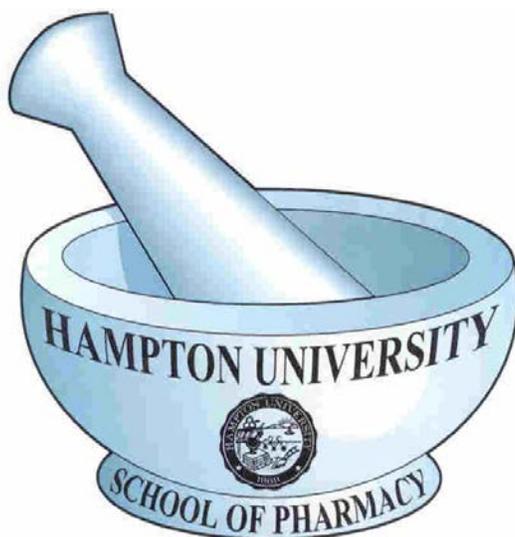


**HAMPTON UNIVERSITY**

***SCHOOL OF PHARMACY***

*Hampton, Virginia*

**Pre-Professional  
Student Handbook**



**Dr. Wayne T. Harris, Ph.D.  
Dean**

**Revised Fall 2016**

***\*\*Disclaimer: Please note that policies and procedures described in this document are subject to change. Any changes will be communicated to all parties involved.***

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**School of Pharmacy**

OFFICE OF THE DEAN

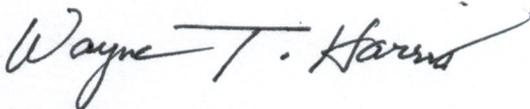
Dear Pharmacy Student:

It is my pleasure to welcome you to Hampton University and the School of Pharmacy. I am delighted that you have selected pharmacy as a career. You have chosen a versatile profession, which in the hands of a creative, ambitious and directed individual can be a springboard to numerous career pathways.

The next several years will take you on a wonderful journey of discovery that includes personal and professional growth. This Handbook is designed to help you navigate that journey. It provides concrete information on constants such as grading policies, absences, and dress code. It provides information about the School, required courses, school procedures, timelines, planning documents, student resources, School of Pharmacy personnel, and other pertinent information. Although it is a stable document, the Handbook is a work in progress that will be strategically updated as necessary.

As with all that we do in the School of Pharmacy, the Handbook is meant to help students develop the attributes of an educated person. It is the development of social and personal responsibility along with scientific and technological information that blend to create a professional who is committed to the public and to the process of lifelong learning.

Embrace professionalism and the profession from the beginning and the profession will embrace you. Expect an eventful ride that reaches a spectacular conclusion at graduation. I look forward to the journey with you!



Wayne T. Harris, Ph.D.  
Professor and Dean

HAMPTON UNIVERSITY SCHOOL OF PHARMACY - DIRECTORY		
MAIN OFFICE – (757) 727-5071		
EXT. BEGINNING WITH 5 PREFIX IS 727	EXT. BEGINNING WITH 2 PREFIX IS 637	
EXT. BEGINNING WITH 6 PREFIX IS 728		
FACULTY/STAFF	EXTENSION	OFFICE ROOM#
Harris, Wayne - Dean	5220	Main Office
Bull, Tanya – Dean’s Administrative Assistant	5753	Main Office
Woody, Jerome – Network Administrator ( <i>cell phone no. 757-349-4682</i> )	6968	112
Iyer, Anand – Assistant Dean of Academic & Student Affairs	6768	Main Office
Giles, Angela –Admin. Assistant to Assist. Dean of Academic & Student Affairs	2332	Main Office
Bond, Linda –Administrative Assistant to Coordinator of Student Affairs	5482	208
James, Denise – Coordinator of Student Affairs	6792	209
Small-Johnson, Tracy – Assistant Coordinator of Student Affairs	6494	***430 HL
Azad, Neelam – Chair, Pharmaceutical Sciences	2539	Main Office
Bondarev, Mikhail –Pharmaceutical Sciences	5870	219
Campbell, Vera – Assistant Dean for Assessment	6685	213
Du, Chengan – Pharmaceutical Sciences	6692	116
Heyliger, Simone – Pharmaceutical Sciences	6687	212
Kulkarni, Yogesh- Pharmaceutical Sciences	5543	215
Kaushik, Vivek – Post Doctoral Fellow, Pharmaceutical Sciences	6096	#233 BMR-II
Li, Feng – Pharmaceutical Sciences	5585	211
Martinez, Raul – Lab Manager Pharmaceutical	6750	207
Rana, Angela – Administrative Assistant, Department of Pharmaceutical Sciences	6565	Main Office
Roni, Monzurul – Pharmaceutical Sciences	6404	214
Saulsbury, Marilyn – Pharmaceutical Sciences	6579	218
Venkatadri, Rajkumar - Post Doctoral Fellow, Pharmaceutical Sciences	6096	#233 BMR-II
Wright, Clayton – Post Doctoral Fellow, Pharmaceutical Sciences	6096	#233 BMR-II
Yakisich, Juan Sebastian – Post Doctoral Fellow, Pharmaceutical Sciences	6096	#233 BMR-II
<b>Biomedical Research Building II (BMR-II)</b>		
Office – Neelam Azad and Anand Iyer	6094	#215 BMR-II
Office – Mikhail Bondarev	6093	#216 BMR-II
Pharmaceutical Sciences Lab	6095	#217 BMR-II
Pharmaceutical Sciences Office	6096	#233 BMR-II
Andrews, Ebony – Chair, Pharmacy Practice	6684	Main Office
Bazunga, Munama – Pharmacy Practice	6691	115
Brown-Hughes, Travonia	2960	**105A
Epps, Sharon –Administrative Assistant, department of Pharmacy Practice	6688	Main Office
Hudson, Deborah – Pharmacy Practice	6209	**106A
Ling, Hua – Pharmacy Practice	6562	***431HL
Lyon, Ronald – Pharmacy Practice	6807	**103A
Ndemo, Francis – Pharmacy Practice	6689	117
Ombengi, David – Pharmacy Practice	5455	110
Parker, Shanea – Pharmacy Practice	6690	101A
Richards-Spruill, Patricia –Director of Experiential Education	6791	114
Hardy, Charlette – Assistant Director of Experiential Education	5278	111
Williams-Nobles, Selena – Admin. Assistant, department of Experiential Education	6495	113
Conference Room/ Fax Machine	6797 /5840	Main Office
Drug Information Center	6693	**DI Center Annex
Lounge	6492	205
MTM	2224	
Server Room	6581	112
Pharmacology Lab	5877/6521	201

