

## **Introduction to the Student Handbook**

This College of Pharmacy Handbook is intended to furnish as much information as possible concerning the College and the University of Arkansas for Medical Sciences (UAMS) policies and procedures. Hopefully, it will answer most of your questions, or direct you to the proper person who can answer your questions. All statements contained herein reflect policies in existence at the time this handbook went to press, and the College reserves the right to change policies at any time and without prior notice. Some sections of this handbook may become obsolete or change before subsequent revisions are published, and students will be notified of any significant changes in a timely manner. Until such notice students should consider the current Student Handbook as the most up to date reference on policies and procedures

It is essential for new students to be familiar with the entire handbook, as it contains important information regarding rules and regulations that will affect them while they are enrolled in the College of Pharmacy.

Each pharmacy student is urged to contact his/her faculty mentor, a faculty member or the Dean's office whenever the need arises for either academic or non-academic advice or counsel.

The faculty and staff of the UAMS College of Pharmacy wish all of you a very productive and fulfilling year!



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**University of Arkansas for Medical Sciences**  
**College of Pharmacy**  
**Academic Calendar 2007-2008**

**Fall Semester 2007**

Registration: P4 (09:00)	Monday, July 2
August Graduation	Friday, August 10
Freshman Orientation	August 16-17 & 20
White Coat Ceremony (Freshman)	Sunday, August 19
Registration: P1 (1:00), P3 (08:30), & P2 (10:00)	Monday, August 20
P3 orientation to longitudinal EPE (10:00)	Monday, August 20
First Day of Semester	Tuesday, August 21
Last Day to Register/Add a Class	Friday, August 24
Labor Day Holiday	Monday, September 3
Veteran's Day Holiday	Monday, November 12
Thanksgiving Holiday	November 22-23
Study Day	Thursday, December 6
Final Exams	December 7-14
Last Day of Semester	Friday, December 14
December Graduation	Thursday, December 20

**Spring Semester 2008**

Registration: P1 (08:30); P2 (10:00); P3 (1:00); & P4 (2:30)	Tuesday, January 8
First Day of Semester	Wednesday, January 9
Last Day to Register/Add a Class	Friday, January 11
Martin Luther King Holiday	Monday, January 21
Presidents' Day/Daisy Bates Holiday	Monday, February 18
Spring Break	March 17-21
Final Exams*: P2	April 7-11
Early Practice Experience: P2	April 21 to May 16
Study Day: P1 & P3	Thursday, May 1
Final Exams*: P1 & P3	May 2-9
Graduate Intern application pick-up (08:00-4:00)	May 8-9
Early Practice Experience P1	May 16-30
Honors Convocation (Last Day of Semester – P4s)	Friday, May 16
Commencement	Saturday, May 17
Last Day of Semester (P1s, P2s, & P3s)	Friday, May 30

\*Orientation to experiential education will occur during final exams week. Attendance is required. Plan on being available for these events through end of the day on April 11<sup>th</sup> – P2s and May 9<sup>th</sup> – P1s & P3s.

# UAMS Campus Information

## Administration

Chancellor	Dr. I. Dodd Wilson
Executive Vice Chancellor and Director, Jones Eye Institute	Dr. John Shock
Vice Chancellor and Dean, College of Medicine.	Dr. Debra Fiser
Dean, Graduate School	Dr. Robert McGehee
Dean, College of Pharmacy.	Dr. Stephanie Gardner
Dean, College of Nursing	Dr. Claudia Barone
Dean, College of Health Related Professions	Dr. Ronald Winters
Dean, College of Public Health	Dr. James Raczynski
Vice Chancellor for Finance and CFO	Mrs. Melony Goodhand
Vice Chancellor for Academic Affairs and Research Admin.	Dr. L. D. Milne
Vice Chancellor for Research	Dr. Larry Cornett
Vice Chancellor for Administration and Governmental Affairs	Mr. Tom Butler
Vice Chancellor for Regional Programs	Dr. Charles Cranford
Vice Chancellor for Development and Alumni Affairs	Mr. John Blohm
Vice Chancellor for Campus Operations	Mr. Leo Gehring
Vice Chancellor Communications and Marketing	Mrs. Pat Torvestad
Vice Chancellor and Executive Director UAMS Medical Center	Mr. Richard Pierson
Vice Chancellor for Institutional Compliance	Mr. Robert Bishop
Director, Myeloma Institute	Dr. Bart Barlogie
Director, Reynolds Center on Aging	Dr. David Lipschitz
Director, Stephens Spine Institute	Dr. T. Glenn Pait
Director, Arkansas Cancer Research Center	Dr. Peter Emanuel
Director, Information Technology	Mrs. Kari Cassel
Assistant Vice Chancellor Employee Relations.	Mr. Charles White

## Policy Statement

Procedures stated in this handbook require continuing evaluation, review, and approval by appropriate University officials. All statements contained herein reflect policies in existence at the time this handbook went to press, and the University reserves the right to change policies at any time and without prior notice. The UAMS fully supports, both in spirit and practice, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, the Rehabilitation Act of 1973 (Sections 503 and 504), Titles I and II of the Americans with Disabilities Act of 1990, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, which prohibit discrimination on the basis of race, sex, color, national origin, religion, age, marital status, ethnic origin, disability and/or disabled veterans and veterans of the Vietnam Era. Student complaints concerning any policy, procedure or practice prohibited by these Acts should be addressed to the Associate Dean for Academic Affairs in the College of Pharmacy Dean's Office (501-686-5557) for assistance in addressing such concerns. The UAMS Office of Human Relations, room M1/112, is also available to assist with these concerns.

