUSOP Office of Experiential Education. This should include the following information:

- Personal information
- Health insurance information (please be sure to attach a copy of the front and back of your card)
- Immunization record of:

- MMR (Measles, Mumps, and Rubella) vaccination after 1989 or titers for rubella, rubeola, and mumps
- Tetanus within 10 years
- Two-step TB skin test within the past 12 months unless otherwise required by the DEE or specific rotation site.
- Hepatitis B series or titer proving immunity
- Varicella (chicken pox) titer
- Hepatitis A titer (recommended but not required)

It is very important that a student list any medical conditions/medications on his/her health form in case of an emergency situation. NOTE: students not submitting the health form will be restricted from course registration for the subsequent semester until the health form has been completed.

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 2-3 weeks). If the second TB skin test is positive, a baseline chest X-ray will be required. Thereafter, a 2-step TB skin test will be required annually prior to each enrolled year. The TB skin test can be obtained at the student health center on campus, a local health department, a private physician or place of employment. Documentation should be sent to Student Health Services and the BUSOP Office of Experiential Education.

The State of Tennessee requires proof of MMR immunization for all students born on or after January 1, 1957. Students born before this date are exempt from this requirement. If a student has not had an MMR immunization after 1989, they need to fulfill this requirement. The vaccine is available through Student Health Services, or students may obtain one from their general practitioner.

The State of Tennessee also requires the Hepatitis B (HBV) immunization for all registered students. A series of (3) doses of the vaccine is necessary for optimal protection. Missed doses may be sought in order to complete the series if only one or two have been acquired. To comply with this immunization requirement, proof of at least one Hepatitis B dose must be provided. There are three options to fulfill the HBV requirement: a completed HBV series, a titer proving immunity, or a signed waiver of informed refusal. To receive a HBV waiver, approval must be obtained from the Director of Experiential Education. The Hepatitis B (HBV) vaccine is also available at Student Health Services.

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.

Completed health forms should be submitted to BOTH of the following:

Attn: Health Services
Belmont University
1900 Belmont Blvd.
Nashville, TN 37212

Attn: BUSOP Office of Experiential Education
Belmont University
1900 Belmont Blvd
Nashville, TN 37212

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 Director of Counseling at 460-6856 or visit

Counseling Services in the first floor lobby of [Wright/Maddox Hall](#).

FACILITIES AND RESOURCES FOR ACADEMIC SUPPORT

Drug Information Center

The [Belmont University Drug Information Center \(BUDIC\)](#) supports the College of Health Sciences faculty and staff in their educational efforts and trains students in medication information management. Resources include selected periodicals and references texts and computer workstations for access to electronic databases and on-line access to the Lila D. Bunch Library. The center, located in room 208, Gordon E. Inman Building, 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.

Tutoring

Tutorial support is organized by the department chair in conjunction with the Office of Academic Affairs.

Student Portfolios

Student portfolios maintained on [RXportfolios](#) will be utilized during the Pharmacy Practice Experience Program to allow students to keep track of their professional development and growth in an organized fashion. The portfolios will also be utilized during times of evaluation to identify strengths, weaknesses, and what competencies have been achieved.

Computer Labs

Two computer labs are available for student use:

Massey Business Center
Third floor of MBC
460-6479

McWhorter Computer
First floor of Bunch Library
460-5444

Wireless Zones

Belmont University is committed to being a [wireless campus](#).

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).

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 Office of Student Affairs, a convenience store, offices and meeting rooms for student organizations, and ample gathering spaces and inviting seating areas for students to study and interact.

Student Organizations

There are currently three student pharmacy organization chapters on the Belmont campus:

- [Academy of Students in Pharmacy \(APhA-ASP\)](#)
The student pharmacist organization of the [American Pharmacists Association \(APhA\)](#), ASP holds regular professional meetings, sponsors School-wide activities, and offers students a chance to participate in the [National Patient Counseling Competition \(NPCC\)](#).