\*\*A – School of Pharmacy Annex/\*\*\*HL-Harvey Library/#BMR-II – Biomedical Research Building II

# **HAMPTON UNIVERSITY SCHOOL OF PHARMACY**

## **VISION STATEMENT**

The School of Pharmacy envisions an academic and professional program that produces medically astute pharmacists who use technology to their advantage and to that of their patients. The School of Pharmacy is configured to produce professionals who embrace the value of interpreting and delivering information about drug efficacy in order to produce the maximum therapeutic benefit. The School of Pharmacy envisions the delivery of its programs in an environment constructed to sensitize the pharmacy graduate to the importance of diversity of cultures, the need for lifelong learning, and a lasting respect for health.

## **MISSION STATEMENT**

The mission of the School of Pharmacy is to provide contemporary pharmaceutical education that produces highly skilled pharmacists who deliver quality pharmaceutical care to the people of Virginia and the nation. The program focuses on a strong foundation in pharmaceutical sciences, curricular integration, provision of high-quality pharmaceutical care, lifelong learning, appropriate use of technology, and a vigorous research program. The School promotes and encourages the scholarly and professional development of students, faculty and staff in a multicultural environment. The School offers only one degree, the Doctor of Pharmacy (PharmD.).

The School of Pharmacy subscribes and adheres to the goals of the University Mission to promote learning, character building, and preparation for leadership and service roles, through careful selection of students, activities and attitudes that develop professionalism, and delivery of a rigorous curriculum. Through professional organizations and other linkages, students in the School of Pharmacy participate in activities that provide service to the local community and the state. Although the curriculum primarily serves only the students admitted to the School of Pharmacy, students and faculty are committed to sharing their knowledge and informational resources with the greater University population and beyond.

## **ACCREDITATION**

The School of Pharmacy is fully accredited by the Accreditation Council for Pharmacy Education (ACPE), the body that accredits Schools and Colleges of Pharmacy in the United States.

# **GENERAL INFORMATION**

## **ACADEMIC NOTICES BULLETIN BOARD AND MONITOR**

Students are responsible for the regular monitoring of the **Academic Notices Bulletin Boards**. There are 3 boards located in the School of Pharmacy: two on the 1<sup>st</sup> floor, one in the main office, one on the first floor beside the teleconference room and one on the 2<sup>nd</sup> floor across from the Student Affairs Office. Add information on the two new boards – one outside Teleconference and one inside the main office and in the annex. There is also a TV monitor in the hallway beside the main office that will provide School of Pharmacy information.

## **DISCLAIMER**

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and the Hampton University School of Pharmacy.

While the provisions of this handbook will ordinarily be applied as stated, the School reserves the right to change any provision listed, including but not limited to academic requirements for graduation. Every effort will be made to keep students advised of any such changes. However, it is especially important that each student note that it is his/her responsibility to keep himself/herself apprised of current graduation requirements by regular consultation with his/her advisor.

## **RIGHT OF PRIVACY**

Hampton University assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, known as the Buckley Amendment (see Appendix).

Students have the right to review their educational records for information purposes and to determine accuracy. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights upon presentation of proof of the student's dependent status and a signed **Release of a Student's Academic Record to Parents** form (see Appendix page 32).

## **EQUAL OPPORTUNITY**

Hampton University adheres to the principle of equal education and employment opportunity without regards to race, sex, color, creed, physical handicap, sexual orientation or national origin. This policy extends to all programs and activities supported by the University.

## HAMPTON UNIVERSITY CODE OF CONDUCT

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. Each member is required to adhere to the instructions and guidance of the leadership of his/her respective area. Therefore, the following are expected of each member of the Hampton Family:

**1. To respect himself or herself.**

Each member of the Hampton Family will exhibit a high degree of maturity and self-respect and foster an appreciation of other cultures, one's own cultural background, as well as the cultural matrix from which Hampton University was born. It is only through these appreciations that the future of our University can be sustained indefinitely.

**2. To respect the dignity, feelings, worth, and values of others.**

Each member of the Hampton Family will respect one another and visitors as if they were guests in one's home. Therefore, to accost, cajole, or proselytize students, faculty or staff, parents or others, to engage in gender or sexual harassment, use vile, obscene or abusive language or exhibit lewd behavior, to possess weapons such as knives or firearms, or to be involved in the possession, use, distribution of or sale of illegal drugs is strictly prohibited and is in direct violation of the Hampton University Code, both on or off campus.

**3. To respect the rights and property of others and to discourage vandalism and theft.**

Each member of the Hampton Family will refrain from illegal activity, both on and off campus, and will be subject to all applicable provisions listed in the *Faculty Handbook*, *Personnel Policies Manual for Administrative/Professional and Non-exempt Employees*, the *Official Student Handbook*, and the Hampton University Code of Conduct.

**4. To prohibit discrimination, while striving to learn from differences in people, ideas, and opinions.**

Each member of the Hampton Family will support equal rights and opportunities for all regardless of age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social, or other affiliation or disaffiliation, or sexual preference.

**5. To practice personal, professional, and academic integrity, and to discourage all forms of dishonesty, plagiarism, deceit, and disloyalty to the Code of Conduct.**

Personal, professional, and academic integrity is paramount to the survival and potential of the Hampton Family. Therefore, individuals found in violation of Hampton University's policies against lying, cheating, plagiarism, or stealing are subject to disciplinary action, which could possibly include dismissal from the University.

