



**UNIVERSITY OF THE
INCARNATE WORD®**

FEIK SCHOOL *of* PHARMACY

Student Handbook

2024-2025

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Application of Bulletin

The Feik School of Pharmacy (FSOP) Student Handbook and Academic Catalog addresses academic policies, personal conduct and standards, and professional conduct and standards. It is the responsibility of each student to read, understand, and follow this Student Handbook.

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 University of the Incarnate Word Feik 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, without actual notice to individual students. Changes in the FSOP Student Handbook become effective immediately. Every effort will be made to keep students advised of any such changes. However, it is important that each student note that it is his/her responsibility to keep apprised of the contents of the FSOP Student Handbook and Academic Catalog.

About the University

History of the University of the Incarnate Word

UIW is one of the many outgrowths of the original Mission that brought the Sisters of Charity of the Incarnate Word to San Antonio in 1869. The Sisters' work began with the care of victims of a cholera epidemic and the establishment of the first hospital in the city, an institution recognized today as CHRISTUS Santa Rosa Health Care. Their ministry soon spread to the care of homeless children and to teaching. In 1881, they secured a charter from the state of Texas, which empowered them to establish schools on all levels.

In 1900, the Academy of the Incarnate Word, which had been established first in an area of San Antonio called Government Hill, was moved to the recently constructed Motherhouse of the Sisters of Charity of the Incarnate Word in Alamo Heights. College classes were added to the curriculum in 1909, and the name of the institution was changed to the College and Academy of the Incarnate Word. Both the college and the high school were affiliated with the Texas State Department of Education in 1918. The college was fully accredited by the Association of Colleges and Secondary Schools in 1925. The graduate division was added in 1950, and the school became co-educational in 1970. In 1996, it was recognized as a university. In 1998, the university was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award doctoral degrees, in addition to bachelor's and master's degrees.

Mission of the University of the Incarnate Word

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the university aims to educate men and women who will become concerned and enlightened citizens.

UIW is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. It promotes life-long learning and fosters the development of the whole person. The faculty and students support one another in the search for and the communication of truth. The university is open to thoughtful innovation that serves ever more effectively the spiritual and material needs of people. The curriculum offers students an integrated program of liberal arts and professional studies that includes a global perspective and an emphasis on social justice and community service.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respective interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

The Campus of the University of the Incarnate Word

The main campus of the university is located on what was formerly the estate of noted San Antonio philanthropist, businessman and civil servant Col. George W. Brackenridge. His home, the Brackenridge Villa, listed on the National Registry of Historic Places, still stands on the campus.

The San Antonio River headwaters are nearby and the river flows through the main campus. At one time, the natural beauty as well as the clear spring water made it a favored campsite for American Indian tribes. Archeological studies have produced Paleo-Indian projectile points that date back 11,000 years.

Facilities located on the east side of the river include the Administration Building/Colbert Hall, which combines classrooms, administrative offices, and student residence facilities; the Genevieve Tarleton Dougherty Fine Arts Building and Auditorium; the Halligan-Ibbs Theatre; the AT&T and Bonilla Science Complex; the Wellness Center; Dubuis Hall and Clement Hall, both student residences; Student Engagement Center, which contains dining facilities, bookstore, meeting rooms, and other academic offices, including the Office of Admissions and the President's Office; the Elizabeth Huth Coates Theatre; the Sr. Charles Marie Frank Nursing Building; the Sr. Mary Elizabeth Joyce Building; the Gorman Business and Education Center; Incarnate Word House; the Agnese/Sosa Living/Learning Center; the Buckley-Mitchell Center; and the J.E. and L.E. Mabee Library, which houses the McCreless Art Gallery. In 2019, Founders Hall was established in the former AT&T building located at the corner of Hildebrand and Broadway.

The river separates the main campus from the Gayle and Tom Benson Football Stadium; the Clarence Mabry Tennis Center; the Daniel J. Sullivan IV Baseball Field; the Alice P. McDermott Convocation Center; the Village of Avoca student apartment complex; the Hillside residence hall; Joeris Hall; the Ann Barshop Natatorium; the Burton E. Grossman International Conference Center, which provides meeting facilities fully equipped with simultaneous translation and computer capabilities, as well as housing for visiting foreign dignitaries and students; and the McCombs Center, home of the Stanley & Sandra Rosenberg Sky Room. In addition to the main campus in San Antonio, UIW also has several branch campuses in the greater San Antonio area, as well as, Corpus Christi, Texas, Mexico City, Mexico, and Strasburg, Germany.

For more general information about UIW academic programs and university leadership, visit <https://www.uiw.edu/about/index.html>.

About the Feik School of Pharmacy

Feik School of Pharmacy Mission Statement

The Feik School of Pharmacy is a learner-centered community dedicated to advancing the quality of healthcare in diverse populations.

Feik School of Pharmacy Vision Statement

To provide innovative pharmacy education and conduct scholarship guided by faith, while advancing pharmacy practice through professional development and community service.

Feik School of Pharmacy Long-Term Goals

Goal 1 – To foster diversity among students, faculty, and staff and provide a climate of inclusiveness, equity, respect for human dignity, truth, service and faith.

Goal 2 – To provide innovative education and ensure competency in pharmacy, communication, critical thinking, interprofessional skills, and continued professional development.

Goal 3 – To prepare students to successfully enter the pharmacy profession, including post-graduate opportunities.

Goal 4 – To promote research and scholarship for faculty, staff, and students that advance scientific inquiry, pharmacy education, and patient care.

Goal 5 – To recruit, retain and mentor the highest caliber students, faculty, and staff.

Goal 6 – To remain abreast of healthcare trends to guide the curriculum and advocate for the profession of pharmacy.

Goal 7– To cultivate an environment of wellness.

Feik School of Pharmacy Tenets

Education: The school educates men and women to practice patient-centered, team-oriented pharmacy and to become concerned and enlightened citizens.

Truth: The faculty and students support one another in the communication of truth.

Faith: The school is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God.

Service: The curriculum includes a global perspective with emphasis on social justice and co-curricular activities.

Innovation: The school is open to thoughtful innovation that serves all the spiritual and material needs of our community.

Philosophy of the Curriculum

The FSOP's Philosophy of the Curriculum is to produce pharmacists capable of practicing in diverse populations and settings using scientific principles, evidence-based therapeutic practices and advances in healthcare to optimize patient outcomes in a compassionate, legal, and ethical manner. The curriculum will develop practitioners with the knowledge, skills and behaviors required to think critically and communicate effectively, and to lead and advance the profession by embracing change, collaborating with other health care professionals, and continuing to learn throughout their lives.

Accreditation Disclosure Statement

The University of the Incarnate Word, Feik School of Pharmacy Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street – Suite 4100, Chicago, IL 60603-4810, (312) 664-3575; FAX (312) 664-4652, website www.acpe-accredit.org.

General Information

Student Information Survey and Waivers

Each student in the Feik School of Pharmacy is required to complete the Student Information Survey each fall semester to be kept on file with the Office of Student Affairs. The link will be distributed to incoming students during their onboarding summer and each summer thereafter. This information 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. Changes of name, address, and telephone number(s) are extremely important and should be reported immediately.

During P1 Orientation, students will complete a Release, Waiver of liability and hold harmless agreement for students participating in a University program, a media/likeness release; a consent to register form, and a consent form to share immunization records with experiential sites. Each year following, a new liability waiver for that academic year will be signed by all students.

Out of Pocket Expenses

There may be fees and costs throughout the program that are not included in tuition and may not be eligible for financial aid (i.e., must be paid out of pocket). Students should plan for the following:

P1 Year

- American Heart Association Basic Life Support for Healthcare Provider (CPR and AED) Program or equivalent
- APhA Immunization Certificate Program (\$125) [spring semester]
- Intern Badge (\$10)

P2 Year

- NASPA POCT Certificate Program (\$95) [fall semester]

P3 Year

- American Heart Association Basic Life Support for Healthcare Provider (CPR and AED) Program or equivalent
- APhA Diabetes Certificate Program (\$125) [spring semester – elective]

P4 Year

- Board preparation fees
- RxPrep (~\$200-300 one-time fee prior to P4 year)
- MPJE review (~\$135-275 [based on student selection] one-time fee during P4 year)
- Guest tickets for events
- Graduation luncheon (end of P4 year)
- Graduation fee
- Rental fee for cap and gown attire for graduation (~\$250)

Any Year

Replacement UIW student ID card (\$30)

This is not a complete list; rather, it is intended to provide a general outline to students of common out of pocket expenses for planning purposes. Expense amounts are estimates based on current and previous costs; however, out of pocket expenses and individual amounts are subject to change without prior notification.

Student Affairs Information

Mentoring/Student Teams

Upon entering the Feik School of Pharmacy, students will be divided into teams. The Office of Student Affairs will assign a faculty mentor to each team of students. Faculty mentors are prepared to discuss career opportunities, FSOP academic policies, academic problems, the FSOP curriculum, electives, and personal circumstances. The staff in the Office of Student Affairs are also available to assist with any of these matters.

During the P1-P3 years, faculty mentors will schedule at least one individual meeting with their mentees each semester. Faculty mentors will also schedule at least one group meeting through the year (for P1 groups, this meeting should take place in the first two blocks of the fall semester).

During the fall semester of the P1 year, if a student is enrolled into Academic Enrichment (AE), faculty mentors will schedule individual meetings for each new enrollment. In the P1 spring semester and throughout the P2 and P3 years, faculty mentors will reach out to individual students to support and assist, but a meeting is not required if not deemed necessary.

Additional individual meetings can be scheduled at the discretion of the student or the mentor at any time.

Additional information related to the FSOP Faculty-Student Mentoring Program is posted in the Feik School of Pharmacy Resources site.

School Committees

The Feik School of Pharmacy has numerous operating committees in which the students actively participate. Availability is determined by class year. Students are either elected by their classmates or appointed by the Dean at the beginning of each academic cycle. Information regarding the roles and responsibilities are provided prior to elections and are also available upon request by the Office of Student Affairs.

Student Organization Policy

Chartering documents must be on file in the Office of Student Affairs for each organization. Any updates must be appropriately documented.

Every chartered FSOP Student Organization must submit any proposed events for approval through UIW Engage at least two weeks in advance of the event. Fundraising and travel plans must be clearly identified as well as any room reservation needs or requests that include food. Items of concern will be discussed with the organization's leadership for adjustment and approval. Once an event is approved, organizations may email a jpeg marketing piece to the Office of Student Affairs for approval to post flyers within the building and on monitors.