# **UAMS Historical Information**

## **University of Arkansas**

The University of Arkansas, organized under provisions of the Federal Land-Grant Act in 1871, enrolled its first class at its Fayetteville site on January 22, 1872. The first class of five men and four women graduated in 1876. The purpose of the Land-Grant Act was to provide a public system of higher education for all qualified persons, regardless of their economic or social status. The University of Arkansas remains committed to this policy. Its basic aim is to provide the finest educational opportunities to all students, irrespective of handicaps, sex, race, color, creed, or national origin. The University of Arkansas has grown during the past century into a system with five campuses in Fayetteville, Little Rock, Monticello, and Pine Bluff.

## **University of Arkansas for Medical Sciences (UAMS)**

The campus complex known as the UAMS originated in 1947 when the School of Medicine's enrollment increased significantly with a corresponding expansion of the faculty and programs. The 450-bed University Hospital and Isaac Folsom Clinic were the first units of a new medical complex to be occupied in 1956. A nine-story building for teaching and research, designated in 1981 as the Winston K. Shorey Building, opened in 1957. As a result of the impressive improvements in academics, faculty and facilities, the American Medical Association granted full accreditation in 1958.

In response to a critical shortage of health care professionals in rural Arkansas, the General Assembly appropriated in the early 1970's more than \$30 million for expansion and modernization of facilities to accommodate increased enrollments. One of the new facilities, Education Building II (EDII), was completed in 1977. Built for student laboratory and classroom instruction, EDII houses the Colleges of Nursing and Pharmacy, as well as a four-floor medical library.

The first two levels of the College of Public Health (CPH) building were completed in 1997. There is shared classroom space on the ground and eighth floors of this building. The construction of the first through eighth floors has occurred several years later culminating in the dedication of the CPH building in 2005.

Ambulatory care services were upgraded in 1980, when the Ambulatory Care Center was opened to house 22 outpatient services. The Continuity Clinic located in the Ambulatory Care Center has been named the Isaac Folsom Clinic to pay tribute to Dr. Isaac Folsom whose bequest made possible, in 1915, the first ambulatory clinic.

The Donald W. Reynolds Institute on Aging houses the clinical, research, and educational programs of the Department of Geriatrics. A grant from the Donald W. Reynolds Foundation provided funds to construct the building and establish the department.

The Harvey and Bernice Jones Eye Institute is dedicated exclusively to the study and treatment of the eye. This 100,000 square foot facility is a free-standing center dedicated in 1994. The Jones Eye Institute provides patient care in every ophthalmic specialty while serving as the principle training site for medical students and ophthalmology resident physicians.

The Jackson T. Stephens Spine and Neurosciences Institute at UAMS is a center for research, education, and clinical care related to the spine. It is named for philanthropist Jack Stephens of Little Rock, whose historic gift to UAMS made the institute's 12-story building possible. The Institute is the home

of the Center for the Athletic and Aging Spine, University Rehabilitation, and the Departments of Neurosurgery, Neurology, and Otolaryngology/Head and Neck Surgery of the UAMS College of Medicine, as well as related neurosciences programs.

The Arkansas Cancer Research Center (ACRC) is an eleven story complex that combines state-of-the-art tertiary cancer care, cancer-related basic and clinical scientific research, professional oncology training and practical patient education. Since its inception in 1984, ACRC has experienced remarkable growth and is now a primary focus of cancer-related activities within Arkansas and much of the surrounding region.

The Biomedical I and II Research Buildings house laboratories, offices and small classroom facilities for UAMS faculty involved in research. Individual laboratories of scientists are well-equipped with a wide variety of specialized equipment for their research. Collaboration and cooperation among scientists and students at UAMS provide wide access to all equipment on campus and all offices and laboratories have direct access to local area networks, email and the Internet.

In the Fall of 2006 new Residence Halls replaced the Jeff Banks Student Union and Dormitory. The new facility is a unique hybrid of a University-style dormitory and apartment dwellings. These housing units accommodate both single and married students. Studios and apartments are available to singles or married couples. Duplex dorm rooms are available to single same sex occupants.

Current construction projects include a new hospital bed tower, parking deck, and the Psychiatric Research Institute. Over the next year construction on a new education building should begin. In addition, a new State Hospital is being constructed adjacent to campus and this new construction will also result in facility expansion.