**6. To foster a personal, professional work ethic within the Hampton University Family.**

Each employee and student of the Hampton Family must strive for efficiency and job perfection. Each employee must exhibit a commitment to serve, and job tasks must be executed in a humane and civil manner.

**7. To foster an open, fair, and caring environment.**

Each member of the Hampton Family is assured equal and fair treatment on the adjudication of all matters. In addition, it is understood that intellectual stimulation is nurtured through the sharing of ideas. Therefore, the University will maintain an open and caring environment.

**8. To be fully responsible for upholding the Hampton University Code.**

Each member of the Hampton Family will embrace all tenets of the Code and are encouraged to report all code violations.

## **GENERAL MATRICULATION RULES AND GUIDELINES**

1. Students are required to keep abreast of school/class activities by checking e-mail, bulletin boards and postal mail.
2. Students are required to follow the dress code when in the School of Pharmacy as an integral part of their training and professionalism.
3. The student's academic performance will be reviewed at the end of each academic year by the University and a determination will be made as to whether he/she will continue as a student in the University.
4. A student placed on probation by the University is automatically considered on probation by the School of Pharmacy.
5. A student dismissed from the University is dismissed from the School of Pharmacy. Should the student gain readmission into the University he/she is not guaranteed readmission into the School of Pharmacy. The student's academic performance will be reviewed and a determination will be made as to whether the student will be readmitted into the School of Pharmacy.
6. Each student is assigned to a faculty member for advisement on academic matters and professional activities. The advisor will serve as the student's first line of communication in addressing registration and other academic or professional problems.
7. All HU pre-professional students must undergo in-person, standardized interviews in order to progress from the pre-professional to the first professional year. The interviews will be conducted by faculty, preceptors, alumni, students or staff of the School of Pharmacy. HU pre-professional students are guaranteed an interview provided all prescribed requirements have been met.
8. All HU pre-professional students are required to have a minimum GPA of 2.75 to be considered for an interview for entry into the professional program. The minimum GPA requirement of 2.75 must be met by the end of the fall semester of the sophomore year.
9. If a pre-professional student is accepted in the professional program, he or she must maintain a cumulative GPA of 2.75 or higher prior to the start of the fall P1 semester.
10. All HU pre-professional students will be required to take the Pharmacy College Admission Test (PCAT) by November of their sophomore year. The PCAT result will be used as an evaluation tool at the interview and not as a measurement tool in order to secure an interview. Students who fail to take the PCAT by November of their sophomore year and/or whose PCAT scores are not received in the School of Pharmacy on or before February 1 will not be eligible to interview for the P1 fall semester for that upcoming school term.

- 11.** A minimum grade of “C” is required in all pre-professional coursework. See Appendix for the Pre-professional Curriculum to ensure all requirements are met.
- 12.** In-person, standardized interviews are now required due to the new accreditation standards and guidelines implemented by ACPE. Admissions interviews must evaluate desirable qualities (such as: emotional maturity, empathy, ethical behavior, motivation, industriousness, and intellectual curiosity).
- 13.** If a student interviews and is denied a seat in the professional program, he/she may interview again the following year provided the required GPA of 2.75 is maintained.
- 14.** If a student separates from the University without notifying the School of Pharmacy, he/she may forfeit the opportunity to be readmitted as a pre-pharmacy major.
- 15.** The faculty of the School of Pharmacy reserves the right to revise the curriculum at any time to assure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the change and how it impacts their course of study. However, assurance of well-prepared graduates will prevail as the dominant concern.
- 16.** The School of Pharmacy will graduate only those students it deems ready to accept morally, ethically, and professionally the practice of pharmacy, and consequently reserves the right to withhold the recommendation for graduation of any student who does not conform to those standards of readiness.
- 17.** A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.

## LETTER GRADING POLICY

The standard grading scale of “A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F” is used in awarding grades so that the student’s true academic performance is reflected in the grade received.

**A letter grade of “C” grade or better is required for passing all pharmacy courses.**

It should be understood that failing a course (C- or below) may affect the academic progression of the student (due to the structure of the curriculum and the associated prerequisite requirements). In addition, academic sanctions may be imposed per HUSOP’s **Academic Progression Policies** (see page 10).

Letter grades are determined as follows:

A+	=	98-100
A	=	94-97
A-	=	90-93
B+	=	88-89
B	=	84-87
B-	=	80-83
C+	=	78-79
C	=	74-77
C-	=	70-73
D+	=	68-69
D	=	64-67
D-	=	60-63
F	=	Below 60

## **STUDENT DRESS CODE POLICY**

The Standards of Professional Attire apply to female and male students enrolled within Hampton University's School of Pharmacy. Pharmacy is a profession that has a mission to assure the safe and effective utilization of medications in patients. For this reason, the HUSOP dress code is intended to contribute to the overall professional development of the pharmacy student. Students are required to dress professionally every day. The purpose of the dress code is to make the student aware that there is a standard of professional dress that should be adhered to in order to have an effective transition into the professional world.

Professional dress attire should be followed for all didactic and experiential students (P1 through P4) students, during lectures, presentations on campus, Student Forum Seminars, P4 Rotation Meetings or specific days designated by faculty and/or administrative staff.