Organizations that desire co-curricular or IPPE credit for events must submit the appropriate form and documentation at least one week prior to the event for approval.

Activities outside of class time scheduled to be held off-campus (local or long distance) require the student to complete the appropriate travel documents (see Student Travel Policy). Each student traveler must complete a separate form in its entirety prior to the event. The entire packet must be submitted to the organization's advisor at least two weeks prior to the event. The organization adviser will receive and distribute any reimbursement. Students attending activities that require missing a class or an assignment must complete a Request for Excused Absence form (see Attendance Policy).

Every chartered FSOP Student Organization will be asked to participate in the Organization Fair held annually.

Each class senator and every chartered FSOP Student Organization president must participate as a member of the FSOP Student Government Association.

Student Travel Policy

For off-campus activities, please make note of the following procedures.

- If the student is attending the activity within the scope of a student organization:
 - Students must submit to the organization faculty advisor the following completed forms two weeks prior to the activity, or earlier if requested by the advisor. Forms can be found in the FSOP Resources Canvas site.
 - Student Request to Travel form
 - Request for Excused Absence form signed by relevant course faculty
 - If asking for reimbursement from the organization: UIW General Travel Expense Report form
 - If asking for reimbursement from the organization: receipts for expenses
 - UIW Field Trip Release, Waiver of Liability, and Hold Harmless Agreement (note: this form is collected by OSA each year so P1 through P4 students do not need to submit it, as it is on file)
 - Within 3 days of returning to campus, student must submit to the organization faculty advisor a completed General Travel Expense Report and receipts for reimbursement. Expense reports not submitted within this timeframe risk the forfeit of reimbursement of approved expenses.
- If the student is attending an activity that is not within the scope of a student organization:
 - Student must have an FSOP faculty sponsor associated with the activity.
 - Student must submit to the faculty sponsor the following completed forms two weeks prior to the activity, or earlier if requested by the advisor. Forms can be found in the FSOP Resources Canvas site.
 - Student Request to Travel form
 - Request for Excused Absence form signed by relevant course faculty
 - If asking for reimbursement from the organization: UIW General Travel Expense Report form
 - If asking for reimbursement from the organization: receipts for expenses
 - UIW Field Trip Release, Waiver of Liability, and Hold Harmless Agreement (note: this form is collected by OSA each year so P1 through P4 students do not need to submit it, as it is on file)
 - Within 3 days of returning to campus, student must submit to the organization faculty advisor a completed General Travel Expense Report and receipts for reimbursement. Expense reports not submitted within this timeframe risk the forfeit of reimbursement of approved expenses.
- For any student participating in an activity not associated with an organization and without a faculty sponsor, the Associate Dean of Student Affairs will approve all required forms as stated above.

In addition, please note the following UIW travel policies:

- UIW employees may not get involved in organizing the sharing of cars among students.
- If the off-campus trip is mandatory, and the nature of a class or program is such that the student has no expectation that attendance at an off-campus activity will be mandatory, the program outline or course outline and syllabus must provide a clear disclosure that off-campus trips are mandatory and that students are responsible for arranging their own transportation.
- Note that internships and practicums do not require a disclosure. These activities are not field trips because students are enrolled in those classes with the full expectation that personal travel will be required and that they must arrange their own travel.
- Off campus local errands for UIW by student employees are not permitted. All exceptions must be approved by the UIW General Counsel.
- UIW Employees may not provide transportation to students in the employee's personal vehicle.
 - Exception: If the UIW employee is in a situation where having a student as passenger in the employee's vehicle cannot be avoided and the student's involvement as a passenger is voluntary, then the employee must obtain a signed release from the student.

Undoubtedly, other situations may arise that are not explicitly covered here. You may contact the Office of Student Affairs for any of the forms. For questions, please see the Associate Dean of Student Affairs.

Student Employment

Student employment in a pharmacy setting as a licensed pharmacy technician and/or a licensed pharmacy intern provides valuable experiences that enhance pharmacy knowledge and build relationships. Students should work with employers to ensure adequate time for academic success and may need to limit working hours during academic semesters. A student's academic schedule takes precedence over employment schedules, and students will not be given excused absences for employment obligations. The Feik School of Pharmacy may require student presence at nonscheduled events between 8:00 a.m. and 5:00 p.m. FSOP will provide at least one week of advance notice for any nonscheduled events to allow students to provide notice to employers.

The school expects students will not work while they are enrolled in Introductory Pharmacy Practice Experiences (IPPEs) or Advanced Pharmacy Practice Experiences (APPEs). These courses require a full-time commitment (minimum 40 hours/week) that could occur outside usual daytime hours at the discretion of the student's preceptor.

General Substance Abuse Policy

Each student is subject to mandatory random drug screening during the Doctor of Pharmacy education program as requested by the Feik School of Pharmacy and/or the experiential site at the expense of the student. When a FSOP student fails to successfully pass a drug screening test, they will be required to join the Texas Professional Recovery Network and abide by all rules and regulations sanctioned against them within this program. Students who fail a drug screening test must pass a follow-up drug screening test to continue in didactic and experiential courses. Upon a second unsuccessful drug screening test at any point during the student's enrollment at FSOP, the student will be dismissed from the Doctor of Pharmacy program. Refusal to submit to a test, or any other violation of the UIW substance abuse policy, will have disciplinary consequences up to and including dismissal from the Doctor of Pharmacy program. Refusal to submit to a drug screening test may result in legal and/or financial complications for the student.

To comply with the Drug Free Schools and Communities Act of 1989 and Amendments, students and employees of the University of the Incarnate Word are informed that strictly enforced policies are in place that prohibit the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state, and federal law while on any university property or at university activities. Sanctions imposed by the university may include disciplinary suspension and/or completion of an appropriate educational rehabilitation program.

The university affirms that illegal drug use is wrong and harmful. Use of illegal drugs and alcohol abuse by students and employees results in cognitive deficits, loss of productivity and other health risks. These risks include an increased incidence of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through Counseling and Health Services. Other referral resources may include assessment, individual counseling, referral and case management through community agencies, sometimes for a fee. Educational programs and materials are also available.

The University of the Incarnate Word's alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees, or guests who are under the legal drinking age. Possession of drug paraphernalia and the use, manufacture, sale, or distribution on or off campus of illegal drugs by any student is also prohibited. Students are referred to the university's student handbook for a detailed explanation of this policy.

Smoke and Tobacco Free Policy

Smoking and the use of nicotine products shall not be permitted on UIW campuses in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space housing. Smoking and the use of nicotine products shall also be prohibited outdoors on all campus property, including, but not limited to, parking lots, sidewalks, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

For complete policy information, see <https://my.uiw.edu/safety/tobacco-free-campus.html>.

Student Accident and Sickness Insurance

All full-time students are required to participate in the student accident and sickness insurance plan, unless proof of existing personal coverage is presented, and a waiver is signed and presented to the Business Office. Information regarding the insurance plan, included benefits, and instructions for waivers can be found on the UIW Health Services website at: <https://my.uiw.edu/health/health-insurance.html>.

Blood Borne Pathogen and HIPAA Training

All students are required to review a Blood Borne Pathogen (BBP) Training presentation, a Health Insurance Portability and Accountability Act (HIPAA) presentation and take the certifying exams **annually**. These exams verify the student understands the content of the presentations and will apply these guidelines throughout their curricular and extracurricular activities. Students are required to submit their BBP and HIPAA certificates to be verified by the FSOP Compliance Officer by the August deadline (as determined by FSOP Compliance Officer) in the fall each year.

Student Incident/Injury Procedure and Policy

By enrolling in the program, students understand and have been made aware of the procedures and policies involving responding to incidents and/or injuries incurred while engage in laboratory or clinical activities associated with the program.

- 1) Apply initial aid (i.e. stop bleeding, apply bandage, or wash infected area).
- 2) Immediately notify FSOP Compliance Officer (Mr. Rafael Gonzales; rgonza19@uiwtx.edu, office phone: 210-883-1165), and Preceptor/Supervisor/Faculty of the exposure.
 - a. Incident should not be handled as a normal worker's compensation claim through the Preceptor's agency. Any referrals for medical treatment must come from the University.
- 3) Fill out Incident/Injury Form (**Student & Preceptor/Faculty/Supervisor Responsibility**) [available online at <https://my.uiw.edu/safety/requests/student-injury-report.html>]
 - a. A copy of the Injury/Incident Form will be provided to the Office of Student Affairs (OSA) for all student files.
 - b. A copy of incident/injury form shall be provided to the Office of Experiential Programs if the incident occurred on rotation during an Introductory Pharmacy Practice Experience (IPPE) or Advanced Professional Pharmacy Experience (APPE).
 - c. Must be submitted within **48 hours** of incident to FSOP Safety Officer. Failure to submit student form in timely manner may result in delay in processing or result in the student retaining responsibility for all health care charges.
- 4) Seek immediate medical attention if necessary
 - a. All needle stick injuries **must** be evaluated by a healthcare professional.
 - b. Students are encouraged to be evaluated at in-network urgent care facilities or an emergency room if the incident occurs **OFF CAMPUS**.
 - c. Students should be referred to Health Services for initial medical treatment if the incident occurs **ON CAMPUS**.
- 5) Identify and document any other persons or witnesses (**Student Responsibility**)

It is the student's responsibility to gather the names of a source patient, other persons involved in incident, or witnesses. Preceptors should be responsible for sharing medical records of patients with the student's health care provider if applicable. Regarding needle sticks, the information on the source individual's HIV and HBV testing must be provided to the evaluating healthcare professional. Also, the results of the testing must be provided to the exposed student. If consent cannot be obtained and is required by state law, the School and/or Agency must document in writing that consent cannot be obtained.

Background Check

All students are required to have a background check report on file in the Feik School of Pharmacy Office of Student Affairs. A background check is mandatory. Information on obtaining the initial background check is sent via email to each student who has accepted a seat in the incoming class. Information from the background check must be on file in the Office of Student Affairs in the Feik School of Pharmacy before the student can be seated in class. Additional background check information may be required by the Feik School of Pharmacy or external institutional partners prior to participation in experiential activities. Financial and other responsibilities for the initial background checks lie solely with the student.

According to Texas HB 1508 and the Texas Occupations Code 58.001, please be advised of the following:

- a. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program
- b. Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines which state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority.
- c. Local or county licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.
- d. A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupations Code 53.102.

All applicants and students are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority. Potentially helpful agencies include the [Texas State Board of Pharmacy](#) and the [National Association of Boards of Pharmacy](#).

