MESSAGE FROM THE DEAN

Welcome to the Medical College of Wisconsin School of Pharmacy!

I am delighted to welcome you to the MCW family and the profession of pharmacy. Our goal is to produce highly qualified pharmacists, ready to engage in patient-centered care in a variety of settings, including primary care. With advanced practices skills such as physical assessment, point of care testing, comprehensive medication management, and chronic disease management, we believe our graduates will be well positioned to be comprehensive care providers throughout their careers.

You are part of a program that has been designed to prepare pharmacists to meet the demands and opportunities of a rapidly evolving profession. This vision involves educating pharmacists to become health care professionals ready t

csinfo@acpe-accredit.org (regarding a professional degree program)
ceinfo@acpe-accredit.org (regarding a continuing education provider)

ADMISSION POLICIES & PROCEDURES
Admission policies and procedures for the Doctor of Pharmacy program are posted on the School of Pharmacy website.

ACADEMIC CALENDAR
The academic calendar outlines the dates classes are in session, holidays observed by MCW, and other important events.

PHARMACY STUDENT LEVELS
Student levels are identified by one of two primary distinctions:

1. Pharmacy Year (PY) describes the year in which you are enrolled in MCW's accelerated, three-year Doctor of Pharmacy program.

   PY1 = Pharmacy Year 1 (Sessions 1-4)
   PY2 = Pharmacy Year 2 (Sessions 5-8)
   PY3 = Pharmacy Year 3 (APPEs)

2. Professional Level (P) describes your progression through the curriculum as compared to a traditional four-year Doctor of Pharmacy program.

   P1= Professional Level 1 (Sessions 1-2)
   P2= Professional Level 2 (Sessions 3-5)
   P3= Professional Level 3 (Sessions 6-8)
   P4= Professional Level 4 (APPEs)

   The credit hour values associated with each Professional Level are outlined in the Professional Levels policy.

Example: When a student begins Session 3 at MCW, the student is PY1 and P2 because the student is still in their first year at MCW. The student is also a P2 because the content that is taught in Session 3 at MCW is considered equivalent to the content that is taught at the start of the second year in a traditional, four-year Doctor of Pharmacy program.

CEREMONIES
The School of Pharmacy hosts the following ceremonies to celebrate the accomplishments of its students. Student attendance is required.

White Coat Ceremony
The White Coat Ceremony formally welcomes first

Hooding Ceremony

The Hooding Ceremony, where graduates formally receive the academic hood representing their profession, is held ea year, typically the day before the Commencement Ceremony. Candidates carry the hood to the stage, where their name is announced, and the hood is placed over the candidate's head. All candidates recite the Oath of the Pharmacist. Students who have completed all course requirements and who have completed the majority of APPE may be permitted to participate in the ceremony provided that they are enrolled in and will complete the remaining APPE in accordance wit the School of Pharmacy curriculum timetable.

Awards Ceremony

The School of Pharmacy celebrates its graduates at the annual Awards Ceremony. At the ceremony, honors and awards are announced and bestowed upon graduates. Recipients of honors and awards are also highlighted in th Commencement Ceremony program booklet.

Commencement Ceremony

MCW hosts one institutional Commencement Ceremony each year, typically on a Friday in May. Students who hav completed all course requirements and who have completed the majority of their APPE may be permitted to participate in commencement ceremonies provided that they are enrolled in and will complete the remaining APPE in accordance with the School of Pharmacy curriculum timetable. Graduating students are expected to attend commencement. If distance or other obligations prevent attendance, the dean should be

PLEDGE OF PROFESSIONALISM

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

3. Students may choose to create or become a member of an affiliate organization, such as:
    a. American College of Clinical Pharmacy (ACCP);
    b. Academy of Managed Care Pharmacy (AMCP);
    c. Other associations or interest groups as identified.

Alliance Dues: Dues shall be collected annually, through the MCW School of Pharmacy Student activity fee. The dues cover all local, state, national, and chapter fees for APhA-ASP, ASHP-SHHP, PSW, and ACCP. Students who choose to participate in affiliate organizations or interest groups outside of APhA-ASP, ASHP-

- Assume such duties as may be imposed by official vote of the membership;
- Assist with the preparation of a proposed schedule of events of the Alliance with the Community Engagement Director for the year in which they will be presiding;
- Maintain close contact and communication with other members of the Alliance Executive Board and the Alliance professional advisor(s) on a regular basis;
- Act as a

- Duties include:
  - Communicate between the School of Pharmacy and the Graduate School;
  - Serve as a voting member of the Alliance Executive Board;
  - Attend GSA general assembly meetings;
  - Ensure the Graduate School student representative to the Alliance is informed of relevant events, meetings,

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    - An officer may also be removed from office if they are excessively absent from meetings during the academic year. In this situation, the officer will be issued a written warning from the Alliance Executive Board prior to removal from office
    - When an officer is removed from office, they shall never be able to be a candidate for any office in the Alliance.
    - Upon removal of an officer from their position, the president shall have the authority to appoint a replacement, with the approval of the Alliance Executive Board unless the officer being removed is the president. Upon removal of the president from their position, the vice president will assume the title and duties of the presidential office for the remainder of the term. The membership will nominate and vote for a new vice president, as specified by the election procedures.
- Alliance Advisor(s)
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Descriptive changes to the bylaws (addition of a new committee description, change to a position description, position title changes, and the like) will be made by the president or a designee and announced to the members of the Alliance at an upcoming Alliance meeting. The updated bylaws will appear in the next published edition of the School of Pharmacy Student Handbook.