### *PROVISIONS OF THE HUSOP DRESS CODE APPLY TO BOTH FEMALE AND MALE STUDENTS ENROLLED IN HAMPTON UNIVERSITY'S SCHOOL OF PHARMACY*

**The following items of clothing which are NOT permitted to wear include:**

- a. Hats, caps or head scarves should not be worn indoors (*Please note this does not apply to headgear considered as a part of religious or cultural dress*)
- b. Flip flops / tennis shoes
- c. Party or event styled T-shirts and/or sweatshirts with inappropriate or vulgar lettering or messages
- d. Denim and/or jean clothing of any color (including frayed, torn, dirt-washed, etc.)
- e. Pajamas or pajama slippers worn as formal dress clothing
- f. Shirts worn outside of the pants or un-tucked
- g. Pants worn below the waist
- h. Undershirts worn as outer wear
- i. Mini-skirts, shorts, pants/bottoms shorter than mid-calf
- j. Skirts shorter than two (2) inches above the knee when sitting
- k. Sweatpants, spandex, jeggings, or exercise attire
- l. Tank tops and/or athletic T-shirts
- m. Spaghetti straps, halter tops, tube tops, low cut tops, or tops exposing the midriff
- n. Tight clothing is prohibited

### **HUSOP STUDENT PROFESSIONAL DRESS STANDARDS**

Clothing and shows are encouraged to be professional, clean and appropriately styled. In addition, the following specific recommendations must be followed:

<b>FEMALE STUDENT</b>	<b>MALE STUDENT</b>
<ul style="list-style-type: none"> <li>✓ Tattoos must be covered at all times.</li> <li>✓ Jewelry should be conservative. Large or dangling jewelry (i.e. bracelets or earrings) is unacceptable.</li> <li>✓ Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted unless for religious/cultural reasons.</li> <li>✓ Shirts, blouses or tops should cover shoulder</li> </ul>	<ul style="list-style-type: none"> <li>✓ Tattoos must be covered at all times.</li> <li>✓ Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted unless for religious/cultural reasons.</li> <li>✓ Nails should be well groomed, manicured and of short to medium length.</li> </ul>

<ul style="list-style-type: none"> <li>✓ Nails should be well groomed, manicured and of short to medium length.</li> <li>✓ Artificial nails and nail jewelry should not be worn in a laboratory setting.</li> <li>✓ Hair should be neat, clean, and a color found in nature and not extreme in style.</li> <li>✓ Daily bathing and the use of deodorant are encouraged.</li> <li>✓ Perfume should be used sparingly, particularly in patient contact areas.</li> <li>✓ Women must wear pant socks or appropriate hosiery. (e.g. white, black, brown, navy and skin tone)</li> <li>✓ Make-up should be natural in appearance; heavy use of make-up is discouraged.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Beards should be well groomed or closely trimmed. Sideburns and mustaches should be well groomed.</li> <li>✓ Hair should be neat, clean, trimmed, and a color found in nature and not extreme in style.</li> <li>✓ Daily bathing and the use of deodorant are encouraged.</li> <li>✓ Cologne or aftershave should be used sparingly, particularly in patient contact areas.</li> <li>✓ Men must wear a shirt and a tie.</li> <li>✓ Men must wear socks.</li> </ul>
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### **ENFORCEMENT OF HUSOP STUDENT PROFESSIONAL DRESS STANDARDS**

- a. Standards of HUSOP Student Professional attire are intended to be self-regulated. Pharmacy students are encouraged to utilize mature and professional judgment in observance of the dress code.
- b. The HUSOP Student Professional Dress Standards fall under the HUSOP Code of Conduct.
- c. Violations of the HUSOP Student Professional Dress Standards should be reported to the Office of Academic and Student Affairs and may be subjected to review.
- d. HUSOP students that are inappropriately dressed/groomed may be dismissed from classes, laboratory sessions, seminars or experiential rotations to comply with the student professional dress standards.

### **EXCEPTIONS TO HUSOP STUDENT PROFESSIONAL DRESS STANDARDS**

- a. After Hours and Weekend Attire: HUSOP students are encouraged to wear neat clothing that is appropriate for a professional seminar, event, luncheon or dinner.
- b. HUSOP students should wear specific dress/attire (i.e. laboratory jacket and/or scrubs) when instructed by the professor or institutional policy. Scrubs may be worn to all approved laboratory sessions. Scrubs MUST be Hunter Green (JC Penny Reference Color #28 or Jeness Uniforms). A laboratory coat must be worn over the scrubs to attend laboratory classes. Sneakers may be worn with the scrub uniform, but should not be worn at any other time.
- c. HUSOP students who have medical conditions that will prevent observance to the HUSOP Student Dress Code Policy should discuss these issues with the HUSOP Office of Academic and Student Affairs.

## **APPROPRIATE USE OF TECHNOLOGY POLICY**

**Hampton University** provides and maintains technologies to advance teaching, learning, research, and administrative activities in support of the University's mission. The University views access to all of its technology resources as a privilege that is granted to members of the University community so long as it is used responsibly. Hampton University reserves the right to monitor and investigate violations or suspected violations of policy and security.

Students utilizing technology resources shall be held to the standards of conduct set forth elsewhere in the Student Handbook. The faculty and staff shall be held to the standards of conduct set forth elsewhere in the Faculty and Staff Handbooks, respectively. All University rules, particularly those pertaining to the Code of Conduct and the consequences of acts of dishonesty, harassment, plagiarism, piracy and illegal or inappropriate use of software are applicable to the use of computers, cell phones, personal data assistants (PDAs), and other technologies.

Users can have a reasonable expectation of privacy, except those times when system administrators find cause to investigate network activity for purposes related to operations and compliance with University policy and federal and state laws. The vice president of student affairs will process violations of University policy by students. The director of human resources and the provost will process violation of University policy by faculty and/or staff. Infringements made known to the assistant provost for technology by the Recording Industry Association of America (RIAA), Business Software Alliance, MGM and NBC Universal Properties and the like will be processed by the assistant provost for technology with written notification to the vice president of student affairs or director of human resources and/or provost where applicable.

Users found in violation of this policy may direct appeals to the vice president for student affairs, the director of human resources and/or the provost within three business days. A written response will be provided within ten business days.

The following is intended to ensure that all members of the University computing community can be afforded privacy in his/her work; that no one will be unwillingly subjected to abusive behavior of others using the system; that the resources available to the community are not consumed by only a few individuals; and that electronic vandalism does not destroy computer resources. It should be understood clearly that the following points are illustrative and not all-inclusive.