## **College of Medicine**

Under a charter of the Arkansas Industrial University (renamed the University of Arkansas in 1899), eight physicians established the state's first medical school in Little Rock. The Medical Department opened on October 7, 1879 with 23 students. The College of Medicine offers the Doctor of Medicine degree and Master's and Doctor of Philosophy degrees in anatomy, biochemistry, interdisciplinary toxicology, microbiology, pharmacology, and physiology. Master's degrees are also offered in biometry and pathology.

## **Graduate School**

From a single biochemistry program authorized in 1943, the UAMS Graduate School has grown to eleven programs. Master of Science degrees are now offered in the areas of anatomy, biochemistry, biometry, communicative disorders, interdisciplinary toxicology, microbiology and immunology, nursing, pathology, pharmaceutical sciences, pharmacology and physiology. Doctor of Philosophy degrees are awarded in the departments of anatomy, biochemistry, interdisciplinary toxicology, microbiology and immunology, pharmacology and physiology.

## **College of Pharmacy**

The College of Pharmacy was established at UAMS in 1951 with the aim of acquiring and communicating new knowledge in the pharmaceutical and biomedical sciences through research and study. The College of Pharmacy offers the Doctor of Pharmacy degree and the Master's degree in Pharmaceutical Science programs.

## **College of Nursing**

Established in 1953, the College of Nursing at UAMS now offers a Baccalaureate degree, a Certificate of Nursing Practitioner, and a Master of Nursing Science degree. Through its various programs, the College of Nursing promotes the philosophy that its major functions are teaching, research, and service.

## **The Fay N. Boozman College of Public Health**

The College of Public Health (CPH), in partnership with the Arkansas Department of Health includes the shared missions of meeting the public health workforce needs for the future and demonstrating how public health approaches can address the health needs of Arkansas via model community programs. Pilot sites for teaching and learning also serve as innovative laboratories for new and creative approaches to old problems. Students learn, with the expert aid of local citizens, schools, hospitals and faith groups about community-based health improvements. A statewide approach to education includes partnerships with other universities and institutes of learning. The CPH offers a Post-Baccalaureate Certificate and Master of Public Health degree programs.

## **College of Health Related Professions**

The College of Health Related Professions has offered a coordinated approach to the education and training of personnel for allied health fields since its inception in 1971. The twelve departments offer Certificates in emergency medical sciences, and surgical technology; Associate degrees in biomedical instrumentation technology, dental hygiene, emergency medical sciences, radiologic technology, respiratory therapy, surgical technology; Bachelor's degrees in cytotechnology, dental hygiene, medical technology, nuclear medicine technology, radiologic technology; a Post Bachelor's Certificate in dietetic internship; and a Master's degree in communicative disorders.

## **Area Health Education Centers**

The Area Health Education Centers (AHEC) Program is an integral component of the overall program of UAMS. Located off-campus in Fayetteville/Springdale, Jonesboro, Pine Bluff, El Dorado, Helena, Texarkana, Fort Smith and Batesville/Mountain Home, the AHEC facilities represent an extension of UAMS into the peripheral regions of the state. Since its inception in 1973, the program has focused principally on the state's primary health care needs, particularly in the medically under-served areas. Senior pharmacy students may take clinical rotations at the AHEC facilities. College of Pharmacy faculty members practice in some of these facilities.

# UAMS Emergency Information

## Emergency Phone Numbers

Medical Emergency: 911 (except from University Hospital and the Ward Hospital Tower)

UAMS Campus Police: 686-7777 (give detailed information)

Fire: 686-5333

Student and Employee Health Center: 686-6565

University Hospital Emergency Room: 686-6333

Poison Control Center (Emergency Room): 661-6161

College of Pharmacy Poison Control Center: 1-800-3Poison (376-4766)

Arkansas Department of Health: 661-2000

Emergency telephones have been installed on campus for immediate access to the Police Department Dispatch Office at any time of the day or night. Revolving blue lights mark the phones at parking lot 2N by the Emergency Room, parking lot 4S by the Ambulatory Care Center, and the North parking deck. If you need help or want to report any unusual situation, open the phone box door and lift the receiver and a Police Department employee will answer.

## Fire Procedures – CODE RED

The fire plan for the UAMS campus and University Hospital is referred to as CODE RED. CODE RED will be put in effect when fire and/or smoke are reported within the University Hospital and other campus buildings. The purpose of this plan is to outline the general procedures to be followed in the event of a fire so that all staff, employees, and students will know what is expected of them in a fire and/or smoke situation. Remember that patient safety is an integral part of patient care. It is your responsibility to understand CODE RED. When fire and/or smoke are discovered: Activate the nearest FIRE ALARM PULL STATION. Dial 686-5333 and tell the operator that there is a CODE RED situation in your area. Also, tell the operator which building, floor, room and if possible, what is burning. Tell other personnel of the situation. Note: Only the moving of a patient from immediate danger shall take priority over reporting fire and/or smoke. When advised of a CODE RED situation, the operator will alert the Little Rock Fire Department. In University Hospital and Ward Tower, the operator will then repeat the following announcement over the public address system: “Attention All Personnel – CODE RED” (give location of fire and/or smoke)

There are stairways enclosed with two-hour fire resistive construction and are located so that travel to them does not exceed 150 feet from any point on the floor. Doors on these stairways are to remain closed at all times.