Children, Dependents, and/or Guests

The pharmacy curriculum is a time-intensive, rigorous academic program that will require the student to balance their academic as well as their personal responsibilities. The Feik School of Pharmacy at the University of the Incarnate Word recognizes the importance of strong social support and encourages the students to maintain positive social support through their family and friends. In addition, students should actively participate in school-sponsored activities and take advantage of the comfortable learning environment that fosters professional learning and growth. The school works very hard to ensure that the learning environment is free from unnecessary distractions or disruptions and requires students to assist in achieving a positive learning environment.

The school recognizes the diversity of our student body and understands that many persons enrolled in the program may have responsibilities to/for their spouse and/or children. As a result, the school makes every effort to schedule the majority of the academic coursework within the times of 8:00 a.m. to 5:00 p.m. so students may also balance their personal obligations. For those academic courses and/or school activities that occur outside regular business hours, students will be provided advanced notice of the event so appropriate arrangements can be made by the students to attend. With respect to classrooms, labs or other structured learning environments, children and/or dependents (including infants, young children, or young-adult children) are not permitted to attend classes under any circumstance. The Feik School of Pharmacy does not provide childcare on-site, so students are strongly encouraged to obtain dependable childcare that will not interfere with their academic responsibilities.

FSOP classrooms, study spaces, and common areas are intended for use by FSOP students and are not available for use by non-FSOP guests without written permission from the Associate Dean of Student Affairs.

This policy does not apply to those Feik School of Pharmacy activities in which open invitations are extended to family, friends, and others.

Acceptable Use of Information Resources Policy

See the UIW Student Handbook for the full Policy on Acceptance Use of Information Resources at the University of the Incarnate Word at <https://www.uiw.edu/policy/it/acceptable-use-of-information-resources.html>.

Email Accounts

All pharmacy students are required to obtain and maintain regular use of a University of the Incarnate Word email account. Official communication of the Feik School of Pharmacy is conveyed via UIW email only. Failure to receive messages due to account inactivity is not an acceptable excuse for incompleteness of FSOP requirements distributed through email.

Telecommunication

Only electronic devices approved for use by the Feik School of Pharmacy are allowed in the classrooms, labs or other designated learning environments. Failure to adhere to these stipulations will result in confiscation of the device by faculty and/or subject to disciplinary action through the Professional Conduct Committee.

Computers

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

Use of Electronic Devices during Assessments

Students are not permitted to have any electronic devices capable of electronic messaging, image capture or video capture on their person(s) during assessments. These devices must be stored and may not be accessed during the assessment unless directed otherwise in the course syllabus. Accessing unapproved electronic devices during assessments may result in no credit for the assessment and a referral to the FSOP Professional Conduct Committee.

Students are expected to use wired and/or wireless internet connections provided by UIW during assessments.

Summary of UIW Acceptable Use of Information Resources

Account sharing is prohibited. You are responsible for all activity conducted within your account. Do not share your account information or password with anyone else. If you fail to safeguard your account information and/or engage in unauthorized account sharing, you may be subject to disciplinary action.

Use of UIW computing resources must be in accordance with UIW policies and codes of conduct. Files controlled by individual users are considered private. The ability to read, alter or copy a file does not imply permission is granted to others to do so. The university reserves the right to access and/or remove any files in violation of university policies. The ability to connect to or make use of other systems through the network does not imply the right to do so unless properly authorized by the owners of these systems. To do so without proper authorization will result in disciplinary action.

Commercial use is prohibited. Computing accounts are provided for UIW operational and academic use only. Commercial use of UIW computing resources is strictly prohibited. Accounts found being used for commercial and/or personal gain will be turned off. Electronic advertising using UIW computing resources is prohibited.

Digital Millennium Copyright Act Violations. The University of the Incarnate Word will comply in all respects with the Digital Millennium Copyright Act (DMCA). If you use your Internet connection to share copyrighted materials (files, programs, songs, videos/movies, etc.) without permission of the copyright owner(s), you are in violation of the DMCA. When we (UIW) discover or are informed by the copyright holder of a potential copyright violation, we are required by federal law to remove the copyrighted materials from the system in question. If we are unable to remove these materials for any reason, then we will terminate network access for the system in question until we are able to verify the removal of the infringed materials.

The network is a shared resource. The university reserves the right to limit the use of individual computing resources at any time when necessary to the maintenance of overall network operation. Network use or applications which inhibit or interfere with the use of the network by others are not permitted. (For example, using an IP address not registered to you, or running applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others.) Use of the network must comply with all UIW policies.

Identity theft or forgery. Theft, forgery, or other misrepresentation of your identity via electronic or any other form of communication is prohibited. Prosecution under state and federal laws may also apply.

Physical modification to network resources. Do not modify or extend network services and wiring beyond the area of their intended use. This applies to all network wiring, hardware, and jacks. Any unauthorized modification or extension of network services may be subject to charges to the student's account.

No redirection of services. The UIW network may not be used to provide Internet access to anyone outside of the university community for any purposes. UIW-specific or commercially obtained network resources may not be retransmitted outside of the university community.

Prevent the spread of computer viruses. Computers using the UIW network must include operational antivirus software. Users should keep virus definition files up to date. The university reserves the right to remove infected or vulnerable computers from the network.

Right of Privacy

The University of the Incarnate Word maintains educational records for all current and former students who are officially enrolled. Student records at the University are subject to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. The Feik School of Pharmacy follows the policies and procedures set forth by the University's Office of the Registrar. Information regarding FERPA and all associated policies can be found at: <https://my.uiw.edu/registrar/ferpa.html>.

Equal Opportunity

The University of the Incarnate Word adheres to the principle of equal education and employment opportunity without regard to race, sex, color, creed, physical handicap, national origin, sexual orientation, or gender expression. This policy extends to all programs and activities supported by the university.

Student Services

The following university services are available for pharmacy students:

Student Health Services	Alumni Relations & Planned Giving
Student Disability Services	Bookstore/Follett
Library	Campus Police
Counseling Services	Career Services
Wellness Center	Help Desk
Natatorium	Learning Assistance Center
Student Engagement Center	Sodexo Food Service
Office of Financial Aid	Post Office
Campus Ministry	Parking - additional fees required
Office of Campus Life	

Student Disability Services

Disability Accommodations

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E, Title III of the Americans with Disabilities Act (ADA), and Title III of the ADA Amendments Act of 2008 (ADAAA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. To qualify for services, the student must provide Student Disability Services with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

To request reasonable accommodations for disability, temporary disability (e.g., injury, surgery) or pregnancy, please contact:

Student Disability Services
4301 Broadway CPO 295
Administration Building – Suite 51
San Antonio, TX 78209
(210) 829-3997
(210) 283-6329
<https://my.uiw.edu/sds/>

Title IX

University of the Incarnate Word (UIW) is committed to establishing a work, educational and living environment for all community members that is free from sex discrimination and emphasizes the dignity and worth of every member of our community. In accordance with state and federal laws, UIW has put in place policies and procedures to address complaints of sex discrimination, including sexual misconduct. For more information about the specific conduct that is prohibited, please go to www.uiw.edu/titleix to review the Sexual Misconduct Policy and related procedures.

UIW takes all allegations seriously and is committed to providing information, education, resources, support, and clear direction to UIW community members to prevent and address sex discrimination. The Title IX Coordinator is charged with the responsibility of coordinating University of the Incarnate Word's efforts to comply with its obligations under Title IX and other laws, including addressing complaints, coordinating investigations, and providing appropriate interim and supportive measures. The University requires all University employees to promptly report any information they witness or receive regarding allegations of Sexual Misconduct.

To report a complaint or incident of that nature, please go to www.uiw.edu/titleix and click on the "Report an Incident" button or contact:

Matthew Carpenter
Director of Title IX (Title IX Coordinator)
University of the Incarnate Word
Broadway Campus
Administration Building, Room 62
(210) 832-2105
macarpen@uiwtx.edu

Student Codes of Conduct

UIW Student Code of Conduct

Students at the Feik School of Pharmacy are expected to conduct themselves in an appropriate, professional manner in accordance with this Handbook, as well as in accordance with the University's mission, institutional policy, and applicable professional codes of conduct. The FSOP Student Handbook governs academic policies and personal and professional conduct for students enrolled in an academic program at FSOP.

FSOP Honor Code

We, the students and faculty of the University of Incarnate Word (UIW) Feik School of Pharmacy (FSOP), recognize that pharmacy and its related professions are among the most noble and honorable callings to which one may aspire. These are professions that demand of their members the highest degree of professional competence, ethical behavior and morality. They require continuous educational development, constant personal and professional self-examination, and an ever-present awareness and sensitivity to human problems. It is the responsibility of every pharmacy related professional, from the day that his/her professional journey begins, to seek to achieve the highest aspirations and goals inherent in the profession; to exhibit honor and integrity in the use of his/her specific skills for the betterment of humankind; and to act at all times in a manner that will instill public confidence in the profession. We therefore adopt this Honor Code in an attempt to set forth the minimum standards by which our conduct should be governed.

Social Media Policy

The School of Pharmacy follows the Social Media Policy of the University of the Incarnate Word as it relates to UIW social media accounts, which can be found on the website at: <https://www.uiw.edu/policy/communications/social-media-policy.html>.

Additionally, students enrolled at the FSOP are expected to adhere to certain requirements in their personal capacity. The use of social media in a personal capacity refers to employees or students who use social media as part of their personal life. When using social media sites in a personal capacity, employees and students should:

- Never post comments, photos, videos or images that could be interpreted or perceived as slurs, demeaning, inflammatory, unduly suggestive, inappropriate or otherwise contrary to the University and School Mission.
- Maintain clear lines between professional and personal social media activities.
- Refrain from using the University and School name to promote or endorse any product, cause, religious view, political party, candidate, etc.
- Protect confidential information and relationships. Do not post confidential, proprietary or controversial information about the University and School, its students, alumni or employees. Follow university and any FSOP partner site policies and federal regulations, such as the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and protected health information (PHI).
- Respect copyright and fair use laws by obtaining proper permissions and giving appropriate credit for work.
- Remember that libel laws are in effect even when your social media accounts are set to "private."
- Understand that each social media platform has its own policies, guidelines and rules.
- Remember that displaying behavior that violates federal and/or state law may have serious consequences that could affect your future.
- Never post content such as images or medical records that represent a breach of confidentiality.
- Maintain appropriate boundaries. (For example, health professionals should not "friend" patients on their personal sites.)
- Be advised that personal information can be used to perpetrate identity theft which can compromise the security of students, employees, the institution, School, and any FSOP partners.
- **When in doubt, don't post.**

Article I: Academic Matters

General Statement

Recognizing that it is impossible and inadvisable to set forth with specificity a range of conduct that is prohibited, we nevertheless realize that questions arise occasionally with respect to what a student may or may not do about an academic matter. This Honor Code therefore sets forth the minimum standards of conduct with the hope and expectation that a UIW FSOP student will never approach, and certainly never fall below these minimum standards. It is the obligation of the students and faculty to participate in making the honor system viable by reporting violations of all academic matters.