1. Only authorized persons defined as students, faculty, staff and members of Hampton University sanctioned programs, may use Hampton University's computing facilities and equipment (computers, printers, networks, software, etc.) for legitimate purposes relating to teaching, coursework, research, and administration at Hampton University.
2. Members of an academic community are entitled to privacy of their work. It is a violation of University policy for an individual faculty, staff or student to share their own login information with others to use, to obtain a password that belongs to someone else, or to access another user's files or e-mail account on the network. These violations are forms of theft and will not be tolerated.
3. Any faculty, staff or student may not access any file that is not their own unless that file has been made publicly accessible. This access prohibits the reading, writing, and editing of directories and passwords belonging to others. This prohibition includes, but is not limited to,

files left on a computer hard drive or any removable storage device, i.e., zip disks, thumb drive, CD-ROM/DVD. Posting a message under someone else's name is prohibited.

4. Taking advantage of another person who inadvertently leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying property.
5. Using any technology resource to annoy or harass or defame is prohibited. This applies to the use of phone mail, electronic mail, conferencing, news group bulletin boards and message facilities. This includes but is not limited to flooding individuals or news groups with large volumes of electronic mail designed to disrupt and/or annoy.
6. The Virginia Code, Section 18.2-372 & 374 sets forth the definition of obscene material. The code also states that the distribution, production or sale of obscene items is illegal, and punishable by law. Federal law also criminalizes the transportation of such materials in interstate commerce. Hampton University must comply with these laws and will enforce them among all students, faculty, staff and visitors.

Using the Hampton University network to view pornographic materials is a violation of University policy. It is also a violation of University policy to attempt to circumvent network security systems. Furthermore, the use of Hampton University computers and network services to create or post pornographic and/or obscene material on a Hampton University computer or server or onto any online community such as Face Book, My Space or Black Planet, is a violation of University policy. It is also against University policy to utilize any university technological resource to create, post or maintain any derogatory information pertaining to another individual. **Violators will be subject to the disciplinary action of expulsion and/or termination.**

7. Knowingly engaging in any activity that might damage the operating systems or the data stored on any computer, removing or modifying the system files, or disrupting services is a violation of University Policy.
8. Knowingly distributing a virus or any attack on the network resources or any individual computer is a violation of University Policy.
9. Disseminating chain letters, sending unauthorized mass emails for personal gain and other "spreading schemes" is an inappropriate use of the network. Users participating in such activities may have their e-mail privileges restricted or revoked and may also be subject to disciplinary action of expulsion and/or termination.
10. The Virginia Code 18.2-152.5, *states, a person is guilty of the crime of computer invasion when he uses a computer network and intentionally examines without authority any employment, salary, credit or any other financial or personal information relating to any other person. "Examination" under this section requires that offenders to review the information relating to any other person after the time at which the offender knows or should know that he is without authority to view the information displayed.*

**Hampton University must comply with these laws and will enforce them among all students, faculty, staff and visitors.**

- 11.** Attempting to circumvent the action of system software written to implement protection mechanisms is prohibited. Protection mechanisms include but are not limited to the establishment of accounts, passwords, disk quotas, and time and space limitations. Any attempt to get around the protection mechanisms established by the University is a violation of the disciplinary code. If you find that some action on your part has placed you in violation of the mechanisms, you must report the incident to the Assistant Provost for Technology and/or the Dean of Men or Dean of Women.
- 12.** Unauthorized copying and/or downloading of music, software or other media constitute a violation of copyright laws. Such behavior is a violation of University Policy and the United States laws. Activity not authorized by copyright owners, their agents, or the law is prohibited and may be punishable by law. All unauthorized media must be removed from any computer on the university's network.
- 13.** The University's systems or networks cannot be used for personal gain; for example, selling access to your user id or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.

### **Violations**

Violations of Appropriate Use of Technology Policy should be reported promptly to the Director of Management Services @ 728-6544 or the Assistant Provost for Technology @ 728-6788.

### **POLICY ON USE OF SOCIAL MEDIA**

Social Media is defined as media designed to be disseminated through social interaction, created using highly accessible publishing techniques that can be easily expanded on demand. Examples include but are not limited to Facebook, Twitter, LinkedIn, YouTube, Flickr, MySpace and blogs. Social media is a powerful communications tool that has a significant impact on professional and organizational reputations.

The following guidelines must be followed by all students, faculty and staff at Hampton University School of Pharmacy:

- 1.** Content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal, may not be posted.
- 2.** Privacy laws must be respected. Good judgment and common sense should be exercised at all times. Confidential information about the University, faculty, staff, preceptors or students may not be posted on social media sites.
- 3.** Think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. Be thoughtful about the type of photos you upload.
- 4.** In keeping with the traditions of Hampton University and the Code of Conduct, be respectful, thoughtful and professional. Remember that as a member of the Hampton University community, postings can impact the image of the University as well as your own.

## E-MAIL ACCOUNTS

All Pharmacy students are required to **obtain and maintain** a Hampton University e-mail account ([john.smith@my.hamptonu.edu](mailto:john.smith@my.hamptonu.edu)). The account is provided through the Academic Technology Mall, located on the 5<sup>th</sup> Floor of the Harvey Library. Any difficulties experienced by the student should be rectified immediately by going to the ATM. School of Pharmacy communication is via e-mail and failure to receive the communication because of an inactive e-mail account is not an excuse. **Students must only use their Hampton email account for University-related email communication.**

## E-MAIL ETIQUETTE

School of Pharmacy students should follow basic etiquette rules in e-mail communications:

1. Include a courteous greeting or closing to ensure that your message does not appear terse or demanding.
2. Address your contact with the appropriate level of formality. Include the recipient's title (Dr., Dean, Mrs., Mr., etc.) when appropriate.
3. In order to avoid confusion, include all relevant details or information necessary to understand your request or point of view.
4. Use proper spelling, grammar and punctuation. Type in complete sentences. Improper grammar and incorrect spelling reflects poorly on the sender. E-mails with no full stops or commas are difficult to read and can sometimes even change the meaning of the text.
5. Include the words "please" and "thank-you" to ensure a respectful, professional tone.
6. Do not send emotionally charged e-mails. Multiple instances of !!! or ??? are perceived as rude or condescending.
7. Do not write in CAPITALS. **IF YOU WRITE IN CAPITALS, IT SEEMS AS IF YOU ARE SHOUTING.**
8. Do not discuss confidential information in e-mail.
9. Read e-mails before you send them to check for spelling and grammar mistakes. Read your email through the eyes of the recipient to help you send a more effective message and avoid misunderstandings and inappropriate comments.
10. Always remember that your e-mail may be forwarded to others. Do not include content that you do not wish to see posted on a bulletin board.