Procedural changes, be they new or amended, must be submitted and approved by the Alliance members as described below.

- The proposed amendment(s) will be posted in a conspicuous place and/or electronic copies will be made available for gener member review at least one week prior to the next general meeting.
- The proposed amendment(s) will be announced and voted on following an open review for all members at the general meeting.
- Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the members present.
- The adopted amendment(s) shall become effective immediately at

STUDENT ORGANIZATIONS

The formation and acknowledgement of student organizations and interest groups shall be conducted as defined in th "Student Organizations and Interest Groups Processes" document maintained by the Pharmacy Student Alliance.

Recognition

A. Any group that meets the definition of a student organization must apply for recognition through the Pharmacy Student Alliance and receive approval from the Assistant Dean for Student Affairs to obtain privileges of a recognized student organization. Formal recognition will allow student groups to request funding and resources from the Office of Student Affairs based on availability of student activity fees and funding approvals.
B. Groups who apply for recognition and receive approval will be granted recognition on a per semester basis, provided they maintain all standards set forth in the recognition process.
C. New organizations seeking recognition are encouraged to contact the Assistant Dean of Student Affairs to discu their intent prior to completing request forms.
D. New organizations can apply for initial recognition any time during the academic year. However, after initial recognition, the student organization must re-apply each semester during the formal recognition period.
E. Social fraternities and sororities seeking recognition must go through the same recognition process as all other organizations reapplying for recognition in order to obtain benefits/privileges of a Recognized Student Organization.

Appeal Process

If recognition status should be denied, the organization will be notified by the Assistant Dean of Student Affairs. If an organization wishes to appeal such a decision, the organization must submit a formal appeal to the Assistant Dean with five business days of the notification. Student organizations who have lost their recognition may reapply for recognition during the scheduled recognition period or may use the appeal process to regain its recognition.

Privileges

Recognized student organizations are entitled to the following rights subject to all other relevant policies of the Medical College of Wisconsin and the School of Pharmacy:

Participation in such programs requires the approval of the Office of Student Affairs via recommendation of a recognized student organization advisor, faculty mentor, faculty member, or School administrator. Consideration of such a request must consider both the merit of the proposed program and the School's ability to fund the request.

Once a request of this kind is properly authorized, the School may also pay for the student's registration or tuition fee for the workshop. The School also offers prepayment of registration fees for these activities when it becomes necessary to submit registration fees in advance of the event. If the Office of Student Affairs and School deem it appropriate, additional funds may be awarded to defer travel expenses of a student (airfare, hotel cost, meals, etc.). All requests are subject to available funds and may not be approved based on availability and merit of the travel request.

Individual Student Travel Requirements

All requests for funding must be submitted in according with the Student Conference Travel Award and Professional Meeting Attendance policies found in this handbook.

Student, Faculty, and Staff Social Networking

It is MCW policy that students not communicate with faculty (including preceptors, guest lecturers, speakers) via social networking sites (i.e. friending on Facebook, following on Twitter) except when faculty are expressly using social media as learning tools in the classroom. Student and faculty electronic communication should occur via the MCW email system, D2L/Brightspace, and MCWconnect, and when sanctioned by faculty who utilize social media as a teaching tool in class. However, students may connect with faculty, staff, and preceptors via professional networking sites such as LinkedIn but only at the discretion of the faculty, staff or preceptor.

Students, faculty, and staff are expected to report inappropriate behaviors of students, faculty and staff on s(a3(a)-33()

Although the School of Pharmacy cannot fund every request for travel, it recognizes travel and conference fees can be quite expensive. The policy outlined below was written to assist students and student organ

Request for Funding

1. A Professional Meeting Attendance Request form must be submitted in accordance with the deadlines specified by the related policy in this handbook. The form is available to students in the School of Pharmacy Student Resources Brightspace course.
2. A designated organization officer or student organizer should submit requests for organization related funding (i.e. ASHP, PSW, AHPA, HOSA, etc.) and list individual students that will attend the event on behalf of the organization.
3. Individuals attending separately should submit individual Professional Meeting Attendance Request forms.
4. Once the request is submitted, the Office of Student Affairs will review it. You will be notified regarding any amendments that need to be made to your request or of its approval via email
5. Once all attendees have been approved and confirmed via written correspondence from the Office of Student Affairs, travel arrangements may be made. DO NOT make travel arrangements until written consent from the Office of Student Affairs has been received.
6. Once awarded, students are encouraged to purchase their airfare and registration as soon as possible. Airfare reimbursement is contingent upon submission of receipts. Lodging receipts must be submitted upon return from the conference.

Final Report

Funded students may be requested to submit a final one-page report (in full paragraphs) that serves as an in-depth overview of the student experience—what was learned and of benefit to you—within two weeks upon return from the funded activity.