Definition

An “academic matter” means any one of the following:

- any activity which may affect a grade in a course,
- any activity which in any way contributes to satisfaction of the requirements of a course, or requirements for graduation, or
- co-curricular activities of an academic nature.

UIW Policy on Academic Integrity

The University of the Incarnate Word is an academic community dedicated to the creation, dissemination, and application of knowledge, and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University’s educational and research missions. Acts of academic dishonesty violate the principles of academic integrity expected of all members of the University community.

Academic dishonesty, in any form, constitutes a serious threat to the freedoms which define an academic community and constitute serious offenses against the entire academic community.

Prohibited Activities with Respect to Academic Matters

UIW FSOP students shall not:

- Use materials during an assessment other than those specifically authorized by the instructor. To avoid even the appearance of impropriety during an assessment, all books, notebooks, briefcases, and the like should be placed in the front or rear of the room (or a breakout room), as instructed by the instructor.
- Use materials in any research or writing assignment which are specifically forbidden by the instructor. This includes reuse of student’s own work.
- Give, solicit, or receive information or assistance to or from any person or source during an assessment, makeup assessment or written assignment unless specifically authorized to do so by the instructor.
- Submit modified or changed tests, answer sheets, or assignments for re-grading.
- Use, construct, or circulate tests, reports of results, or answer sheets prepared for a course or any assessment.
- Use electronic equipment in an unauthorized or improper manner during an assessment.
- Engage in any form of plagiarism. Plagiarism is using the words or ideas of another source directly without proper acknowledgement of that source (i.e., footnotes and bibliography) including all types of commercial term paper preparation services. Ignorance is NOT an excuse. The student bears the responsibility to learn from the individual instructor the procedure for acknowledging sources and indicating quotations as required for each assignment. Plagiarism also includes the unattributed use of any portion of a computer program or data file.
- Submit counterfeit work; turning in, as one’s own work, that which has been created, researched, or produced by someone or something else, including artificial intelligence tools.
- Knowingly and improperly change grades on transcripts, grade sheets, electronic databases, class reports, projects, or academically related documents.
- Intentionally deface or remove without authorization any material from the UIW Feik School of Pharmacy or any other University location.
- Collaborate with, knowingly help, or attempt to help another to violate a provision of the Honor Code.

- Fail to report to the Professional Conduct Committee or Associate Dean of Student Affairs any firsthand knowledge of any violation to any of the provisions of Article 1 of this Honor Code.
- Willfully conceal or misrepresent information material to an investigation of any alleged violation of this Honor Code when the information is sought by the Professional Conduct Committee, faculty, Dean, or the Dean's designee.

Article 2: Non-Academic Matters

General Statement

UIW FSOP students are hereby informed that in their personal and professional lives they represent not only themselves, but also the Feik School of Pharmacy and the pharmacy profession. Therefore, while they have the right and freedom to exercise individual autonomy, they also have the responsibility to exercise that autonomy in a manner that will bring honor to themselves, their pharmacy school, and their chosen profession.

Prohibited Activities with Respect to Nonacademic Matters

UIW FSOP students are subject to the same level of conduct as all UIW students:

- The UIW community is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. A community exists based on shared values and principles. These standards are embodied within a set of core values that include integrity, fairness, respect, community, and responsibility. UIW FSOP students who fail to exemplify these values are subject to the conduct proceedings described herein.
- In addition to upholding the behaviors associated with the core values, UIW FSOP holds students accountable to other university policies. UIW FSOP students should refer to the appropriate sections in the UIW Student Handbook for university policies regarding:
 - Student Right to Know and Campus Security Act of 1990
 - Policy on Alcohol and Other Drugs
 - Policy on Parental Notifications
 - Harassment-Free Work and Learning Policy
 - Confidentiality
 - Religion/Association
 - Gambling Policy
 - Policy on Guest Speakers
 - Abusive Affiliation
 - HIV/AIDS Policy
 - Posting Policy
 - Sales and Solicitations
 - Sexual Misconduct
 - Free Speech and Harassment
 - Confidentiality and Reporting Policy
 - Involuntary Student Withdrawal Policy and Procedure for Disruptive Behavior
 - Student Sales and Fundraising
 - Smoking Policy
 - Vendor Exhibitor Policy
 - Student Organizations
 - Intellectual Property Policy
 - Housing and Residence Life
- Although FSOP looks to the above-mentioned policies regarding student conduct, students should be aware that all alleged violations or issues surrounding adherence to those policies shall be handled in accordance with the procedures set forth in this handbook.

In addition, the UIW FSOP student shall not:

- Fail to conform his/her conduct to the ethical and moral standards of the pharmacy profession as articulated in the Student Code of Conduct.
- Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.
- Purposely furnish false information.
- Perpetrate any form of theft, forgery, falsification, or fraudulent use of university or worksite property.
- Willfully conceal or misrepresent information material to an investigation of an alleged violation of this Honor Code when the information is sought by the Professional Conduct Committee, faculty, Dean or the Dean's designee.
- Use or remove unauthorized prescription or nonprescription drugs or appliances from the site of a clinical rotation.
- Use any official UIW logo or FSOP logo without written permission.
- Post any visual images, post messages to any website, or use any other form of electronic transmission that depict UIW or the FSOP in a nonprofessional manner.

FSOP Student Code of Conduct

The UIW FSOP students and faculty have adopted the following code of conduct to guide ethical behavior in all settings where a student is representing the university. We feel that the magnitude of our responsibility as healthcare professionals necessitates the establishment of the highest standards of professional conduct.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive. Specific infractions must be reported by students, preceptors, or faculty to the Associate Dean of Student Affairs and the chair of the Professional Conduct Committee. The Professional Conduct Committee will be charged with the responsibility of promptly investigating alleged infractions of this code. It should also be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

Professionalism is an expectation in the pharmacy profession and is taken as seriously as academic issues at the Feik School of Pharmacy. Failure to act in accordance with the FSOP Student Code of Conduct may impact progression in the program in the same way as other academic matters. Students will be expected to hold themselves to these standards.

The student will not:

- Cheat.
- Lie.
- Alter or falsify academic, research or patient documents (both paper and electronic).
- Participate in academic activities, including patient care, having used nonprescribed psychotropic substances (including alcohol) or having inappropriately used prescribed substances.
- Engage in romantic, sexual, or other nonprofessional relationships with a patient or a patient's family member, even upon the apparent request of a patient or patient's family member.
- Engage in disruptive behavior in the classroom, clinic, hospital, or laboratory that might interfere with the learning, work or clinical care of others.
- Gain or provide unauthorized access to academic or administrative files, patient medical records, or research documents, via computer or any other means or method.
- Misrepresent him or herself as a licensed or certified health care provider.

The student will:

- Admit errors to his/her supervisor and not knowingly mislead others in the classroom, clinical setting or laboratory.
- Respond promptly to official communications from the school, comply with attendance policies for learning activities, and meet all FSOP mandatory deadlines.
- Engage in the responsible and ethical conduct of research.
- Treat patients or research subjects, their family members, and his/her colleagues with respect and dignity both in their presence and in discussions with others and maintain appropriate privacy and confidentiality of patient communications and records.
- Recognize the limitations of his/her knowledge, skills, or physical or emotional state, and seek supervision, advice, or appropriate help before acting.
- Learn to recognize when his/her ability to function effectively is compromised, ask for relief or help, and notify the responsible person if something interferes with the ability to perform clinical or research tasks safely and effectively.
- Deal with fellow students, faculty, staff, administration and experiential colleagues in a considerate manner and with a spirit of cooperation, and avoid offensive language, gestures, or remarks while interacting with all persons encountered in a professional capacity regardless of race, color, ethnicity, religion, national origin, age, sex, gender identity, sexual orientation, disability or socioeconomic status.
- Take personal action to support equity and inclusivity in the learning environment. It is expected students will come forward if they witness violations of such standards.
- Maintain a neat and clean appearance, and dress in attire that is appropriately professional and safe for the patient population served or the learning activity.

FSOP Dress Code

Pharmacy is a profession that has as its mission the safe and effective use of medications in patients. Students in the Feik School of Pharmacy are required to dress appropriately as reflective in the profession and appropriate for time and place.

Business Casual

The following business casual dress code will be enforced daily for professional pharmacy students in years P1-P4 while in attendance at FSOP during regular business hours. It may also be required in pre-professional years 1 and 2 at the discretion of the faculty teaching those courses. Students who attend didactic classes, laboratory courses, or IPPE/APPE out of dress code may receive a professional conduct infraction, a copy of which will be kept in the Office of Student Affairs and be counted absent from the session. If a student accrues two infractions within a semester, he/she will be scheduled for a meeting with the Professional Conduct Committee for recommendation on disciplinary action. Accrued absences will follow the rules of the syllabus. Students with documented medical needs that require dress code alteration may request exceptions to the FSOP Office of Student Affairs in writing. Decisions on dress code alteration will be made on a case-by-case basis.

A UIW student identification card must be worn and visible at all times when in the Feik School of Pharmacy. Students who forget their UIW ID must wear a visitor pass obtained from the FSOP front desk. To replace lost and/or damaged ID cards, students must visit the Campus Life Office on UIW's Broadway campus and pay a replacement fee.

Appropriate business casual attire for an FSOP student is a skirt, slacks, or khakis worn with a blouse, button-down or polo shirt, or sweater. Dresses are also appropriate. All skirts and dresses shall be worn at an acceptable length. Shoes such as loafers, oxfords, pumps, flats or boots should be worn. Accessories (e.g., ties, jewelry, belts, and footwear) must project a professional image. Ties and jackets/blazers are optional. Under certain approved conditions, scrubs may be worn (see below).

The Feik School of Pharmacy discourages unconventional visible body piercing (tongue, nose, eyebrows, etc.), visible tattoos, and unconventional hair colors (orange, green, blue, etc.). We are cognizant of changes in clothing styles and are sensitive to these trends. Dress after-hours (both inside and outside the classroom), for formal presentations, and for professional ceremonies should be appropriate for a professional setting. Extremely short or revealing apparel is not acceptable at any time.