## TELECOMMUNICATIONS

Advances in technology are commonly found throughout the School of Pharmacy as well as personal technology that students may have in their possession. The use and possession of cellular telephones, BlackBerry phones, I-Phones, tablet computers, etc. are allowed; however, the use of these items must not disturb the learning environment. While in the classrooms, labs, or otherwise designated learning environments, all aforementioned devices **must be turned off or set to silent operational mode (vibrate)**. Students are not permitted to possess cell phones or similar devices during exams. Students who fail to observe these stipulations for authorized use and possession of these devices will be subject to confiscation of the device by faculty or subject to disciplinary action through the appropriate channels in the School of Pharmacy.

## **STUDENT INFORMATION SHEET**

Each student in the School of Pharmacy is required to have a Student Information Sheet (See Appendix) on file in the Academic and Student Affairs Office. The form will be distributed during Orientation Week. This form must be kept current and it is the duty of each student to inform the Office of Student Affairs of all subsequent changes or additions. Change of name, address, telephone numbers or marital status is extremely important and should be reported immediately. The student should also update his/her personal information on HUNet as needed.

If you change your address at the Registrar's Office, you **MUST** also change your address at the School of Pharmacy. Failure to do so is **NOT** an excuse for not receiving pertinent and critical information from the School.

## **ADVISEMENT**

The academic advisor is the first person that should be consulted when academic problems arise. The Coordinator of Student Affairs is the primary advisor for all freshman pre-professional students. The Assistant Dean of Academic & Student Affairs is the primary advisor for all sophomore pre-professional students. Academic advisors have access to his/her advisees' transcripts and are prepared to discuss: academic policies, academic problems, curricula, career opportunities, and personal circumstances.

Rising P1 pre-professional students must see the academic advisor during pre-registration for the Fall of his/her P1 year to assure they have met or will meet all pre-requisite requirements for entry into the professional program.

The student advisement process requires a coordinated effort between the following:

- A. Academic Advisor
  1. Advise and/or refer pre-professional students as appropriate
  2. Meet with advisees at least once per semester
  3. Monitor academic progress and assist the student in seeking appropriate help
- B. Student Advisees
  1. Meet with the advisor at least once per semester

## **POLICY ON TAKING COURSES AT ANOTHER COLLEGE/UNIVERSITY**

Under certain circumstances, students may wish to enroll in courses at another college or university, and request for the course(s) to be counted towards fulfilling the requirements of the pre-professional program. Please note that although all such requests will be given due consideration, they will be approved only on a case-by-case basis. Submission of such a request alone would not implicitly result in approval. Adequate and reasonable rationale must be provided for such a request to be considered, and final decision on the approval rests with the Administrators of the School of Pharmacy.

**SCHOOL OF PHARMACY ADVISEMENT SHEET  
PRE-PROFESSIONAL CURRICULUM**

**Term:**

**Student:**

**Advisor:**

**Date:**

**Advisement Pin #**

<b>FRESHMAN YEAR</b>	<b>FALL</b>	<b>SPRING</b>	<b>REGISTRATION</b>
General Chemistry (CHE 201)	4.0		
English (ENG 101)	3.0		
General Biology (BIO 105)	4.0		
Pre-Calculus (MAT 117)	3.0		
Health (HEA 200)	2.0		
University (UNV 101)	1.0		
	<b>17.0</b>		
General Chemistry (CHE 202)		4.0	
English (ENG 102)		3.0	
General Biology (BIO 106)		4.0	
Speech (COM 103)		3.0	
History (HIS106)		3.0	
		<b>17.0</b>	
<b>SOPHOMORE YEAR</b>	<b>FALL</b>	<b>SPRING</b>	<b>REGISTRATION</b>
Organic Chemistry I (CHE 301)	4.0		
Physics I (PHY 201)	4.0		
Physics I Lab (PHY 215)	1.0		
Humanities I (HUM 201)	3.0		
Sociology (SOC 205)	3.0		
	<b>15.0</b>		
Organic Chemistry (CHE 302)		4.0	
Calculus (MAT 130)		3.0	
Humanities Elective*		3.0	
Psychology (PSY 203)		3.0	
Elective		3.0	
		<b>16.0</b>	

**Total Hours**

**Registration Date:**

**Comments:**

\* Humanities Elective can be fulfilled with other courses from the liberal arts to include: Art (200, 305, 306, and 407), English (214, 215,, 323, 328, and 329), Foreign Languages (above 202), Music (200, 201, 202, 205, and 305), Philosophy (203, 204, 210, 301, 304, and 305), or Theatre (120, 205, and 206).

## **ORGANIZATIONS**

### **Pre-Pharmacy Club**

The Pre-Pharmacy Club is an organization within the School of Pharmacy open to all pre-professional students. It is designed to provide information to students about career directions and to involve them in early professional activities that will lead to a successful transition from pre-professional to professional student.

### **Student National Pharmaceutical Association (SNPhA)**

SNPhA is an educational service association of pharmacy students who are concerned about the profession of pharmacy, healthcare issues, and the scarcity of minority representation in these areas. This being established, the purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement of the health, educational, and social environment of minority communities.

### **Academy of Students of Pharmacy/Student National Pharmaceutical Association (ASP/SNPhA):**

This is the student branch of the American Pharmaceutical Association (APhA) and the National Pharmaceutical Association (NPhA). This is a professional, political, and social organization. Membership includes student memberships in The American Pharmaceutical Association, the National Pharmaceutical Association and the Virginia Pharmacy Association. The student chapter works closely with the parent organizations in developing policies that affect the practice of pharmacy. It serves as the student government association of the School of Pharmacy.