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"Supplementary services" may include, but are not limited to, note-takers, sign language interpreters, and the provision of assistive software (e.g., text-to-speech software), Braille, or large print materials. While MCW regularly provides a wide variety of supplementary services to its qualified students with disabilities, it is not required to provide devices or services of a personal nature, such as personal attendants or readers for personal use.

1. Determination of Necessary Aids and Services. After meeting with qualified students and considering their needs and limitations, the Assistant Dean of Student Affairs will determine the necessary supplementary services for qualified students on a case-by-case basis. Supplementary services may be paid for by MCW. A final or interim decision concerning whether to grant the services will be rendered within ten (10) days of the director's receipt of the request for accommodation.

2. Assistant Dean for Student Affairs as Facilitator. The Assistant Dean for Student Affairs will typically approve and facilitate the provision of services for qualified students without consulting or involving the faculty or others at the School of Pharmacy. In such cases, the student will be informed that the Assistant Dean of Student Affairs will serve as the student's facilitator for purposes of providing supplementary services.

3. Involvement of Faculty and MCW Facilities. There may be circumstances in which the Assistant Dean for Student Affairs must consult a faculty member

and limitations, the director will consult within five) (5) class days with the appropriate official(s) concerning any academic adjustments requested by the student. The student's identity will not be divulged during any such meeting. In these cases, a representative of the School may be designated as the student's facilitator for

Definitions

Full-Time Student Status
Students must be enrolled in a minimum of nine (9) credits per term (based on MCW's semester-based structure) to be considered a full-time student, as defined by the MCW Financial Aid Office.

Good Standing
Good Standing means that students 1) are not presently on academic or disciplinary probation, 2) are not presently decelerated, suspended, or dismissed; and 3) are on track to satisfy the graduation requirements.

At the time of withdrawal, the Tuition & Fees Payment and Refund policies in the MCW All Student Bulletin apply. If the student owes a balance due to withdrawal, the balance is due in full immediately. If the balance is not paid within five days, a late fee may be assessed, and the student will have a hold placed on their account and will be unable to register for future terms until the balance is paid in full.

Temporary Withdrawal due to Active Duty: Prior notification of intent to withdraw and return to school is required unless military necessity precludes the student's ability to provide advanced notice. Requests for active duty leaves must be submitted to the Assistant Dean of Student Affairs. A copy of active duty orders must accompany the request along with notification of intent to return to school. In accordance with the Principles of Excellence, the following provisions apply to service members that are temporarily unable to attend classes within a semester due to an active duty service obligation.

From an academic perspective, if a student has earned a grade in a semester, the student will retain that final grade for the course(s). The student does not need to retake that course(s), unless required by the dean or dean's designee or requested by the student. Courses that are not completed at the time of withdrawal are non-punitive – meaning a student is not to receive a failing or unsatisfactory grade because of active duty leave. A student will, however, receive a grade of "W" (withdrawal) in courses he/she does not complete during the term. A student may receive a grade of "I" (incomplete) in courses he/she is reasonably expected to complete by the deadline set forth by the program.

Non-Academic Violations and Sanctions

The MCW All Student Handbook and the MCW School of Pharmacy Student Handbook describe the Professional Standards and the Technical Standards for students enrolled in MCW graduate programs. The School of Pharmacy will hold all students to the professional and technician standards. Students may be issued a reprimand, placed on disciplinary probation, suspended, or dismissed from the Doctor of Pharmacy program for non-academic reasons, including but not limited to the program's determination that the student fails to meet professional or technical standards.

The Assistant Dean for Student Affairs will review non-academic Student Issues Reports submitted by faculty and staff, conduct an investigation (if needed), review all available evidence, and convene a meeting with the student to address the violation(s), which may include the creation of a professional development contract. After the meeting with the Assistant Dean for Academic and Curricular Affairs, students may receive one of the following sanctions depending on the severity of the MCW Honor Code violation:

a. Reprimand
b. Non-Academic Probation
c. Suspension

Students issued multiple SIRs or SIRs with major concerns related to professional and technical standards may be referred to the School of Pharmacy Academic Standing Committee for a hearing and may be subject to disciplinary action. The Academic Standing Committee, which will conduct a hearing and render a decision based upon the severity of the violation(s) and evidence provided by the Assistant Dean for Student Affairs. The School of Pharmacy Academic Standing committee may render any of the following decisions:

a. Academic Probation
b. Suspension
c. Dismissal

Students who appeal a non-

1. Every student placed on Academic Probation due to an Unsatisfactory final course grade will be required to meet with the Academic Standing Committee to discuss academic performance and to develop a student-specific action plan designed to return the student to Good Standing.
2. Academic Probation that results from students earning an Unsatisfactory grade in a didactic course means that students are decelerated and will not be allowed to progress in the Doctor of Pharmacy program until the course in which the Unsatisfactory grade was earned is repeated and a Satisfactory grade is earned.
    a. If the Unsatisfactory grade is earned in the Personal and Professional Development course, an elective course, an independent study, or a pharmacy practice experience, students are not decelerated but will be placed on academic probation and must satisfactorily complete an assigned project, academic plan, additional pharmacy practice experience, or assignment by an announced deadline.