Scrubs may be worn for certain labs as instructed by the course faculty or per the course syllabus. Scrubs and lab coats may be obtained from Classic Uniforms (see contact information that follows). Scrub tops must be red; scrub pants must be black. Clean athletic shoes may be worn with the scrubs.

Students who attend experiential educational experiences out of dress code may be considered absent by the preceptor and sent home to fulfill dress code requirements prior to returning to the practice site. When participating in assigned educational experiences, students are required to comply with the official experiential educational attire. If the experiential site has special attire or dress code requirements, the student must comply with the site's policies. Designated "casual days" at FSOP do not apply to experiential education experiences unless the P4 is on-site at FSOP and has course faculty approval. Please refer to the Experiential Education Student Manual for additional information regarding the dress code for rotation experiences.

The experiential educational attire should be worn over that described in the Feik School of Pharmacy dress code and consists of:

- Student name tag
- White lab coat with the official Feik School of Pharmacy insignia above the left chest pocket. The lab coat should be bright white, clean, and wrinkle-free.

Both scrubs and lab coats are available for purchase at Classic Uniforms. Specific information regarding styles and individual sizes is on file at the store.

Classic Uniforms
8507 N. McCollough, Suite B-3
San Antonio, TX 78216
(210)525-0200
www.classicuniforms.com

Clothing items that are not allowed:

- hats (exception: headgear considered a part of religious or cultural dress)
- flip flops/casual sandals/athletic shoes
- shorts
- tank tops or athletic t-shirts
- clothing with holes or cuts
- clothing containing suggestive or inappropriate slogans
- denim jeans
- spandex, leggings, or tight-fitting stretch pants
- midriff-baring shirts
- low-rise or low-hung pants
- off the shoulder tops
- see-through, strapless, or spaghetti-strap tops
- hoodies or sweatshirts
- mini-skirts or short dresses

Casual Dress

Certain days throughout the semester may be designated as casual dress days. These days must be approved by the Dean and may include casual Fridays, fundraising days, holiday dress days, and others. Acceptable dress for casual days may include jeans/leggings, collared shirts, and other business casual tops. Jeans worn on casual days must be in good taste and should not be frayed or tattered. Unless otherwise specified, t-shirts are not acceptable casual dress unless they are FSOP school/organization t-shirts or UIW t-shirts. Clean tennis shoes or other casual shoes may be worn; however, flip-flops are not allowed.

Students on experiential rotations or in labs that require appropriate laboratory dress should do so, regardless of designation of a casual dress day. When unsure, please use your best judgment to be appropriately dressed for the activities of your day or ask your faculty.

Casual days may be assigned, revoked, or changed at the discretion of the FSOP administration.

Professional Dress

Certain days throughout the semester may be designated as professional dress days. These days may include OSCEs and special events and will be communicated by course faculty (OSCEs) and the Dean or Office of Student Affairs (special events).

Appropriate professional attire for a FSOP student is a dress shirt and tie, slacks, skirt and blouse, dress slacks and blouse, basic dress/suit, socks, and shoes. All skirts and dresses shall be worn at an acceptable length. Accessories (e.g., ties, jewelry, belts, and footwear) must project a professional image.

Attendance Policy

Given the intense nature of the pharmacy curriculum, student engagement is essential to maximize the learning experience. On-time arrival and attendance for the full duration of the activity (e.g., class, lab, forum) are mandatory for pharmacy students. Any deviation may count as an excused or unexcused absence, as appropriate.

Classroom and Laboratory Attendance Policy

Course instructors will maintain documentable class attendance. The method of documenting attendance is at the discretion of course faculty. Attendance may be taken at any time during the class period.

Excused Absence

It is the prerogative of the faculty member to allow an excused absence. Excused absences do not have a negative effect on a student's course grade.

Professional Activities

Institution-sponsored and/or institution-supported activities (e.g., professional activities related to student organizations) are authorized by a written statement from the Associate Dean of Student Affairs. It is the responsibility of the student to obtain a request for excused absence form from the Office of Student Affairs and present the duly filled out form with documentation to the appropriate faculty person in the appropriate course(s). At this point, it is the discretion of the faculty to grant an excused absence. The faculty member should complete his/her portion of the form, initial the documentation, and return both to the student. It is the responsibility of the student to return the completed form (and other approval forms if travel is involved) with documentation attached to the appropriate faculty advisor a minimum of two weeks prior to the scheduled activity.

Personal Activities

Any absence not related to an institution-sponsored and/or institution-supported activity will be considered a personal activity. For personal activities to be excused, students should communicate with course faculty prior to the absence. It is also the responsibility of the student to complete an excused absence form a minimum of two weeks prior to a scheduled activity or within one week upon return from an unscheduled activity. Forms for excused absence documentation may be obtained from the front desk or from the Office of Student Affairs.

Bereavement Leave

Excused absence, up to a maximum of three days, will be granted to students in case of death in the immediate family. For the purpose of bereavement leave, immediate family is defined as husband, wife, father, father-in-law, mother, mother-in-law, son, daughter, brother, sister, grandchild, grandfather or grandmother. Proof of death, such as an obituary notice, may be required.

The student must notify the Office of Student Affairs prior to missing any classes. The Associate Dean of Student Affairs will notify course faculty on behalf of the student. If a student wishes to attend a funeral of someone other than immediate family under bereavement leave, he/she must request approval from the Associate Dean of Student Affairs. Upon approval, it is the responsibility of the student to contact the faculty to make up assessments and other assignments. Assessments and assignments should be completed within a responsible amount of time, as agreed upon by the faculty and student.

Class Absences for Religious Observances

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances and who will miss class. Students must

inform instructors at least two weeks prior to attending a religious observance. Students absent for a religious observance shall follow the procedure under Personal Activities above so it can be marked as an excused absence.

Unexcused Absence – Didactic, Non-Laboratory Courses

In addition to the penalties described below, additional penalties, up to and including course withdrawal, may be applied as determined by the Academic Standards Committee or Professional Conduct Committee, as applicable.

1- or 2-credit hour courses:

- For the 1st unexcused absence, the maximum penalty is the loss of points for missed assignments.
- For ≥ 2 unexcused absences, the maximum penalty is a 10% reduction in the final course grade. This grade reduction is in addition to the loss of points for missed assignments.

≥ 3 -credit hour courses:

- For the 1st two unexcused absences, the maximum penalty is the loss of points for missed assignments.
- For ≥ 3 unexcused absences, the maximum penalty is a 10% reduction in the final course grade. This grade reduction is in addition to the loss of points for missed assignments.

Any absence will be marked as an unexcused absence initially. The student should email the instructor of the day and the course coordinators about the absence. If the student provides documentation and the faculty accepts the documentation as reasonable to merit an excused absence, the unexcused absence will be converted to an excused absence. Course-specific details regarding the unexcused absence policy are found in each course syllabus.

Unexcused Absence – Didactic, Laboratory Courses

Any unexcused absence from lab may have academic penalties. Group discussion, application, and hands-on activities are important to meet learning outcomes in these courses. Consequences will be listed in respective syllabi.

Introductory and Advanced Pharmacy Practice Experiences Attendance Policy

Attendance at the experiences is mandatory. See the General Guidelines for Experiential Education section for complete details.

Ceremony Policy

Attendance and participation in ceremonies listed on the FSOP Academic Calendar is required. Excused absences are only granted by the FSOP Dean. Unexcused failure to attend ceremonies will result in disciplinary action up to and including a one-semester delay in graduation.

Classroom Etiquette Policy

Food is not allowed in classrooms before, during, or after class. Food for personal consumption is allowed in breakout rooms; however, breakout rooms are not areas for general food storage or food preparation equipment (e.g., microwaves, toasters, coffeemakers). Drinks in closed containers with lids may be brought into non-laboratory classrooms. Any damage caused by spills is the responsibility of the person who spilled. Neither food nor drink are allowed in research, compounding, dispensing, or patient assessment laboratories.

Permission to bring food into classrooms for special events (e.g., organizational meetings) must be approved by the Senior Associate Dean of Academic Affairs. If approved, food must be served in breakout rooms. Groups granted permission to bring food into the rooms are responsible for returning the rooms to a clean state. Failure to do so may result in loss of food privileges in the classroom.

To maintain classroom furniture, sitting on top of desktops or tables in classrooms or breakout rooms is not allowed.

Classroom podium electronics are only to be used for student organization or educational purposes. Use of classroom podium electronics requires prior authorization of a student organization advisor or a faculty chaperone (e.g., for presentation practice).

Please lead by example and maintain a classroom environment that is conducive to learning for all students. During class, students should refrain from non-essential conversation and technological activities (e.g., text messaging, instant messaging, internet surfing, and working on material that is not related to the current class).

Calculator Policy

The only approved calculator for use during assessments is the Texas Instruments TI-30X IIS calculator.

Violation of Professional Conduct

Procedure for Investigating Allegations of Academic or Professional Misconduct

The Associate Dean for Student Affairs is responsible for the administration of the School of Pharmacy's disciplinary system and serves as an ex officio member of the Professional Conduct Committee.

When there is a written allegation of academic or professional misconduct by an FSOP student, described below, investigation and appropriate actions will be pursued by the Professional Conduct Committee. Allegations of misconduct may be submitted by a student, a group of students, faculty, staff, or administration. Every effort will be made to maintain confidentiality.

Violations of Academic or Professional Misconduct are heard by the Professional Conduct Committee. The Professional Conduct Committee is composed of six faculty members (three members from each academic department), four pharmacy students (one from each class), the Associate Dean for Student Affairs (ex-officio), and one additional qualified individual appointed by the Dean. This Committee serves as a hearing board for incidents of misconduct involving violations of the FSOP Honor Code and/or FSOP Student Code of Conduct. These include standards for academic, nonacademic, and clinical behavior.

Penalties Assessed by Faculty for Academic or Professional Misconduct within a Course

If an academic or professional misconduct violation occurs within the scope of a course, the faculty has the option to deal with the incident as appropriate without forwarding to the Professional Conduct Committee. However, the faculty may forward the case to the Professional Conduct Committee for handling or imposing penalties. They may also forward the case to the Professional Conduct Committee if no resolution is reached.

If a faculty member decides to manage the issue, the instructor will timely notify the student of the violation. Students are required to respond to the notification within three business days and provide his or her availability to meet with the faculty member. The faculty member and student will meet to discuss the violation and proposed resolution, which will be provided to the student in writing within three days following the meeting. Following resolution, the faculty will notify the Associate Dean of Student Affairs and Chair of the Professional Conduct Committee of any action taken. In the event a resolution is not reached, the matter will be referred to the Associate Dean of Student Affairs for handling by the Professional Conduct Committee as described below.