### **Student Chapter of the American Society of Health Systems Pharmacist:**

The mission of the Hampton University Student Society of Health-System Pharmacy is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society (Virginia Society of Health-Systems Pharmacy - VSHP) and the American Society of Health-Systems Pharmacy (ASHP) as a student and upon graduation. The society will provide students with the experience and tools to continue professional development and commitment to a career in clinical pharmacy.

### **Student Chapter of the National Community Pharmacists Association**

The mission of the Hampton University Student Chapter of the National Community Pharmacists Association (NCPA) is to foster in students a dedication to the continued growth and prosperity of independent community pharmacy in the United States. NCPA represents the professional and proprietary interests of independent community pharmacists and is committed to restoring, maintaining, and promoting the health and well-being of the public they serve. The goal of this student organization is to increase awareness of the opportunities of owning your own pharmacy and to spread the NCPA message of the rewards and challenges of independent community pharmacy.

**Students are referred to the Hampton University Official Student Handbook: Living, Learning, Leadership and Service for additional information and guidelines.**

# APPENDIX

**HAMPTON UNIVERSITY  
SCHOOL OF PHARMACY**

The United States Family Educational Rights and Privacy Act II of 1974 states that a student must authorize, in writing, the release of his/her academic record.

**RELEASE OF STUDENT'S ACADEMIC RECORD  
TO PARENT/GUARDIAN**

I, \_\_\_\_\_, direct Hampton  
(PRINT FULL NAME OF STUDENT)

University School of Pharmacy to release my grades and all other information included within my  
academic records to:

\_\_\_\_\_, \_\_\_\_\_  
(NAME OF PARENT OR GUARDIAN) (RELATIONSHIP)

\_\_\_\_\_  
(ADDRESS OF PARENT / GUARDIAN)

whose name and address I shall maintain with the Registrar as my next-of-kin, in Hampton University's  
computer-based address system.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

Date \_\_\_\_\_ School Term \_\_\_\_\_ Classification \_\_\_\_\_

## HUSOP Student Information Sheet For Pre-Pharmacy Students

**Student Name:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_ **HU ID#** \_\_\_\_\_

**Gender:**            **Male** \_\_\_\_\_            **Female** \_\_\_\_\_

**Race:** **Black** \_\_\_\_\_ **White** \_\_\_\_\_ **Asian** \_\_\_\_\_ **African** \_\_\_\_\_

**American Indian/Alaska Native** \_\_\_\_\_ **Hispanic/Latino** \_\_\_\_\_ **Other** \_\_\_\_\_

**U.S. Citizen:** **Yes** \_\_\_ **No** \_\_\_

**Campus or Local Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:**            **(cell)** \_\_\_\_\_ **(work)** \_\_\_\_\_

**E-Mail:** **(HU)** \_\_\_\_\_ **(Personal)** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_

**Phone:** \_\_\_\_\_

# HAMPTON UNIVERSITY

## School of Pharmacy Hampton, Virginia 23668

### Acknowledgement of Acceptance For Entering Freshmen – Fall 2016

SS# \_\_\_\_\_

I, \_\_\_\_\_ (please type or print full name), understand that I have been accepted into the School of Pharmacy Pre-Professional Program and that I must meet all criteria listed below:

1. Completion of all courses including labs listed as a part of my high school graduation requirements and as listed in my application for admission; and
2. Meet all graduation requirements and receipt of my diploma by June 2015.

I, \_\_\_\_\_ further understand that the following conditions must be met to guarantee an interview for the School of Pharmacy Professional Program.

1. Completion of all pre-professional coursework with a grade of C or better; and
2. The maintenance of a cumulative 2.75 GPA by the end of the fall semester of my sophomore year or fall semester prior to Spring semester interview for the professional program; and
3. Adherence to the academic progression policies and all other policies of the School of Pharmacy and Hampton University.

I, \_\_\_\_\_ further understand that if accepted into the professional program, I must have a cumulative GPA of 2.75 or higher prior to the start of the P1 fall semester.

#### Please Check One

- I will attend Hampton University School of Pharmacy beginning Fall Semester, 2015.
- I will not attend Hampton University School of Pharmacy for the 2015-2016 school year. I understand that I must re-apply to be considered for another entrance period.

If you will not be attending, please share with us your educational plans: (i.e., what college or university you will attend and what major will you pursue)

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

# PRE-PROFESSIONAL CURRICULUM

<b>FRESHMAN YEAR</b>	<b>FALL</b>	<b>SPRING</b>
General Chemistry (CHE 201)	4.0	
English (ENG 101)	3.0	
General Biology (BIO 105)	4.0	
Pre-Calculus (MAT 117)	3.0	
Health (HEA 200)	2.0	
University (UNV 101)	1.0	
	<b>17.0</b>	
General Chemistry (CHE 202)		4.0
English (ENG 102)		3.0
General Biology (BIO 106)		4.0
Speech (COM 203)		3.0
History (HIS106)		3.0
		<b>17.0</b>
<b>SOPHOMORE YEAR</b>	<b>FALL</b>	<b>SPRING</b>
Organic Chemistry I (CHE 301)	4.0	
Physics I (PHY 201)	4.0	
Physics I Lab (PHY 215)	1.0	
Humanities I (HUM 201)	3.0	
Sociology (SOC 205)	3.0	
	<b>15.0</b>	
Organic Chemistry (CHE 302)		4.0
Calculus (MAT 130)		3.0
Humanities Elective*		3.0
Psychology (PSY 203)		3.0
Elective		3.0
		<b>16.0</b>

\* Humanities Elective can be fulfilled with other courses from the liberal arts to include: Art (200, 305, 306, and 407), English (214, 215, 323, 328, and 329), Foreign Languages (above 202), Music (200, 201, 202, 205, and 305), Philosophy (203, 204, 210, 301, 304, and 305), or Theatre (120, 205, and 206).