Elevators should not be used during a fire emergency. In University Hospital and the Ward Tower, activation of a fire alarm automatically returns all elevators to the first floor. Elevators are considered an unreliable means for exiting the building. They are electrically operated and fire can affect the power source and elevator shafts are similar to a chimney and can draw smoke and heat causing probable asphyxiation to elevator passengers.

To qualify as an accredited and licensed hospital, the Joint Commission on Accreditation of Hospitals Organization and the Arkansas State Health Department require twelve fire drills per year for University Hospital and Ward Tower. There are fire drills for other campus buildings as well.

## **Medical Emergency – CODE BLUE**

A medical emergency is called a CODE BLUE. In buildings contiguous to University Hospital, to call a CODE BLUE, dial beeper 688-6333 and give the location (building and room number), or dial “O” and give the operator the location. In buildings not contiguous to University Hospital, call the community “911” number. These buildings include: Education II, CPH, Family Medical Center, Psychiatry Clinic, Radiologic Technology Building (CHRP), NMR Building, Westmark Building, Hendrix Hall, Otolaryngology Building, Oncology trailers, Annex Building (personnel, nursing administration), Biomedical Research I and II Buildings, Stephens Spine Center, Campus Dormitory Buildings, Freeway Medical Center, Campus Distribution Center, and Women’s Clinic.

## **Mass Casualty – CODE GREEN**

A disaster is reported as a CODE GREEN. Students may be used for patient transport and reassigned to the Personnel Pool in the EMS office as directed by Disaster Headquarters. In general, students should not be assigned to critical patient care areas but may be assigned to the ACC, or used as runners, etc.

## **Other Emergency Codes**

Code Pathogen – Bioterrorism

Code Yellow - Deacon Plan

Code Gray - Severe Weather

Code Exodus - Evacuation

Code Purple - Utility Failure

Code Pink - Infant Abduction

Code Amber - Bomb Threats

## **Policies for All Students**

### **Acceptable Computer Use Policy**

Access to the UAMS network, including access to the Internet via the UAMS network, and other UAMS computing resources is restricted to persons having a UAMS network account, i.e. a UAMS network domain logon ID and password. All active UAMS students receive UAMS network accounts and information is provided to new students as part of the orientation process. Creation of a network account for a student is contingent upon completion of a UAMS Confidentiality Agreement. Your UAMS network account is to be used only by you. Do not share your UAMS network logon ID and password.

As a security precaution, your UAMS network account password automatically expires every ninety days. As the expiration of your password approaches, you will receive warnings when you log onto the UAMS network. You can change your password at that time. You can also change your password at any time by clicking on “Reset Your UAMS Domain Password” at <http://webmail.uams.edu/>. You will be required to enter your current (“old”) password. Network logon passwords are case sensitive and must be a minimum of six characters long.

Your privileges to use the UAMS network and other computing resources may be revoked for violation of the Acceptable Use Guidelines which follow. As a member of the UAMS community, you are also obligated to observe all UAMS policies regarding use of computer resources.

Appropriate and acceptable uses of the UAMS network, computer labs, and other computing resources include but are not limited to, the following:

- Use for UAMS course assignments or any project assigned by a UAMS faculty member.
- Use to facilitate UAMS research projects or other UAMS work-related projects.
- Communication with faculty, staff, and students at UAMS to share information.
- Communication with faculty, staff, and students at other universities for the purpose of exchanging educational or general information.
- Exchange of personal information with friends and acquaintances at UAMS and at other sites on the Internet is an acceptable use if such use is not disruptive and does not interfere with use of resources for education or research.

Examples of unacceptable use of Academic Computing resources include, but are not limited to, the following:

- Downloading information from Internet sites that could be used in committing a crime or that can result in serious harm to others.
- Use for any purpose that violates U.S. or state laws.
- Use for any commercial purpose or for outside employment.
- Use to make unauthorized entry into other computers, information, or communication systems or resources.
- Use in a manner that interferes with or disrupts other users, services, or equipment. This can include, but is not limited to, the distribution of unsolicited advertising, harassment of other users, and propagation of computer viruses.
- Unauthorized use of these resources by non-UAMS personnel.

Violation of the Acceptable Use Policy may result in loss of your privileges to use these facilities and disciplinary action by your department or college.

For resolution of issues related to your UAMS network or email accounts, please contact the UAMS Help Desk at 686-8555 or [techsupportcenter@uams.edu](mailto:techsupportcenter@uams.edu).

## **Confidentiality Policy**

UAMS physicians, faculty, employees, students, contract personnel, vendors, volunteers, and official visitors must comply with UAMS campus policy 3.1.15 regarding confidentiality of information.