Professional Conduct Committee: Process

For matters referred to the Professional Conduct Committee, the process is as follows:

- **Step 1.** A written allegation is submitted to the Associate Dean of Student Affairs and the Chair of the Professional Conduct Committee via the reporting form within 5 business days of the alleged misconduct or discovery of alleged misconduct, or within 5 business days of the failure to reach a resolution under the provision above. The Associate Dean of Student Affairs and the Chair may request a meeting with the submitter(s) if clarification is needed.
- **Step 2.** The Associate Dean of Student Affairs and the Chair of the Professional Conduct Committee will communicate with the accused student within 3 business days after the matter was brought to the attention of the Associate Dean of Student Affairs and Chair to inform the student of the allegation and schedule a meeting. Cases involving multiple students will be handled in the discretion of the Associate Dean of Student Affairs and in consideration of applicable privacy requirements. The case can either be (A) settled or dismissed at this time by the Associate Dean for Student Affairs and the Chair of the Professional Conduct Committee or (B) be referred to the Professional Conduct Committee for resolution. Documentation of the case will be placed in the student's file and in the FSOP conduct record held by the Associate Dean of Student Affairs. Students with a prior referral to the Professional Conduct Committee or with cases involving severe allegations (including, but not limited to, academic

dishonesty, falsification of documents, and plagiarism) may be referred directly to the full Professional Conduct Committee (Step 3).

Step 3. If the matter is not settled or dismissed in Step 2, the Chair of the Professional Conduct Committee will notify the student within 5 business days to schedule a meeting between the Committee and the accused student. The Chair, in his or her discretion, may also request the person(s) making the complaint appear before the Professional Conduct Committee. Notice of the meeting will be sent to the student by UIW/Cardinal email.

Professional Conduct Committee: Proceedings

1. Prior to the meeting day, the responding student has the right to solicit advice and to offer witnesses to support his/her position.
2. At the start of the Committee meeting, The written allegation and additional information collected during the process shall be presented by the Chair of the Professional Conduct Committee to the committee members.
3. Following the Committee's briefing, the responding student will be brought into the meeting and may request that a student member of the committee or faculty member not sit in judgment if he/she feels that the vote may be biased or prejudiced as a consequence. Some substantiation of the claim may be required, and the final decision shall rest with the Associate Dean of Student Affairs, who is then responsible for any substitution to the committee to ensure a quorum is present. relevant documentation provided by the witness as long as said documentation is relevant to the question before the committee on any matter. The committee shall set rules for the conduct of all cases and all arrangements connected with the taking of documentation.
4. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant. Votes on all matters shall be a simple majority. Should additional information become available, the chair may reopen the case and ask the committee to consider the new information.
5. Deliberation and voting of the committee shall take place in private and remain confidential. If the committee determines that the student was in violation of the FSOP Honor Code and/or the FSOP Student Code of Conduct, it will impose penalties to the student.
6. The decision of the committee will be written by the Committee Chair and the Associate Dean of Student Affairs. The decision of the committee will also include the time period for which the student will be under the noted penalty. The student involved will be notified by UIW/Cardinal email within 5 business days of the final decision and any applicable penalties in writing by the Associate Dean of Student Affairs. A copy of the final decision will be sent to the Senior Associate Dean of Academic Affairs and to the Dean

If the student wishes to appeal the decision, the section entitled 'appeals process' will provide further guidance.

All sessions of the Professional Conduct Committee will be closed. The responding student may have one person (approved by the Associate Dean of Student Affairs prior to the meeting day) present during the hearing. This person may not address the committee, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing.

No attorney shall be present, as this is not a court of law. All persons present at the proceedings shall be bound to disclose no more than the committee does in its official report on the case. Revelation of such details shall be considered a violation of the FSOP Honor Code and FSOP Student Code of Conduct.

All minutes and evidence from the work of the Professional Conduct Committee shall be placed in the FSOP Professional Conduct Committee file maintained by the Associate Dean of Student Affairs. Students have the right to examine the contents of their individual student file by appointment with the Associate Dean for Student Affairs.

Professional Conduct Committee: Penalties

The Professional Conduct Committee may impose one or more of the following penalties. However, the Dean reserves the right to add additional conditions or penalties and adjust the penalties. Although these are the standardized penalties issued, the Professional Conduct Committee may, in their sole discretion, impose additional or separate requirements under any level to appropriately address the complaint.

- **Reflection Activity:** Reflection activity can be of many types including community service, assigned book readings, presentation, and/or written reflection paper focused on actions that led to misconduct and changes that will be implemented to prevent these behaviors from reoccurring.
- **Probation:** Probation can be of three types. Probations require a written reflection focused on actions that led to the misconduct and the changes that will be implemented to prevent these behaviors from reoccurring.
 - Level One: probation for a stated period carrying with it a loss for eligibility for:
 - holding or running for any FSOP elected office;
 - representing the FSOP in any official capacity both on campus and away from campus;
 - competing for FSOP honors and distinctions, including scholarships and awards.

Violation of the terms of Level One probation may result in extended probation, Level Two or Level Three probation, or in the suspension of the student.
 - Level Two: probation for a stated period that carries all stipulations of Level One probation and additionally a loss of eligibility for:
 - Active membership in any FSOP-sponsored organization

Violation of the terms of Level Two probation may result in extended probation, Level Three probation, or in the suspension of the student.
 - Level Three: probation for a stated period that carries all stipulations on Levels One and Two probation and additionally a loss of eligibility for:
 - Participation in any FSOP-sponsored activities

Violation of the terms of Level Three probation may result in extended probation or in the suspension of the student.
- **Suspension:** Suspension is a temporary state of separation for a definitive period from the university including the programs, facilities, and activities. The completion of the period of suspension does not guarantee reinstatement. The decision to readmit a student will be the responsibility of the Dean.
- **Separation:** Separation is a state in which the student is not permitted to continue his/her program at the university. The student shall be withdrawn from all uncompleted courses in which he/she is currently enrolled. The student will not be permitted to re-enter the FSOP's education programs.

Any assessed penalty and the length of the penalty will be communicated by the Associate Dean of Student Affairs to FSOP faculty, staff, and administrators. For probation, upon receipt of the communication from the Associate Dean of Student Affairs, respective faculty, staff, and/or administrators will enforce actions that fall within their purview.

Appeals Process

A student has a right to appeal any decision reached by the Professional Conduct Committee. Students will receive the decision of the Professional Conduct Committee by UIW/Cardinal email from the Associate Dean of Student Affairs, and from that time, students will have five business days to submit a written appeal to the Dean's office.

Grievance Procedure Policy

The Feik School of Pharmacy student grievance procedure represents the mechanism whereby any student may obtain a review of a complaint of alleged unfair treatment with immunity from disciplinary action or retaliation. The grievance procedure shall not be used to question a rule, policy, or procedure established by an authorized faculty or administrative body. Rather, a person or persons shall use this procedure for a hearing and due process if they believe that a rule, policy, or procedure has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment. It is expected that the student shall present the grievance in a professional manner.

Grievances may be either grade-related or non-grade-related. Matters related to grading disputes shall include issues regarding grades earned for individual course assignments or assessments. A final course grade is not eligible for dispute, unless an error is believed to have occurred in the final calculation of the grade, as outlined in the course syllabus.

Prior to a grievance being filed, an attempt at informal resolution must occur between the student and the instructor(s).

Students must set an appointment via email with the instructor(s) within **two** working days of incident/grade notification (i.e., two days after reconsideration period if applicable per course syllabus). In the meeting request, the student should inform the instructor about the nature of the meeting.

After the meeting with the student, instructor(s) have **two** working days to respond to the student concern via email. If a student does not feel the concern has been resolved, the student may initiate the formal grievance process, as outlined below.

Step 1: Consult with the Associate Dean of Student Affairs.

Within **two** working days of response from instructor(s), the student shall submit the appointment email correspondence with faculty response and a signed, written statement to the Associate Dean of Student Affairs summarizing the grievance. At the time of statement submission, the student should meet with Associate Dean of Student Affairs to discuss the situation. Issues not discussed with the instructor(s) will not be considered. After receiving the statement from the student, the Associate Dean of Student Affairs will share the statement with the instructor, the appropriate Department Chair, and the Senior Associate Dean of Academic Affairs. The Associate Dean of Student Affairs may request documentation relating to the student/instructor meeting. If he/she chooses, the instructor may respond to the student statement in written form to the Associate Dean of Student Affairs within **one** working day.

Step 2: Grievance review and decision.

The Senior Associate Dean of Academic Affairs will consult with the Associate Dean of Student Affairs and the appropriate Department Chair to come to a decision regarding the grievance. Within **three** working days of receiving the signed, written statement from the student, the Senior Associate Dean of Academic Affairs will communicate a written decision to the student, the instructor(s), the appropriate Department Chair, and the Associate Dean of Student Affairs. If a student does not feel the grievance has been resolved, the student's final option is an appeal to the Dean.

Within **two** working days of response from the Senior Associate Dean of Academic Affairs, the student may submit a signed, written appeal to the Dean. The only basis for appeal is that a substantial mistake of fact occurred, a fundamental misrepresentation of official policies is evident, or a significant procedural defect took place. The Dean will make the final decision regarding the matter. The student shall be notified in writing of the Dean's decision. The decision of the Dean is final, and there shall be no further appeal.

ACPE Complaint Policy

ACPE has an obligation to assure itself that any institution that seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

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

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

- a) request that the institution show cause, within a stated time period, why adverse action should not be taken, or
- b) in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.

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

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

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

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty, or third party in respect to the application of ACPE's standards, policies, and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months. If you wish to file a complaint, please access the following form: https://acpe-accredit.formstack.com/forms/complaint_form.

Academic Information

Matriculation and Graduation Information

General Matriculation Rules and Guidelines

- Student attendance in classes is compulsory. See Attendance Policy.
- Students are required to stay updated on school/class activities by checking email, Canvas, bulletin boards/display monitors daily.
- Students are required to follow the dress code of the school as an integral part of their training and professionalism.
- Experiential programs, including introductory and advanced pharmacy practice experiences, may be provided off-campus. The site may be in an area distant from UIW and San Antonio. Students are responsible for their transportation and possible relocation to their assigned site and for their own housing during this period.
- A minimum GPA of 2.0 is required to graduate from the Feik School of Pharmacy at the University of the Incarnate Word.
- The faculty of the Feik School of Pharmacy reserves the right to revise the curriculum at any time to ensure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the changes made and how these changes impact their course of study. In all cases, however, the production of well-prepared graduates will prevail as the dominant concern.
- The Feik 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.
- Students are required to enroll in and complete courses in sequence, adhering at each level to all prerequisites. No student will be permitted to take courses out of sequence or enroll in a course without having satisfied the prerequisites.
- A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.
- A student may be dismissed from the program, after due process, due to violations of the Feik School of Pharmacy Academic Progression Policy.