## Doctor of Pharmacy Curriculum

<b>First Professional Year</b>		<b>Fall Semester</b>	<b>Spring Semester</b>
Course Number	Course Title	Credit Hour	Credit Hour
PHA 361	Pharmaceutics/Biopharmaceutics I	4.0	
PHA 361L	Pharmaceutics Laboratory	1.0	
PHA 321	Anatomy and Physiology	4.0	
PHA 321L	Anatomy and Physiology Laboratory	1.0	
PHA 301	Pharmaceutical Care I	3.0	
PHA 311	Physiological Chemistry	3.0	
PHA 320	Pharmaceutical Calculations I	2.0	
		<b>Total 18.0</b>	
PHA 362	Pharmaceutics/Biopharmaceutics II		4.0
PHA 362L	Pharmaceutics Laboratory		1.0
PHA 314	Medicinal Chemistry I		4.0
PHA 332	Biostatistics/Literature Evaluation		3.0
PHA 302	Pharmaceutical Care II		3.0
PHA 330	Introduction to Pharmacy Practice		2.0
			<b>Total 17.0</b>
<b>Summer Session</b>			
PHA 370	Community IPPE	<b>1 credit hr. (3 weeks, 120 hrs)</b>	
<b>Second Professional Year</b>			
PHA 463	Pharmacokinetics	5.0	
PHA 413	Medicinal Chemistry II	4.0	
PHA 423	Microbiology/Immunology	4.0	
PHA 431	Health Care Administration I	2.0	
PHA 401	Pharmaceutical Care III	3.0	
		<b>Total 18.0</b>	
PHA 432	Health Care Administration II		3.0
PHA 402	Pharmaceutical Care IV		3.0
PHA 480	Drug and Disease Management I		3.0
PHA 482	Drug and Disease Management II		3.0
PHA 484	Drug and Disease Management III		4.0
			<b>Total 16.0</b>
<b>Summer Session</b>			
PHA 470	Institutional IPPE	<b>1 credit hr. (3 weeks, 120 hrs)</b>	

<b>Third Professional Year</b>		<b>Fall Semester</b>	<b>Spring Semester</b>
Course Number	Course Title	Credit Hour	Credit Hour
PHA 501	Pharmaceutical Care V	3.0	
PHA 573	Patient Assessment	1.0	
PHA 573L	Patient Assessment Lab	1.0	
PHA 581	Drug and Disease Management IV	3.0	
PHA 583	Drug and Disease Management V	3.0	
PHA 585	Drug and Disease Management VI	4.0	
PHA 531	Introduction to Research Methods	1.0	
	Elective	2.0	
		<b>Total 18.0</b>	
PHA 532	Pharmacy Law and Ethics		2.0
PHA 574	Pharmacy Practice Laboratory		4.0
PHA 586	Drug and Disease Management VII		4.0
PHA 588	Drug and Disease Management VIII		4.0
	Elective		2.0
	Elective		2.0
			<b>Total 18.0</b>
<b>Summer Session</b>			
PHA 570	Elective IPPE	<b>1 credit hr. (3 weeks, 120 hrs)</b>	
<b>Fourth Professional Year</b>		<b>Three-Semester Period: Summer, Fall &amp; Spring</b>	
PHA 650	Seminar I	1.0	
PHA 651	Seminar II	1.0	
PHA 652	Seminar III	1.0	
PHA 670	Community APPE *	4.0	
PHA 671	Institutional APPE *	4.0	
PHA 672	Community/Institutional APPE *	4.0	
PHA 683	Geriatrics APPE **	4.0	
PHA 685	Administration/Management APPE **	4.0	
PHA 690	General Internal Medicine APPE	4.0	
PHA 691	Ambulatory Care APPE	4.0	
PHA 693	Pediatrics APPE **	4.0	
PHA 694	Psychiatry APPE **	4.0	
PHA 695	Drug Information APPE **	4.0	
PHA 696	Special Interests APPE **	4.0	
PHA 699	Advanced Internal Medicine APPE**	4.0	
	Elective – Managed Care APPE **	4.0	
	Elective – Academia APPE **	4.0	
	Elective – Research I APPE **	4.0	
	Elective – Research II APPE **	4.0	
	Elective – Nuclear Pharmacy APPE **	4.0	
	Elective – Compounding APPE **	4.0	
* Any 2 of 3 ** Any 4		<b>Total 35.0 over 3 semesters</b>	

# HAMPTON UNIVERSITY SCHOOL OF PHARMACY

## Standards for Technical Requirement of the Pharmacy Curriculum

*Pharmacy students must possess skills and abilities that allow them to complete the curriculum and practice the profession of pharmacy. Hampton University's School of Pharmacy has an ethical responsibility for the safety of patients for whom the student will contact as a student and for whom the graduate will serve during his/her career. Patient safety is the guiding principle under which the School establishes requirements for physical, cognitive, and emotional capabilities of matriculating students and graduates. The technical standards include: observational communications, motor, intellectual-conceptual (integrative and qualitative) behavioral and social skills and abilities.*

The University is committed to enabling students with disabilities to complete the course of study by providing reasonable accommodations. However, some accommodations cannot be made because they are unreasonable and ultimately jeopardize patient safety. For example: **The use of a trained intermediary is not acceptable because of the inherent use of the observation and selections skills of the intermediary to judge and assess rather than those of the pharmacy student.**

The major points are further delineated below.

**Observation.** The student must be able to visually observe and interpret presented information. This will necessitate the functional use of vision, hearing and somatic senses.

**Communication.** The student must be able to communicate effectively and appropriately with patients, caregivers, faculty/staff and members of the health care team. These skills include the appropriate use of spoken and **written** English: **hearing, reading, and interpreting** at a level adequate for the timely delivery of information.

**Motor.** The student must have sufficient **motor function** and skills necessary to perform task in the training and practice of pharmacy. Examples of such task may include the compounding of medicinals, administration of drugs or the provision of basic cardiac life support. Such actions require the **coordination of both gross and fine muscular** movements, **equilibrium**, and functional **use of the senses**.

Students should perform a critical self-analysis to ascertain the degree of compliance with the technical requirements. Evidence of non-compliance should be communicated to the Office of Student Affairs of the School of Pharmacy immediately.