UAMS prohibits the unlawful or unauthorized access, use or disclosure of confidential and proprietary information obtained during the course of employment or other relationship with UAMS. As a condition of employment, continued employment or relationship with UAMS, UAMS workforce shall be required to sign the UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel. The Confidentiality Agreement shall include an agreement that the signing party will abide by the UAMS policies and procedures and with federal and state laws governing the confidentiality and privacy of information. UAMS will provide training for each of its workforce members on the importance of maintaining confidentiality and the specific requirements of state and federal law, including the HIPAA Privacy Regulations and laws protecting the privacy of students and employees.

For purposes of this policy, **“Confidential Information”** includes information concerning UAMS research projects, confidential employee information, information concerning the UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. “Confidential Information” shall include **“Protected Health Information”** which is any information about a UAMS patient, including demographic information that relates to the past, present or future health of the patient, the health services provided to the patient, or payment for health services and which reasonably can be used to identify that patient. Protected Health Information (PHI) includes the following examples of information about a patient, each of which, standing alone, constitutes PHI subject to this Policy: name, address, telephone or fax numbers, email address, date of birth, social security number, name of employer, admission or discharge dates, medical record number, medical diagnosis or health condition, health beneficiary, license number, or photographs. This policy applies to information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

All new employees, students, or vendors requiring access to electronic Confidential Information (computer systems) must have a current Confidentiality Agreement on file in the IT Security Office. The UAMS IT Security Office will maintain signed Confidentiality Agreements and furnish a copy to the individual signing the agreement. It is the responsibility of the manager hiring individual vendors or consultants or receiving sales representatives or service technicians (who do not require electronic access but who may have access to Confidential Information) to require execution of the appropriate confidentiality agreements approved by the UAMS Office of General Counsel and to send those documents to the UAMS IT Security Office.

UAMS limits and restricts access to Confidential Information and computer systems containing Confidential Information based upon the specific duties and functions of the individual seeking or requiring access. UAMS will restrict access to Confidential Information to the minimum necessary to perform his/her job functions or duties. UAMS will further limit and control access to its computer systems with the use of sign-on and password codes issued by the IT Security Office to the individual user authorized to have such access. Authorization to access, use or disclose Protected Health Information also is governed by the UAMS Use and Disclosure Policy.

UAMS will control and monitor access to Confidential Information through management oversight, identification and authentication procedures, and internal audits. UAMS managers and heads of departments will have the responsibility of educating their respective staff members about this Policy and the restrictions on the access, use and disclosure of Confidential Information, and will monitor compliance with this Policy. All contacts from the media regarding any Confidential Information must be referred to the UAMS Office of Communications and Marketing.

Vendors must register in the appropriate area (Refer to UAMS Vendor Policy), sign and complete the Confidentiality Agreement prior to any exposure to UAMS Confidential Information.

Individuals shall not access, use, or disclose Confidential Information in violation of the law or contrary to UAMS policies. Each individual allowed by UAMS to have access to Confidential Information must maintain and protect against the unauthorized access, use or disclosure of Confidential Information. Any access use or disclosure of Confidential Information in any form – verbal, written, or electronic – which is inconsistent with or in violation of this Policy may result in disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS. All UAMS employees and other subject to this policy must report any known or suspected incidents to access, use or disclose Confidential Information in violation of this policy.

## **Health Insurance Portability and Accountability Act (HIPAA)**

Training of all UAMS employees and students on the HIPAA regulations and related policies and procedures to protect the confidentiality of patient information is mandatory. Students are required to sign a written acknowledgement that they have reviewed a HIPAA self-study packet and completed a post-test on the regulations and related policies. This written acknowledgement is on file in the UAMS HIPAA Office. Various experiential sites may also require HIPAA training to be completed at each individual location.

## **Grievance Procedure Related to Discrimination Complaints**

### **A. Purpose and Scope**

1. Policy Statement: UAMS prohibits discrimination on the basis of race, color, national origin, disability, sex or age.
2. Purpose: The purpose of this procedure is to provide the process for addressing student grievances alleging discrimination based on race, color, national origin, disability, sex or age.

### **B. Definitions**

1. Grievance: Grievance means a complaint of a student alleging any policy, procedure, or practice prohibited by Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 and their implementing regulations.
2. Procedure: The steps set out in this procedure shall constitute the grievance procedure for discrimination complaints brought by students based on race, color, national origin, disability, sex or age.
3. Grievant: Grievant means a student who submits a grievance alleging violation of Titles VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and their implementing regulations.
4. UAMS means any college, department, subunit, or program operated by the University of Arkansas for Medical Sciences. When used in this Agreement, the term “college” shall be deemed to include the Graduate School.
5. Coordinator: The person serving as the designated Title IX and/or Section 504/Title II Coordinator.
6. Respondent: Respondent means a person alleged to be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
7. Associate Dean Responsible for Academic Affairs: Refers to the Associate Dean in the college where the grievant is enrolled as a student. Since there is no Associate Dean for the Graduate School, reference to Associate Dean shall be deemed to include the Assistant Dean for Graduate Studies and Institutional Reporting, where applicable.
8. Dean: Refers to the Dean of the college where the grievant is enrolled as a student.