Students placed on Academic Probation because of earning an Unsatisfactory grade as outlined above are eligible to seek a reconsideration or appeal of the decision according to the Procedures for Appeals of Upheld Dismissals or Deceleration Decisions will be followed.

Probation – Violation of MCW Honor Code: Students may also be placed on Academic Probation following a violation of the MCW Honor Code, including but not limited to, academic integrity, cheating, plagiarism, unprofessional behavior or conduct, illegal use of drugs or alcohol, and other illegal activities. Students placed on Academic Probation because of a violation of the MCW Honor Code may be required to meet with the School of Pharmacy Academic Standing Committee or representatives thereof (e.g. Chair and/or Vice Chair).

Academic Suspension

The Dean of the School of Pharmacy (or designee), the Assistant Dean for Academic and Curricular Affairs, or the Academic Standing Committee may suspend a student to preserve the health and safety of any member of the community or the integrity of the learning environment. While suspended, students cannot attend class or pharmacy practice experiences, participate in MCW or School sponsored activities and events, graduate, or otherwise progress toward the earning of a degree at MCW. Suspended students must successfully complete all the conditions of the suspension before returning to the School of Pharmacy and resuming coursework or pharmacy practice experiences. Students will be responsible for making up any coursework missed during the period of suspension. Suspension

1. ReExamination Data
2.

are confidential and should not be shared. Any student found sharing patient information inappropriately may receive a
Unsatisfactory grade in the lab course and be required to meet with the Academic Standing Committee.

COURSE & PROGRAM WITHDRAWAL

School of Pharmacy students cannot withdraw from individual courses that are required for completion of the Doctor o
Pharmacy program.

Students may withdraw from the MCW School of Pharmacy, which is a permanent decision, or request a Temporary
Withdrawal, which is a temporary decision (please see temporary withdrawal section of the Academic Standing policy
All requests for leaves of absence must be approved by the Assistant Dean of Student Affairs. If students choose to
withdraw or take a leave of absence after an academic session begins, their tuition refund will be based on the offici
withdrawal date and MCW's tuition refund policy. A grade of "W" for withdrawal is assigned when a student leaves a class
before its completion, which is defined as having participated in the final assessment for the course.

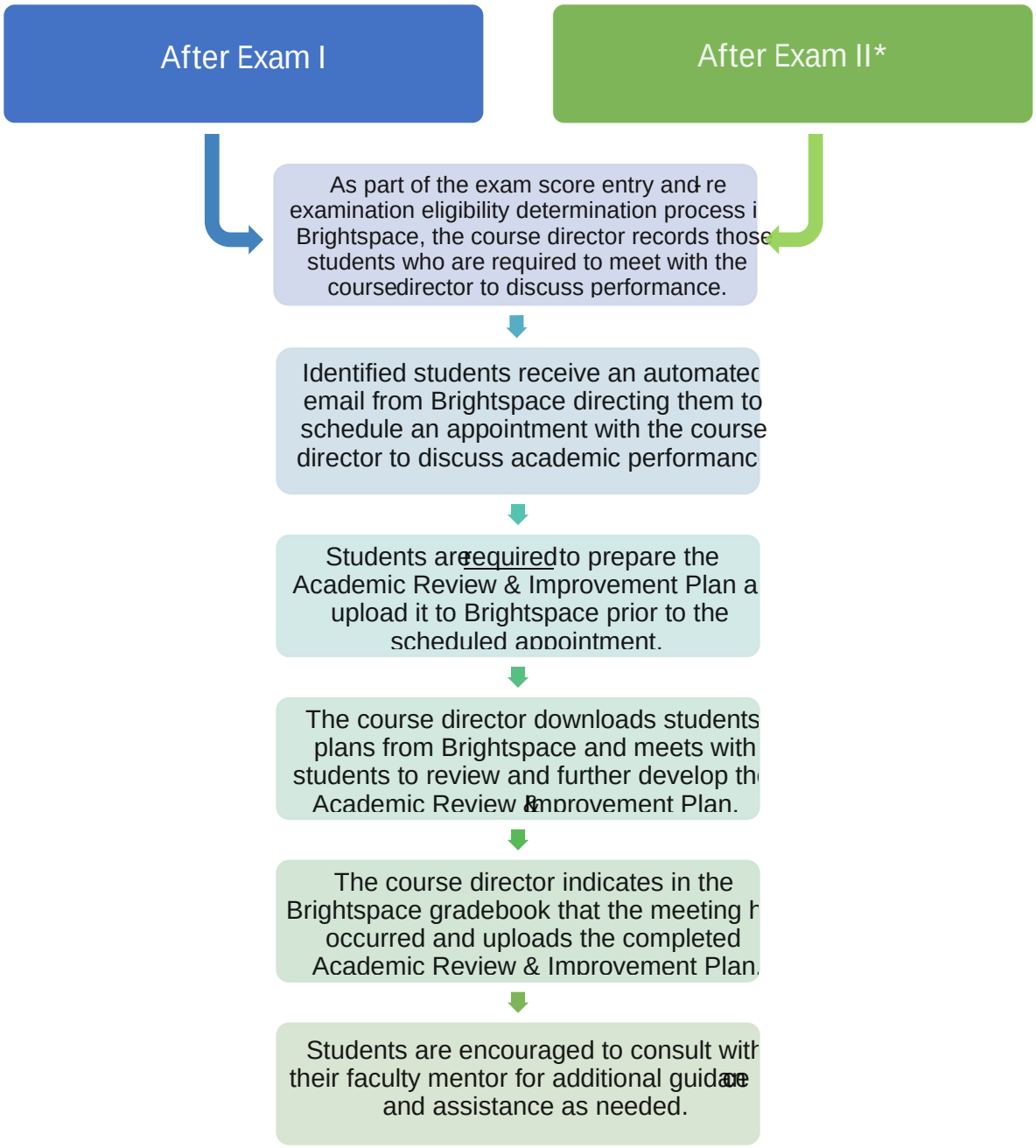
Students who appeal an academic or non-academic dismissal may remain enrolled in didactic courses until a final decision
has been rendered. Living expense refunds of financial aid funds may be held until a determination is reached. If th
decision to dismiss students is upheld, they will receive a refund based on the number days in which they were enrolled
while the appeal was being considered.