Requirements for Graduation

The institutional requirements for the Doctor of Pharmacy degree are listed here. A student should meet these requirements with normal progression through the program.

- Minimum completed credit hours (as designated in each respective degree plan) including six credit hours of Introductory Pharmacy Practice Experiences (IPPE) [at least 300 supervised clock hours] and 36 credit hours of Advanced Practice Pharmacy Experience (APPE) [at least 1440 supervised clock hours]
- Minimum GPA of 2.0
- All coursework must be completed within six calendar years after matriculation unless approved by the Dean. Under federal regulations, students may not be eligible for financial aid after six years. Seek advice from the Financial Aid Office.

Additionally, the student must resolve all financial obligations with the university and complete exit procedures through the offices of the Dean, the Senior Associate Dean of Academic Affairs, and the Associate Dean for Student Affairs.

Academic Progression

Academic Policy Statement

Failure to maintain good academic performance will result in action by the Academic Standards Committee regarding a student's standing within the program (as noted above, academic misconduct will be handled in accordance with the Academic and Professional Misconduct procedure noted above under the purview of the Professional Conduct Committee). The student may meet with the subcommittee (which consists of the committee chair, Senior Associate Dean for Academic Affairs, and Associate Dean of Student Affairs) or the entire Academic Standards committee.

The Feik School of Pharmacy is offered in a modified block format that assimilates pharmaceutical and basic sciences into a unique format. Although this curriculum results in studies that cover the standard outcomes and more, the pattern is not easily comparable to other schools. Therefore, at this point, there are no advanced standing admission opportunities for applicants who have not matriculated in the Feik School of Pharmacy. This issue will be revisited periodically to determine whether the current position remains the most productive for the school.

In addition to the University of the Incarnate Word Academic Regulations, the Academic Standards Committee will use the following rules when intervention is required. It should be noted that the committee may also intervene at times other than specifically stated below if it is deemed necessary to ensure the academic integrity of the Feik School of Pharmacy program.

Letter Grading Policy

The standard grading scale of "A, B+, B, C+, C, D, F" is used in awarding grades within the Feik School of Pharmacy. IPPEs are graded on a "Pass" or "Fail" basis. A final grade of "Pass" or a letter grade of "C" or better is required for acceptable progression in a course, IPPE, or APPE*. A final grade of "Fail" or a letter grade lower than a "C" will result in an academic infraction.

All letter grades will be awarded according to the following scale*:

Percentage	Letter grade	Quality points
100 to 90	A	4.0
89 to 87	B+	3.3
86 to 80	B	3.0
79 to 77	C+	2.3
76 to 70	C	2.0
69 to 65	D	1.0
64 and below	F	0.0

*NOTE: APPEs grades are denoted A, B, C, F.

Acceptable Progress

A minimum grade of C or pass is required for the satisfactory completion of all pharmacy courses. Completion of all courses in each professional year is required prior to progression to the subsequent professional years.

All didactic coursework must be satisfactorily completed prior to beginning the fourth professional year.

A final course grade of “D” or “F” or “fail”

A final course grade of “D” or “F” or “fail” is considered an academic infraction. “D” grades must be removed either through remediation (see Remediation Policy) or by retaking the course in order for a student to progress to the subsequent professional year of the program. “F” or “fail” grades require the student to retake the course at the next regularly scheduled full offering of the course.

Didactic courses that include non-FSOP certifications (e.g., American Pharmacists Association certifications) may not be eligible for a traditional FSOP remediation plan (see Remediation Policy) in order to meet set criteria for certification. In the event of a “D” or “F” in a course that includes non-FSOP certifications, the Academic Standards Committee will recommend an appropriate course of action based on individual student achievement related to certification. Repeating coursework for non-FSOP certifications may require individualized plans, additional fees, and/or retaking the course at its next regularly scheduled offering.

Course Withdrawal

A withdrawal from a course which is granted pursuant to a student’s request will count as an academic infraction. Withdrawal from a course at the request of the Office of Student Affairs will not count as an academic infraction. In the case of any withdrawal, a student must retake the course during the next regularly scheduled full offering of the course.

A final course grade of “IP” (In Progress)

In a case in which a final grade of “IP” is warranted, the student and the instructor will, before the time grades are submitted, agree upon the time frame (up to a maximum of one semester) and requirements necessary for removal of the “IP” grade. Approval by the Senior Associate Dean of Academic Affairs is required for issuance of an “IP” grade. If all requirements for removal of the “IP” grade are not met within the allotted time, the “IP” grade will be converted to a grade of “F” or “fail” resulting in an academic infraction.

NOTE: Successful completion of remediation or successful retake of a course allows for academic progression; however, it does not eradicate the original academic infraction.

Appeals Process

A student has a right to appeal any decision reached by the Academic Standards Committee. Students will receive the decision of the Academic Standards Committee by UIW/Cardinal email from the Senior Associate Dean of Academic Affairs, and from that time, students will have five business days to submit a written appeal to the Dean’s office.

Ineligibility for Continuation in the Program

If a student obtains a third academic infraction at any time in the program, regardless of the professional year in the program (P1 – P4), he/she will be ineligible to continue in the program.

Failure to meet requirements for success on the FSOP Benchmark Exam, as described below under “Assessment Program,” will result in ineligibility for continuation in the program.

Students are permitted only one academic infraction for an experiential course during the P4 year. If a student receives a second academic infraction during an experiential course in the P4 year, he/she will be ineligible to continue even if no previous infractions were issued throughout the program.

The didactic component of the P4 year includes pharmacotherapy conference and pharmacotherapy seminar. A student receiving an academic infraction during these courses may be eligible for remediation; however, this remediation will count as an academic infraction in a manner similar to other didactic infractions throughout the curriculum.

At any time, if a student receives two academic infractions in the same course, he/she will be ineligible to continue in the program.

Ineligibility to continue in the program, for any of the reasons stated above, will result in dismissal from the Feik School of Pharmacy.

Academic Appeals Process

A student who is academically ineligible to continue in the program may ask for reconsideration through the academic appeals process. Following notification of academic ineligibility, a student has five working days to appeal the decision in writing to the Dean and request an appointment with the Dean. The Dean will make the final decision regarding the appeal. The student shall receive written notice in a timely manner of the Dean's decision. The student is not eligible for any further appeal at UIW.

Review of Examinations

Students will have an opportunity to review their course examinations materials, as defined by the course syllabus, after the examination has been graded and scores have been recorded. Students may be allowed to keep copies of examinations, in either paper or electronic form, at the discretion of the course instructor(s).

Non-Academic Appeals Process

Within five working days of receipt of the notification to the student, he/she may appeal the decision of ineligibility in writing to the Dean and request an appointment with the Dean. The Dean will make the final decision regarding the appeal. The student shall receive written notice in a timely manner of the Dean's decision. The student is not eligible for any further appeal at UIW.

Readmission Policy

The readmission policy applies only to a student who is dismissed from the pharmacy program due to reaching the maximum allowable academic infractions. A student ineligible to continue in the program after all appeals have been exhausted may re-apply to the program as a new candidate, starting at the P1 year. There is no guarantee of readmission. A student who is dismissed from the pharmacy program due to a professional conduct reason will not be readmitted to the program.

The following conditions will apply for readmission:

- The student must sit out at least one complete academic year from the time of dismissal to be eligible for readmission. During this time, the student must engage in activities that will demonstrate an increased chance of success in the program. Such activities may include taking relevant coursework and working in a pharmacy-related setting.
- The student will reapply to the program through PharmCAS.
- At the time of reapplication, the student must submit a written reflection statement (250-500 words) to the Associate Dean of Student Affairs describing activities after dismissal and/or the resolution of related issues, and how this will help the student to be successful in the program. This statement will be reviewed during the admission process. The student may also be asked to verbally address these activities with a representative body of the admissions committee and provide any additional information prior to the readmission decision.

If readmitted, the student will restart the program with no infractions. For GPA calculation, course grades from any previous course work will be replaced with grades from new course work. If dismissed from the program for a second time, the student will not be eligible for any future readmission.

Academic Enrichment Policy

Academic Enrichment (SAE) is a program designed to be proactive towards the academic success of students. A student with academic difficulty will be assigned to AE by the faculty of the course. The intent of the AE sessions is to address student deficiencies in comprehending course content and prepare the student for academic success.

Enrollment

A student is automatically enrolled by the course faculty in AE after receiving a grade below 70 on an examination or by specific enrollment criteria listed on the course syllabus. AE sessions are mandatory for those unsuccessful on exams, but faculty have the discretion to open to all students in the class.

A student may also be enrolled into AE at any time during the course at the discretion of the faculty.

Function

AE sessions may involve a review of previous or current material with the faculty, but the sessions are not intended to be exam review sessions. Course faculty will create a learning plan for AE sessions from the topics identified on the AE enrollment forms, ExamSoft data, and student input.

Schedule

The School of Pharmacy schedule has time allocated for AE. The student must report to the designated room at the time assigned by the faculty. Attendance at all AE sessions is mandatory. Absence will be documented using the same procedure exercised for absence from class.

An unexcused absence from AE may result in disciplinary action and/or a faculty recommendation of ineligibility for remediation to the Academic Standards Committee (in the event that a student is unsuccessful in the course).

Release from AE

A student may be released from AE if they score >75 on 2 consecutive assessments or if requested by the student and approved by course faculty. A student will not be released from AE if they score less than 60% on any one exam.

Reassessment and Remediation Policy

Section I: Reassessment Philosophy

Reassessment provides the opportunity for a student who is unsuccessful in passing a course due to scoring <70% on only **one** exam (final exam included) in that course to progress without incurring an infraction. A student may attempt reassessment no more than twice during their enrollment in the FSOP.

Section II: Reassessment Eligibility

Reassessment applies to all Doctor of Pharmacy courses except experiential courses, the applied pharmacy care (APC) series, and pharmaceuticals labs. Student pharmacists who earn a “D” or an “F” in a course will be afforded a one-time reassessment opportunity if they meet the following criteria:

- Only **one** exam grade <70% in that course

Reassessment is not allowed if the student was unsuccessful in the course due to academic dishonesty or professional misconduct.