### **C. Filing of Grievance**

1. Eligibility for Filing: Any UAMS student may file a grievance alleging discrimination on the basis of race, color, national origin, disability, sex or age.

2. Pre-Grievance Meeting: Prior to the filing of a written grievance, the grievant(s) should first consult with the appropriate Associate Dean responsible for academic affairs, who shall attempt to resolve the grievance informally by agreement between the grievant and the respondent alleged to be directly responsible for the possible violation, and/or persons with immediate supervisory authority related to the grievance. If the matter cannot be resolved at this level, a written grievance should be submitted to the appropriate Associate Dean responsible for academic affairs for subsequent processing in accordance with the procedures for formal grievances outlined below.
3. Filing a Grievance: Grievances filed with the appropriate Associate Dean shall be in writing and shall provide the following information:
  - Name and address of the grievant(s);
  - Nature, date and description of alleged violation;
  - Name(s) of persons responsible for the alleged violation;
  - Requested relief or corrective action; and
  - Any background information that the grievant believes to be relevant.
4. Time Limit for Grievance Filing: A grievance must be filed within twenty (20) calendar days of the occurrence of the alleged violation or within twenty (20) calendar days of the date the grievant became aware of the alleged violation. If the last day for filing a grievance falls on a Saturday, Sunday, or a day on which the University is closed for business, then the grievance may be filed on the first day following the Saturday, Sunday, or date when the University is closed.
5. Notification of Respondent(s): Immediately upon receipt of a formal grievance, the appropriate Associate Dean will give the respondent a copy of the grievance, and will direct the respondent to submit a written response to the charges within ten (10) calendar days. If the last day for filing a response falls on a Saturday, Sunday, or a day on which the University is closed for business, then the response may be filed on the first day following the Saturday, Sunday, or date when the University is closed. The respondent will be specifically warned not to retaliate against the grievant in any way. Retaliation will subject the respondent to appropriate disciplinary action.
6. Response: The response should include any denial, in whole or in part, of the charges. Failure to respond may subject the respondent to disciplinary action by the Dean of the appropriate college or other appropriate UAMS official.
7. Notification of Appropriate Administrative Officers: The appropriate Associate Dean will notify the appropriate administrative officers to whom the respondent reports of the existence of the complaint. However, all administrative officers will attempt to maintain the confidentiality of the information during the grievance process.
8. Role of the Associate Dean Responsible for Academic Affairs in Discrimination Grievances Filed by Students: The appropriate Associate Dean responsible for academic affairs must conduct a preliminary investigation of the complaint, and take one of the following steps, within thirty (30) calendar days after its receipt:
  - Dismiss the grievance on the grounds that the evidence submitted in support of the complaint or developed in the preliminary investigation does not warrant a detailed investigation or a formal hearing (for example: grievant failed to articulate the factual basis for his or her belief that discrimination occurred; the grievance is so weak, attenuated, or insubstantial that it is without merit, or so replete with incoherent statements that the grievance, as a whole, cannot be considered to be grounded in fact; the grievance anticipates discrimination that has not yet occurred);
  - Refer the grievance to a hearing before the Grievance Panel; or

- Allow the parties to sign a written statement resolving the grievance. It should be understood that without the approval in writing by the appropriate Associate Dean, any agreement between the parties does not preclude further action by the University against either party. It is the responsibility of the Associate Dean responsible for student and academic affairs of each College to insure the effective record keeping, and notifications required by the grievance procedures. If an appeal of a dismissal of a grievance is filed, the Associate Dean will forward a copy of the investigative report and determination to the Dean. If the Associate Dean refers a grievance to a hearing before the Grievance Panel, the Associate Dean will forward a copy of the investigative report to the Panel.
9. Appeal of a Grievance Dismissal: A student may appeal the dismissal of his/her grievance by submitting a written request for review with his/her Dean. The request for review must be submitted within five (5) calendar days of receipt of the decision to dismiss. Upon receipt of an appeal of the dismissal of a grievance, the Dean shall carefully consider the relevant information contained in the appeal as well as the investigative report and determination of the Associate Dean, to ascertain that the evidence either submitted in support of the complaint or developed in the preliminary investigation did not warrant a detailed investigation or a formal hearing. The Dean will notify the student of his/her decision in writing within ten (10) calendar days of receipt of the request for review. The decision of the Dean will be final.
  10. Notification of Dean: Upon receipt of a formal grievance from a student, the appropriate Associate Dean shall send a copy of the grievance to the Dean of the appropriate College. The Associate Dean or his/her designated representative shall be notified of any hearing and shall be required to attend all student grievance hearings pertaining to alleged discrimination on the basis of race, color, national origin, disability, sex, or age to serve as a University resource person. This individual shall not have a vote at the hearing, nor be present during deliberations of the Grievance Panel.