Malpractice Insurance Considerations for Withdrawn Students

A student who is on temporary withdrawal from the Medical College of Wisconsin is not considered enrolled. MCW wi
not assume any responsibility for any student who is not enrolled and cannot officially be involved in any effort by the

To request consideration of an excused absence, students must follow the absence notification procedures outlined
Appendix A (Student Absence Notification) in advance of the upcoming absence or, when specifically not possible, with
24 hours of the absence. The determination of whether the absence is excused or unexcused is made by the course
director, in consultation with the Assistant Dean of Student Affairs, based on the criteria outlined below. I

1. A student who requests an alternative means of meeting an academic requirement due to religious practices mus



*Only applicable when Exam II occurs as a midterm (not as a final exam) in which case it follows the same procedure as after Exam I. Course directors are encouraged to be flexible as warranted due to the limited number of weeks before the end of t academic session.

For courses that do not have examinations, the process may be adapted to align with other major course assessments as determined by the course director.

Students whose academic performance does not improve and who do not pass a course are subject to the procedur outlined in the Academic Standing policy. The Office of Academic and Curricular Affairs monitors student compliance with this process. This information becomes part of a confidential student database, and relevant data is shared with both th Academic Standing Committee and Assessment Committee.

COURSE AUDIT

Students who are not enrolled in the Doctor of Pharmacy program may be given permission to enroll in a PharmD cour by the Assistant Dean for Academic and Curricular Affairs after consultation with the course director.

ENGLISH AS A SECOND LANGUAGE

As indicated in the Technical Standards for Admission, Progression, and Graduation, mastery of both written and spoke English is required of all students. If it is determined a student requires English language instruction, their progress in t Doctor of Pharmacy program may be decelerated or stopped until the student is able to demonstrate mastery of English

The School of Pharmacy may require a student to enroll in an "English as a Second Language (ESL)" program offered by another institution if English language deficiencies interfere with the student's progress. The cost of the program will be the responsibility of the student.

EXAMINATIONS & ASSESSMENTS

A student who violates any aspect of the Examinations and Assessments policy will be found to be in violation of the MCW Honor Code.

olation of the MCW

Students are required to bring and use their privacy screen for all assessments delivered via ExamSofted via ExamSoft

3. Once the assessment password is shared with students, students must close all other content on their compute and immediately enter the exam file. Students are prohibited from delaying exam entry for any purpose, including last-minute review of course materials.
4. Should the chief proctor determine that students will be provided with blank paper, it will be distributed after students enter the assessment password and the examination begins. Notes or calculations may be written on

through memorization and/or dissemination (oral or written) in any form to any individual and/or party is prohibited and constitutes a violation of the Professionalism policy.

The following tools will be available on all examinations, unless otherwise noted in the posting announcement:

1. Calculator
2. Missing Answer Reminder
3. Text Highlighting
4. Show 5 Min Alarm
5. Numbering
6. Backward Navigation
7. Cut, Copy, and Paste
8. Notes
9. Question Feedback

Premature closure of the exam window will not merit additional examination time, except at the discretion of the proctor.

Exam software records and time stamp records of all student activity within the exam software including but not limited to start time, answers selected, questions skipped, and exam completion may be used to address appeals.

At the discretion of the proctor, the format of the examination (e.g. paper v. computer) may be changed or the examination may be rescheduled even when an examination is in progress.

The exam proctor is the official timekeeper for the software displayop d pg 0 G [(.)21(Exa)9(m)-4( )9(s)11(o)-5(ft)1

Once the "All Clear" has been given and it is safe to re-enter the building, students should follow the faculty proctors back

The following best practices have b

The exam opens for review at the time specified by the course director (4:00 PM in most cases). Once the course director(s) displays the exam password, students have only 10 minutes to successfully log in. Students who arrive less than 10 minutes after the start time of the exam may be permitted to enter the room at the discretion of the course director. If they miss the displayed passwords, they must raise their hand and wait for the course director(s) to show them the typed password on a piece of paper. Students who arrive later than 10 minutes after the start time of the review session will not be permitted to enter the room, as the review in Examplify is no longer available to be started after that time.