- **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.
- **Tennessee Student Society of 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.

Additional pharmacy student organizations may petition to open a chapter at Belmont, dependent upon student interest. Details on this process can be found [here](#). A sample of the pharmacy student organizations under consideration includes:

- **Academy of Managed Care Pharmacy**
This organization informs students of current practices in the field of managed care since these forms of insurance have come to play a significant role in pricing of pharmacy services, selection of services and in determining guidelines for therapy.
- **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 school year.
- **National Community Pharmacists Association (NCPA)**
This is the national specialty association for pharmacists and pharmacy students interested in independent community practice. NCPA sponsors service projects and community work and makes concerted efforts to acquaint students with issues pertinent to independent pharmacy.
- **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 School 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.
- **Phi Delta Chi**
The Phi Delta Chi fraternity develops leaders to advance the profession of pharmacy, it is a lifelong experience, promoting scholastic, professional, and social growth in its Brothers.
- **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.

Student pharmacists participating in educational programs or meetings that have been officially approved by BUSOP may be eligible for certain stipends or reimbursements for such participation. Students traveling in such a capacity *must* receive prior approval, provide original receipts for reimbursement, and fill out the University Travel Expense Report in a manner consistent with over all Belmont University policies. It is the obligation of students to understand the nature of pre-payment or reimbursement prior to beginning travel or incurring expenses. Information regarding these policies and procedures may be obtained from the Director, Experiential Education, the Assistant Dean of Student Affairs (Pharmacy), or the appropriate academic advisor.

Pharmacy student leaders include class officers and organizational leaders. All nominees for student leadership positions shall possess a professional grade point average of 2.75 or better at the time of their nomination.

Those individuals who are elected shall maintain a grade point average of at least 2.75 or better during their term of office. Should the grade point average fall below 2.75, the student will relinquish his/her office.

The University posting policy is available in the [Bruin Guide](#).

APPEALS, COMPLAINTS, AND GRIEVANCES

All students have access to appeal of decisions made in academic and student services curricular and/or disciplinary processes. Details of these uniform appeals processes are provided in the [Graduate Catalog](#) and [Bruin Guide](#). Because these proceedings are managerial and/or disciplinary, they are not legal proceedings; therefore, legal representation is not allowed during hearing and/or appeal procedures.

Belmont University's Complaints and Grievances Policy is available online through the [Bruin Guide](#). Policies governing student complaints for course-related issues requires first attempts at resolution to occur with the instructor at the informal level, followed, if necessary, by formal complaint beginning with the relevant department chair. In the School, this formal complaint process would be: course instructor, course coordinator, department chair, pharmacy associate dean of academic affairs, pharmacy dean, college dean, and Provost. Non-academic complaints follow the same progression (informal to formal) starting with the individual employee and progressing up through the appropriate managerial chain of oversight and responsibility.

Under the policy, students are encouraged to consult with their faculty advisors and/or the Assistant Dean of Student Affairs (Pharmacy) as they try to resolve the complaint (informally or formally) within school and university procedures for academic, personnel, federal compliance, student, and other issues.

Doing so ensures that institutional officers charged with policy adherence and ombudsman responsibilities can affect resolution. Students 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.

OTHER POLICIES AND PROCEDURES

Belmont Intranet Connection (BIC)

[Belmont Intranet Connection](#) is the electronic gateway to life at Belmont. As the online service for Belmont students, faculty and staff, BIC offers fast, simple access to important campus information and a host of essential tools. A BIC 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

Email

A pop.belmont.edu account is Belmont's official means of communicating with students. Students must check this account regularly or forward it to another address that they check frequently. Important dates, deadlines, and notices as well as communication with various offices and professors come through this account.

Once again, students should be familiar with Belmont University's Internet and Computer Use Policy as stated in the [Bruin Guide](#).