#### D. Pre-hearing Procedures

1. Selection of Grievance Panel: When a grievance is referred to the Grievance Panel, the appropriate Associate Dean shall forward a copy of his/her investigative report to a six member Grievance Panel. The Grievance Panel shall be selected as follows: A Grievance Committee will be appointed by each College Dean, consisting of nine (9) faculty and nine (9) students. For every hearing held under this procedure, the person filing the grievance and the appropriate Associate Dean or designee jointly will meet within ten (10) calendar days after the decision to refer the grievance to the Grievance Panel, and review the members of the Grievance Committee, removing from consideration any member who may with reason be considered inappropriate for the hearing (e.g., a faculty member directly involved in the issue being grieved should not sit on the Panel for the grievance). The names of the remaining members will then be written on tabs of paper, folded, placed into separate containers for faculty and students, and randomized by mixing. The grievant will draw three names from each container. The first six names will constitute the Grievance Panel, which shall be composed of three faculty and three students. The remaining names shall be drawn alternatively from each container until all names are drawn in order to develop a list of alternate members. Should a Panel member be removed for any reason during the process, that member shall be replaced by an alternate having the same status (faculty or student).
2. Scheduling of Hearing of Grievance: Hearings before the Grievance Panel will be conducted no sooner than ten (10) calendar days and not later than twenty (20) calendar days after the selection of the Grievance Panel. The date of the hearing must be adhered to except for unusual circumstances which must be reported in writing as soon as possible to the appropriate Associate Dean. The hearing shall be conducted in accordance with the procedure set forth in Section E, 1 through 7 of this procedure.

3. Representation: The grievant and the respondent have the right to be assisted by no more than two representatives, including attorneys, at any point during the initiation, filing, processing, or hearing of the formal grievance; however, no representative may examine witnesses or otherwise actively participate in a hearing. The Panel may also be assisted and advised by an attorney or other representative at its discretion.
4. Evidence: The grievant and respondent shall provide the appropriate Associate Dean with all documents to be used and relied on at the hearing, and with the name, address and telephone number of their representative(s) and witnesses no later than seven (7) calendar days prior to the date of the hearing. There will be a simultaneous exchange of this information between the parties, which will be facilitated by the Associate Dean five (5) calendar days before the date of the hearing.

#### E. Hearing Procedures

1. Record of Hearing: The hearing will be recorded by recording devices supplied by UAMS. These recordings shall be maintained for a period of three years after resolution of the grievance. The grievant or respondent may obtain a copy of the tapes from any recorded hearing, at the requesting party's expense. The deliberations of the Grievance Panel will not be recorded.
2. Counsel: The grievant and respondent shall have the right to advice of counsel of his/her choice; however, counsel may not examine witnesses or otherwise actively participate in any hearing.
3. Private Hearing: The hearing shall be conducted in private. Witnesses shall not be present during the testimony of any party or other witness. Witnesses shall be admitted for testimony only and then asked to leave. The parties may hear and question all witnesses testifying before the Grievance Panel.
4. Presentation of Case: The grievant and respondent shall be afforded reasonable opportunity for oral opening statements and closing arguments and/or presentation of witnesses and pertinent documentary evidence, including sworn, written statements.
5. Grievance Panel Rights: The Grievance Panel shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses to review other documentation as the Panel deems necessary.
6. Grievance Panel Deliberation: After the hearing is concluded, the Grievance Panel shall convene to deliberate in closed session and arrive at a majority recommendation.
7. Transmittal of the Recommendation: Within five (5) calendar days after the hearing is concluded, the Grievance Panel shall transmit a written copy of its recommendation to the appropriate Associate Dean responsible for academic affairs, who will then mail, by certified mail, return receipt requested, a copy of the written document to the grievant and respondent at addresses previously provided by the grievant and the respondent.
8. Appeal of Recommendation of the Grievance Panel: If no appeal is received by the appropriate Associate Dean within seven (7) calendar days of receipt of the recommendation by the grievant and the respondent, any recommendations by the Grievance Panel shall be forwarded to the appropriate Dean for consideration. The Dean may accept the Grievance Panel recommendation, reverse it, or refer the grievance back to the Panel for reconsideration. If the last day for filing an appeal falls on a Saturday, Sunday, or a day on which the University is closed for business, then the appeal may be filed on the first day following the Saturday, Sunday, or date when the University is closed. If the grievant or respondent wishes to appeal the recommendation of the Grievance Panel, the respondent and/or grievant shall, within seven (7) calendar days of the receipt of the recommendation, appeal the grievance recommendation to the Dean through the Associate Dean. The appeal shall be in writing. If an appeal is submitted, it will be transmitted to the appropriate Dean. The Dean shall review the appeal and notify the parties of his/her determination within ten (10) calendar days from the date of his/her receipt of the appeal. The decision of the Dean is final and may not be appealed further. The Dean's review is the final

institutional step in matters of discrimination grievances. However, nothing precludes the grievant or respondent from filing a complaint with any external agency that handles discrimination complaints.