Once the student enters the second password, ExamSoft locks down the student's computer. Students can view all exam questions, the answer choices, their selected answer(s), the correct answer(s), and rationale.

When the student has completed their review, they must exit the review portal in ExamSoft and raise their hand to draw the attention of the course director(s). Once the student has exited the exam review, they cannot re-enter the exam review in Examplify. The student must show their the Examplify home screen to the course director(s) prior to leaving the room, and they must exit through the door by which they entered.

For exam content security purposes, students who attend a post-exam review session must remain in the room for at least 15 minutes prior to exiting.

The exam officially closes for review and becomes inaccessible to students 50 minutes after the scheduled start of the Post-Exam Review session.

Students are prohibited from sharing the ExamSoft password of the post-examination review with any other individual. Students who violate this policy may be required to meet with the Academic Standing Committee and will be subject to the disciplinary sanctions outlined in the MCW Professional Misconduct policy. Additionally, violators may be prohibited from make-up examination or re-examination in the future.

Question Appeals

Students will have 24 hours after the scheduled post-exam review to professionally express concerns based on sources defined by the course director.

a. The course director will clearly define the method by which students may submit appeals (email, D2L/Brightspace etc.).
b. The decision to eliminate a question or accept more than one answer as correct on an exam rests with the course director. This decision may be based on consultation with course instructors and/or psychometric data for the overall exam and individual questions.
c. Course directors will communicate final decisions regarding appeals to students within five (5) business days of the appeal submission deadline.
d. Course directors will provide students with an explanation for decisions on appeals.

Make-Up Examinations & Assessments

Students are required to abide by the Course Attendance and Absences policy.

In the event of a foreseeable absence at an examination/assessment, the student is required to notify the course director of the potential conflict via email within five business days of the first meeting of the class as soon as possible. The course director, in consultation with the Office of Academic and Curricular Affairs and the Course Attendance and Absences policy, will determine if the absence will be considered excused or unexcused. If the absence is determined to be excused, an alternative examination/assessment time will be offered to the student, which may occur prior to the scheduled class examination/assessment time. If the absence is determined to be unexcused, the student will be required to complete the examination/assessment during the originally scheduled time.

In the event of an unforeseeable absence at an examination/assessment due to an extenuating circumstance, the stude
is required to contact the course director as soon as possible to explain the situation. The course director, in consultation
with the Office of Academic and Curricular Affairs and the Course Attendance and Absences policy, will determine if th
absence will be considered excused or unexcused. If the absence is determined excused, an alternative

Course remediation will be made available for all required didactic courses, excluding Experiential Education (ed
rotations) and Patient Care Labs. The Course Director(s) for elective courses will determine whether remediation will b
offered for their respective courses. If remediation will be offered, the Course Director(s) must develop a remediation
plan and a reassessment of competency (e.g. exam) to be completed within the remediation timeline. For
standardization, all required Integrated Sequence (IS) courses and biopharmaceutical sciences courses must utiliz
comprehensive remedial exam. All other didactic courses may submit alternative remediation approaches for approval to
their course oversight, followed by submission to the Curriculum Committee using the CAR Form process. No changes m
be made once a session is underway.

Student Eligibility

If course remediation is offered by Course Directors, the student must meet the following conditions to be eligible for
remediation:

1. Students who received an "Unsatisfactory" course grade due to a violation of the MCW Honor Code (e.g. cheating, plagiarism) are ineligible.
2. Student who received an "Unsatisfactory" course grade with a final course percentage less than 50% are ineligible. 3. Students who received an "Unsatisfactory" course grade for the same course previously are ineligible

1. Grades resulting from deviations in the course director's established and announced grading procedures
2. Errors in application of grading procedures
3. Modification of grades for non-academic reasons
4. Gross error in judgment by the course director

Office of the Dean Review

2. Complete courses required in the professional pharmacy curriculum, including the required number of professional electives, selected from the list of approved elective courses.
3. Complete the core curriculum requirements (including PY3 Pharmacy Licensure Readiness Preparation) as defined by the School of Pharmacy;
4. Pay all fees and financial obligations to the institution;
5. Maintain technical standards for admission, promotion/progression, and graduation;
6. Be recommended for the degree by the Academic Standing Committee; and
7. Complete the requirements of the Doctor of Pharmacy degree within 5 years of matriculation.

The requirements for graduation, including policies and specific courses, are subject to periodic review and may be changed from time to time as determined by the School of Pharmacy.

Graduation dates are determined by the MCW Office of the Registrar.

INDEPENDENT STUDY

Independent study is an educational activity such as project-level research or concentrated inquiry undertaken by a student under the direction or supervision of a faculty member. The type of activity selected for independent study cannot be part of an existing required or elective course. Credit earned via independent study satisfies elective credit in the Doctor of Pharmacy program.

Generally, students are ordered for early enrollment in an independent study until after the completion of Session 2.

If an independent study is completed in Session 6 or 7 in lieu of a traditional didactic elective course, students may earn up to 3 academic credits. In all other sessions, students may enroll in only one independent study for up to 1.5 credits.

Completed Request for Independent Study forms must be submitted to the Office of Academic and Curricular Affairs no fewer than seven days prior to the first day of the academic session in which the independent study is to occur.