Identification Cards

Students are required to carry their Belmont ID at all times. It allows students to check out materials from the library (or log in online), pay for some purchases at the bookstore and cafeteria, access fitness facilities, and receive discounts from local merchants. After creating a BIC account, a student can get a photo ID from the [Office of Campus Security](#), located in the first floor of the [Gabhart Student Center](#).

Students should refer to the [Pharmacy Practice Experience Programs \(PPEPs\) Student Guide](#) regarding ID requirements for experiential education activities.

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. The two background checks required of pharmacy students are an academic progressions issue and are administered by the School's Academic Standards Committee (ASC) using the following protocol:

- Step 1: On January 15 and June 15, the Chair, ASC 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 ACS 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 for Student Services (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 School's needs.

Accommodations for Students who are Division I Athletes

As part of the University, the School supports athletic performance. The School 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.

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 about the process for requesting accommodations is available online through the [Bruin Guide](#).

Smoking on Campus

Smoking is not allowed inside any building on Belmont's campus. Outdoor smoking is permitted only in areas designated by the [Bruin Guide](#).

Substance-free Campus

Belmont University values self-control and respect for self and others, which enables all individuals to develop intellectually, spiritually, socially, emotionally and physically. Therefore, the university is committed to an environment free of the possession or use of alcohol and illegal drugs. It is a violation of the Substance-free Campus policy to drink, possess, distribute or be impaired as a result of drinking alcoholic beverages on campus or at any University sponsored activity on or off campus. Also, any involvement in illegal activities on or off campus, including the use, possession, distribution or impairment as a result of illegal drugs shall result in disciplinary actions set forth in the [Bruin Guide](#), institutional probation, suspension, expulsion and/or referral of the matter for criminal prosecution.

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, therefore, encouraged to ascertain whether family or personal insurance policies cover their property while on campus and plan accordingly.

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.

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.

Instant Alert Text Messaging System

Students are encouraged to sign up for the Belmont University Instant Alert Text Messaging System through [BIC](#).

Weather Emergencies

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

- [BIC](#) will provide this in the community message area
- [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, all 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. However, should a student miss class or be tardy when the University has not closed, he/she must negotiate that absence. If students are unable to travel to the school, they should call 460-6748 as soon as possible and leave a message regarding their absence. Students should refer to the [Student Experience Program Guide](#) regarding weather and transportation policies for experiential education experiences.

Emergency Management Plan

Being familiar with the fire and tornado guidelines before an emergency occurs will greatly enhance your safety during a crisis by ensuring your appropriate and rapid response. Such an automatic response by the Belmont Community will allow emergency personnel to respond directly to the crisis at hand, possibly resolving it more quickly and effectively than would otherwise be possible. **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). The exterior gathering location for the College of Health Sciences is by the fountain between the front doors and Wedgewood Avenue. **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. The tornado safety location for the College of Health Sciences is room 213.

CAMPUS DIRECTORY

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

Belmont University's Main Line	460-6000
Belmont Campus News Line (i.e., inclement weather)	460-5000
Belmont Central	460-5402
Bookstore	460-6418
School of Pharmacy	460-6748
Dr. Linda Allison	
Ms. Jennifer Baker	
Dr. Mark Chirico	
Dr. Elinor Chumney	
Ms. Laurel Fisher	
Dr. Salvatore Giorgianni	
Dr. Eric Hobson	
Ms. Ginger Hooper	
Dr. Julie Hudgens	
Dr. Philip Johnston	
Dr. Kelly Kinningham	
Dr. Marketa Marvanova	
Dr. Condit Steil	
Dr. Steven Stodghill	
Dr. Marilyn Thompson Odom	
Dr. Cathy Turner	
Dr. Andrew Webster	
Drug Information Center	460-6531
Library	460-6782
Records/Registrar	460-6193
Security	460-6617

Student Affairs (office of the University Dean of Students)	460-6407
Student Center	460-6786
Student Financial Services (Financial Aid)	460-6403
Student Health Services	460-5506
Beaman Student Life Center	460-6313
Campus Emergency	460-6911