Section III: Reassessment Process and Timing

The Academic Standards Committee (ASC) will assess and discuss student eligibility for reassessment during the student meeting with ASC.

Prior to the meeting, the course faculty and student will agree on a date and time for reassessment, which must be completed by the end of the semester.

The ASC will confirm the reassessment date with the student during the ASC meeting with the student.

Section IV: Reassessment Format & Grading

The format of the reassessment will be at the discretion of the course coordinator(s). Assessments will be designed to allow the student to demonstrate competency in the area where the student was previously unsuccessful at meeting the required levels of knowledge, skills, and/or attitudes. The assessment format may vary from the original examination.

The grade of the reassessment will replace the single failed examination, and the final grade will be recalculated. If the student passes the course with the reassessment, they will receive a final course grade of “C,” independently of the value of the recalculated final grade. If the student’s recalculated final course grade remains below a “C” (< 70%) after the reassessment, then the infraction and the original grade remain. If the original letter grade is a “D”, the student may be eligible for remediation.

Remediation

Remediation is an abbreviated program of restudy tailored to the needs of the students and may be offered only after an individual assessment of the student’s course performance, consideration of statements made to the Academic Standards Committee, and evaluation of the situation by the school administration. Remediation is not guaranteed. The content, format, and length of the remediation is at the sole discretion of the faculty and administration. During a student’s remediation period, a student may not be enrolled in another FSOP course (including FSOP and non-FSOP electives).

During the summer, the student who has been granted remediation will meet with the faculty assigned to the remediation as required by the faculty. The remediation program will not be a complete re-teaching of the course, but rather a focused program that may include self-study, readings, assignments, practice problems, and discussions with the faculty. To successfully complete remediation, the student must demonstrate competency in the course materials.

The highest replacement grade in a remediated course is a “C” which replaces the original “D”. If the student is unsuccessful in remediation, the student must retake the courses at the next scheduled offering. Unsuccessful remediation does not result in an additional academic infraction but may delay progression.

Remediation Exclusion Criteria

- If more than six credits of course work or more than two courses need to be remediated, no remediation will be offered, and the student must retake the courses at the next scheduled offering.
- A student may not remediate a “D” in a course if they receive an “F” in another course in the same year. Both courses must be retaken at their next scheduled offering.
- A student may not remediate a course after exceeding the number of allowed unexcused absences in a course.
- Unsuccessful completion of an IPPE or APPE rotation cannot be remediated. A student must retake the IPPE or APPE rotation at its next available offering.

Retaking of Courses Policy

- A student may request to retake a course in which a “D” is received. The request must be approved by the faculty of the course and the Academic Standards Committee.
- The faculty of the course and/or the Academic Standards Committee may recommend to the school administration that a student retake a course instead of remediation.
- A student must retake a course at its next scheduled offering if an “F” or “fail” is received. Remediation will not be offered.
- A student must retake a course if an “IP” is converted to an “F” or “fail”. Remediation will not be offered.
- Courses in which the student received a course grade of “C” or higher may not be retaken for credit.
- For any reason when a course is retaken, the new course grade replaces the original “D” or “F” grade and is used in GPA calculations.

Course Audit Policy

Auditing of courses is not allowed; however, access to Canvas may be given by the Senior Associate Dean of Academic Affairs to students not enrolled in the course. Decisions will be made on a case-by-case basis.

Co-Curricular Requirements

Co-curricular activities and experiences are designed to complement, augment, and/or advance what is learned in the formal didactic and experiential pharmacy curriculum (ACPE Guidance for Standards 2016). FSOP aims to further develop co-curricular offerings and student reflection with activities that deepen understanding of the profession, ensure opportunities for students to document competency in affective domain-related expectations, and advance the professional development of students.

Categories of co-curricular activities include:

- Advocacy
- Education of pharmacy professionals
- Education of and service to the public
- Cultural sensitivity and social awareness
- Innovation and entrepreneurship
- Leadership
- Professionalism
- Self-awareness

	P1	P2	P3
Advocacy			
Education of Pharmacist			
Education of Public			
Cultural Sensitivity / Social Awareness			
Innovation and Entrepreneurship			
Leadership			
Professionalism			
Self-awareness			
Yearly Activities Required	Complete 6 activities from at least 4 categories	Complete 4 activities from at least 3 categories	Complete 4 activities from at least 3 categories
Cumulative Requirement		<i>By the end of the P2 year, 5 categories should have at least 1 activity</i>	<i>By the end of the P3, you must have at least 1 activity in each category</i>

Stakes for Completion of Co-Curricular Activities and Reflections

- The co-curricular coordinator will email out “progress reports” to students of completed co-curricular activities by February 1.
- Mentors will follow up and ensure completion of the requirements by May 15th.
- Mentors will communicate those findings to the co-curricular coordinator who will then advise any students who are missing completion that they will be called before the Senior Associate Dean for Academic Affairs.
- If the student does not complete the activities and reflections by June 1, he/she will not be allowed to progress through the program until all activities are up to date.

- Each spring semester, students will write an annual reflection describing how co-curricular activities have enriched their understanding of the profession and contributed to their personal and professional growth. Faculty mentors will meet (in-person, virtually, or telephonically) with their student mentees by May15th to review and discuss the annual reflection.
- Each academic year students will complete two targeted activity reflections describing how each activity has impacted their professional growth. The first targeted reflection is due by December 1st. The second targeted reflection is due by April 1st. The co-curricular coordinator will approve reflections.
- Students participating in virtual (i.e., webinars) or non-FSOP activities (i.e., TSHP, TPA, AACP, ASHP, CPFI pharmacy organization meetings) are required to submit a targeted activity reflection for co-curricular credit. This report will also count as a required targeted activity reflection.

Assessment Program

The assessment program at the Feik School of Pharmacy consists of curricular, knowledge, and program assessment, each with multiple components. The purpose of this multifaceted assessment program is to improve student learning, evaluate the curriculum, and demonstrate to outside constituencies the competency of the students to practice pharmacy and improve the learning/working environment.

Curricular Assessment

Student progress toward achievement of the professional and general outcomes of the Feik School of Pharmacy is evaluated using program outcomes data.

Knowledge Assessment

Benchmark and NAPLEX Advantage Exams (Spring Semester)

Year	Progressive Areas of Knowledge	Passing Score	Administration Date
P1	<i>Benchmark Exam</i> Drugs <ul style="list-style-type: none"> ○ Generic Name ○ Brand Name ○ Pharmacologic Category ○ Common Indications 	≥70%	April 11, 2025
	Calculations	≥70%	
P2	<i>Benchmark Exam</i> Drugs <ul style="list-style-type: none"> ○ Generic Name ○ Brand Name ○ Pharmacologic Category ○ Common Indications ○ Essential Knowledge 	≥70%	April 11, 2025
	Calculations	≥70%	
P3	<i>Benchmark Exam</i> Drugs <ul style="list-style-type: none"> ○ Generic Name ○ Brand Name ○ Pharmacological Category ○ Common Indications ○ Essential Knowledge 	≥70%	April 11, 2025
	Calculations	≥70%	
	<i>NAPLEX Advantage Exam</i>	TBD	Spring (date TBD)

Benchmark Exam

- Students in their P1, P2, and P3 years are required to pass the FSOP Benchmark Exam prior to progression to the next academic year. If a student is unsuccessful on the first attempt, scoring <70% on either the drug or calculations section, there will be two additional attempts for the student to pass the Benchmark Exam prior to July 1st.* The first two unsuccessful attempts do not count as academic infractions; however, a third unsuccessful attempt does count as an academic infraction. If a student is unsuccessful on the first three attempts, a fourth and final administration will take place prior to the start of the next academic year.
- In the situation where a P3 student must take the fourth and final administration of the Benchmark Exam, the student will not be enrolled in Advanced Pharmacy Practice Experience (APPEs) until successful completion of the Benchmark Exam. If the P3 student is successful on the fourth and final administration, the student will be enrolled in APPEs; however, graduation will be delayed.
- If a P1, P2, or P3 student is not successful on the fourth and final administration of the Benchmark Exam, the student will be dismissed from the program, regardless of the total number of academic infractions accumulated at this point.

*If a student scores < 70% on either the drug or calculations section, they must retake both sections on the next attempt.

NAPLEX Advantage Exam

P3 students who score below a certain threshold on the NAPLEX Advantage exam will be required to participate in a longitudinal intervention plan, as determined by the FSOP Assessment Committee.

Programmatic Assessment

A total quality management approach using systematically measured benchmarks is used to identify and improve areas in the school's learning and working environment. The assessments are done using online student evaluations, LEAD (Learning, Education, Assessment, and Development) Teams, the FSOP Year-End Survey, and the AACP Faculty, Graduation, Alumni, and Preceptor Surveys.

Online Student Evaluations

In each course offered through the Feik School of Pharmacy, students are given the opportunity to evaluate both the faculty member who taught the course and the structure and content of the course. The evaluations are online and are completed within a specified time. Feedback from the student evaluators is anonymous to the faculty member(s) being evaluated. The evaluations are reviewed by the chairs, Senior Associate Dean of Academic Affairs, and Dean.

LEAD (Learning, Education, Assessment, and Development) Teams

The purpose of LEAD (Learning, Education, Assessment, and Development) teams is to gather program and course-specific information and help foster mid-course communication among students and faculty to work toward positive changes in the FSOP learning environment. A LEAD Team representative is selected by the students from each of the faculty mentor groups established at P1 orientation. LEAD Team representatives meet once per five-week block with a neutral facilitator to discuss current courses and the learning environment at the Feik School of Pharmacy. Feedback from the LEAD Team meetings is summarized by the facilitator and directed to the appropriate course faculty and the Senior Associate Dean of Academic Affairs for review. This provides a regular, systematic means of collecting student feedback for purposes of continuous quality improvement in the FSOP learning environment. Changes in LEAD Team representation can take place with the consent of the mentor group and notification of the facilitator.

FSOP Year-End Survey and AACP Alumni, Faculty, Graduating Student, and Preceptor Surveys

In addition to the assessment tools outlined above, the Feik School of Pharmacy also administers an anonymous annual year-end survey. Data from this survey is reviewed by the Assessment Committee, administration, and students. AACP surveys are administered to the respective groups. The Assessment Committee reviews this data after each survey has closed. The information from all the surveys is used to guide curricular and policy changes within the school.