LABORATORY SAFETY

Students are expected to be respectful of all equipment that is used during the lab. Any broken equipment should be

Brightspace is the primary means by which faculty communicate with students about course content outside of class meeting times. Students are expected to review Brightspace Announcements for each course on a daily basis.

PEER EVALUATION

Consistent with federal, state, and local law, MCW will impose disciplinary sanctions upon students who violat this policy. Violations of the federal, state, and local laws and ordinances governing Substance Abuse by stude may result in referral for criminal prosecution in accordance with applicable law. Legal sanctions, including fines and/or imprisonment, may be imposed by the courts. School of Pharmacy students in violation of this policy ma be required by the MCW School of Pharmacy to seek treatment or be placed on disciplinary probation, suspended, or dismissed from the Doctor of Pharmacy program.

As a general disclaimer, in instances where circumstances warrant, MCW reserves the right to take any lawf action necessary to maintain the safety of patients and/or the educational environment, which may be in lieu of or in addition to the processes and procedures set forth herein.

Health Risks Associated with Substance Abuse

The MCW School of Pharmacy's primary interest is to assist students in avoiding the physiological and psychological damage that results from Substance Abuse, as well as to maintain safe patient care and learni environments. The health risks associated with the use of illicit drugs and the abuse of alcohol include physic impairment such as liver, heart, or digestive impairment; memory loss; and impaired judgment and other personality disorders.

Health Services

Students with the MCW student health insurance plan have access to Health and Mental Health Service Comprehensive information about coverage can be found in the MCW All Student Handbook.

Faculty Response to Suspected Drug and/or Alcohol Use by a Student Attending a Didactic/lab Class

The School of Pharmacy expects all students attending and/or participating in classroom or laboratory experiences to be free from the influence of drugs and alcohol. All violations by students will be referred to the Academic Standing Committee for adjudication. Acting on behalf of MCW and the School of Pharmacy, the Academic Standing Committee may impose disciplinary sanctions against any student who is found to be in violation of the law or policies related t Substance Abuse.

If there is reasonable suspicion based on the student's behavior (observed or reported) that the student is using or is under the influence of drugs or alcohol, the student shall be tested for drugs and alcohol. Additionally, while the hearin process is pending, the dean or designee has the authority to suspend the student from all classroom and laboratory activities.

If a faculty member or preceptor suspects, observes, or receives information that a student is using or may be under th influence of drugs or alcohol while in a classroom or laboratory, he or she must take the following steps:

1. Contact Public Safety to send an officer to the appropriate classroom or laboratory.

2. Remove the student from the classroom or laboratory.

3. Notify the dean or designee about the incident.

4. The dean or designee will meet with the student in private and inform him or her of the behavior or performance that has been suspected, observed, or reported. When possible, include a second person in the meeting (another faculty member, clinician, Public Safety Officer, or staff member) to serve as an independent observer and witness.

5. During the meeting, the dean or designee should ask the student to disclose all alcohol or drugs that have bee ingested and to turn over all drugs that are in the student's possession or control (if any). If the student has stored

Failing to complete the treatment recommended by the counselor, having a positive test for any banned substance after being granted the Temporary Withdrawal, or having a positive result on any drug or alcohol test will be deemed an offense under this policy. The student will then be required to meet with the Academic Standing Committee to determine if and when the student may continue in the Doctor of Pharmacy program. If the student regains his or her eligibility to complete the Doctor of Pharmacy program, he or she may be required to undergo random, unannounced drug and/or alcohol testing on an ongoing basis at the discretion of the Office of Academic and Student Affairs. A positive drug test result will result in the student being dismissed from the School of Pharmacy.

consideration of the facts, and modify behaviors based on constructive feedback from instructors and colleagues. They must demonstrate compassion and a concern for others, accepting responsibility for their actions and decisions. An MCW pharmacy student is expected to display characteristics of integrity, honesty, conscientiousness in work, good knowledge of patients, and teamwork. All students are responsible for owning their learning, exercising good judgment, promptly completing all responsibilities, and engaging in respectful professional interactions with patients and others. This includes the ability to examine their personal attitudes, viewpoints, and biases to embrace cultural competency and diversity while discouraging stigma. All students must contribute to open, safe, and effective learning and patient care environments.

The Medical College of Wisconsin has a responsibility to consider the safety and well-being of patients and others. Should an applicant or student have a condition that would place patients or others at significant risk, including active impairmen

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2.1 Creates a positive learning environment
2.2 Uses established precepting principles
2.3 Adapts teaching methods to meet the needs of individual learners
3. Preceptor provides high quality assessment of learners
3.1 Provides accurate, quality feedback to learner
3.2 Evaluates learner performance appropriately

AFFILIATION AGREEMENTS

The Accreditation Council for Pharmacy Education (ACPE) standards require a written affiliation agreement be in place between the experiential site and the MCW School of Pharmacy on or before the student's first day of rotation. The Office of Experiential Education is responsible for coordinating this process along with the Office of the Dean of the School of Pharmacy and the Office of General Counsel. Accommodations will be made for the student to complete their rotation elsewhere if an affiliation agreement cannot be completed on or before the student's first day of rotation.

ATTENDANCE

Experiential rotations require a high level of dedication by the student. Attendance is required, not only to ensure but to receive

Violating Federal copyright laws

CONFLICT OF INTEREST

Students are not permitted to complete rotations where they will be directly supervised and/or evaluated by a relative or an employer. Students are required to notify the Office of Experiential Education of any known or potential conflicts of interest prior to the start of any rotation.

DISABILITY ACCOMMODATIONS

The MCW School of Pharmacy is committed to compliance with all applicable laws regarding nondiscrimination and affirmative action. Students who require disability accommodations must contact the Office of Experiential Education prior to the first rotation.

DRESS CODE

Student pharmacists are recognized as both a representative of MCW School of Pharmacy and the profession of pharmacy. Therefore, students are expected to conduct themselves in a courteous and professional manner and to dress in a way that will enhance their ability to earn the respect of their patients and other healthcare professionals while at their pharmacy practice site. Compliance with the list below is an expectation of every student pharmacist; however, a preceptor may require an alternate dress code for their specific rotation (e.g. surgical scrubs) in which case students must comply with such requirements. Preceptors are encouraged to send a student home for any professionalism issue (including violation of the Dress Code) and contact the Office of Experiential Education as soon as possible. Students will need to make up any days missed due to professionalism violations. Preceptors will evaluate student professionalism during the midterm and final evaluation, which will be counted towards the final course grade.

Student pharmacists must maintain good hygiene. Stud(st)-1VOood

Behaving ethically and compassionately
Completing assignments on time and at the highest quality
Adhering to site and school policies and procedures
Presenting a professional image through dress and behavior
Accepting of constructive performance feedback
Maintaining patient safety in all actions and behaviors

Professionalism is an important component of the midpoint and final assessment. If a student receives any grade other

During the year, situations may arise where a practice experience is no longer available. When this affects a studen

Jeans, shorts, mini-skirts, T-shirts, jogging suits, hats, caps, etc., are considered inappropriate dress and are not

Accreditation Council for Pharmacy Education (ACPE) Student Complaints
Course/Faculty Grievance other than Final Grade Appeals
Grade Appeals

Students who wish to file a complaint not addressed by the policies listed above should do so in writing to the Sc
Pharmacy Assistant Dean of Academic and Curricular Affairs

COURSE/FACULTY GRIEVANCE OTHER THAN FINAL GRADE APPEALS

For discrimination and/or harassment (including sexual harassment) concerns, see the Harassment & Non-Discrimination policy in the MCW All Student Handbook. Students can express a grievance for matters other than fina grades following the procedure outlined below.

Faculty Member Review

If a student has a concern about a faculty member other than a final grade appeal, the student should first discuss the concern with the faculty member. In many cases, the communication of the concern will lead to an improved understanding between the faculty member and the student and result in an immediate adjustment of expectations or one part or the other. If the student is not comfortable speaking with the faculty member directly, he/she may contact the respective department chair. For clarity of communication, it is desirable for the student to submit the concern in writing.

Concerns must be brought to the appropriate person during the academic session when the concern occurred. Students may bring a concern up to thirty (30) calendars days after the conclusion of the course. After thirty (30) calendar days, th concern will not be reviewed

Department Chair Review

The department chair will review the written concern and/or speak directly with the student regarding the concern. The student will be informed that the department chair will speak with the faculty member to hear his/her point of view before a decision is made about how the issue should be resolved. The department chair will present the concern to the facul member to verify the facts, hear the faculty member's point of view, and seek a resolution. If a student brings a concern about a faculty member to an official other than the department chair, the official will encourage the student to speak to the faculty member with whom he/she has the concern. If the student is not comfortable doing so, the official will direct the studentto the respective department chair and provide the student with the necessary contact information.

Complaints or concerns that are sent to the department chair anonymously will not, in most cases,45(an)epartm

Wisconsin law requires criminal history background checks of persons responsible for the care, safety, and security
children and vulnerable adults. The Wisconsin Caregiver Law requires criminal background checks of licensed individuals,
employees, prospective employees, and other specified persons affiliated with caregiving entities or providers. As this la
applies to students providing care in School of Pharmacy clinical settings, the school must ensure that students
obey this law. The School of Pharmacy requires that each applicant successfully pass a criminal background check as
of the admission process.

The initial background check will be in effect for four years. During that four-year period, students should notify the Office
of Student Affairs if they have been convicted of a crime or are under investigation for a crime. At that time, another
background check will be ordered. If a student does not report this information and the program learns of this information
from another source, a background check will also be conducted. Likewise, if an individual remains in the program f

2. Should the student be approved for attendance, the Assistant Dean of student affairs will communicate via ema
   such approval to the student no fewer than 30 days prior to the start of the meeting, when possible.
3. A group of students who has been approved for attendance with lodging funding provided by the School may b
   required to share a hotel room with at least one student of the same gender.
4. Students who are approved to attend a professional meeting are expected to attend as many of the sessions a

Appendix B. Procedure for Student General Attendance at Professional Meeting

Even students who are not requesting funding and are willing to pay for their own registration must complete the Professional Meeting Attendance Request form to notify the School of Pharmacy of their intent to attend and be considered for an excused absence.