#### F. Other

1. Grievances Involving a Grievant and Respondent from Different Units of UAMS: Whenever a grievance is instituted by a student grievant in one college against a respondent in another college or unit, the grievance shall proceed through the Associate Dean, Dean, and Grievance Committee from the college in which the student is enrolled.
2. Maintenance of Written Grievance Records: Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by law, and shall include, at a minimum: the written grievant complaint filed by the grievant, the written response filed by the respondent, the investigative report of the Associate Dean, the recording and documents of the hearing, the written recommendation of the Grievance Panel, the results of any appeal, the decision of the Dean, and any other material designated by the Associate Dean responsible for academic affairs. A file of these records shall be maintained in the Office of the Associate Dean responsible for Academic Affairs for each college. For purposes of the dissemination of grievance precedents, separate records may be created and kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.
3. Retaliation: No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of the grievance process.

### **Prohibition against Hazing (Act 75 of 1983)**

#### Section 1

No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other student in the commission of this offense.

#### Section 2

Hazing is defined as follows:

1. Any willful act on or off any school, college, university, or other educational institution campus in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or
2. The playing of abusive or truculent tricks on or off any school, college, university, or other educational institution campus in Arkansas by one student alone or acting with others, upon a student to frighten or scare him; or
3. Any willful act on or off any school, college, university or other educational institution campus in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or
4. Any willful act on or off any school, college, university, or other educational institution campus in Arkansas by one student alone or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or

to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this Section.

5. The term “hazing” as defined in this Section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

### Section 3

No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this Section.

### Section 4

The offense of hazing is a Class B misdemeanor.

### Section 5

Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

## **Roofs and Exterior Walls of Buildings Use Policy**

The University has a concern about improper uses of buildings, roofs, and exterior sides of buildings reached by way of roofs or upper windows. Such portions of buildings are not intended for general traffic. Personal injuries and damages to roofs and buildings may result. The following regulations regarding such sites are to be enforced by University personnel having charge of a building or buildings, and by the security officers of the institution:

1. The areas described shall be accessible to University employees, such as Physical Plant personnel, having a need directly associated with their work on behalf of the University. They are to be accessible for members of the faculty and their students in connection with a regularly scheduled curriculum course which requires such access (e.g., Astronomy class, Electrical Engineering Antennae Laboratory, etc.), but only after establishing with the Director of the Physical Plant those areas which may be utilized without damage to roof or structure and in order that proper grounding of lightning hazards may be installed on any equipment erected.
2. Other than those University employees and students specified above, any other persons (including students, employees, or those not associated with the University) found in or on the areas described above shall be removed there from and arrested for trespassing and/or charged with violation of institutional regulations (subjected to University disciplinary proceedings). It is the duty of University employees to report such violators. Action should also be taken to again secure the points of access used by such violators.
3. Where there is legitimate need for non-University personnel (architects, independent contractors installing or repairing facilities, etc.) to be permitted access to the areas described; their request should be referred to the Director of the Physical Plant. He shall supervise, and may condition, the access in order to protect the interests of the University in the event he grants the permission. Permission shall be granted subject to execution of the release form.

4. No rooftop machinery, equipment, antennae, greenhouses, rappelling anchors (temporary or permanent), or other property shall be installed on roofs or roof edges without express permission from the Director of Physical Plant for the particular campus.
5. Rappelling using University buildings is specifically prohibited.
6. Student handbooks shall contain a summary of this policy, as shall faculty and staff handbooks. University security officers shall enforce this policy.

## **Policy on Sexual Harassment**

### **PURPOSE**

The University of Arkansas for Medical Sciences (UAMS) is committed to its mission of providing an academic and employment environment that fosters excellence. Sexual harassment violates the trust and respect essential to the preservation of such an environment, and threatens the education, employment, and well being of its community members. University members have the right to work and study in an environment free of any form of sexual harassment. This right is protected by Title VII of the 1964 Civil Rights Act for employees and Title IX of the Educational Amendment of 1972 for students. Sexual harassment is destructive to students, faculty, staff, and the UAMS community as a whole, and it will not be tolerated.

This policy may not be used to infringe upon academic freedom. Students, faculty, staff, and guests must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. If, however, UAMS determines that credible accusations of inappropriate sexual remarks or actions have been made, UAMS shall investigate such accusations promptly, thoroughly, and fairly.

Sexual harassment is particularly serious when it threatens relationships between teacher and student, or supervisor and subordinate, because of the potential to exploit the power inherent in these relationships and to undermine the ability of UAMS to carry out its mission. UAMS strongly encourages all community members to report incidents of sexual harassment. To the extent possible, reporting and investigating procedures are supportive of and sensitive to the alleged victim, while adequately safeguarding the rights of the alleged offender.

### **POLICY**

UAMS opposes all forms of sexual harassment, whether subtle or direct, and is committed to a thorough, timely, and confidential investigation, in a fair and impartial manner, of all complaints from its students or employees. The sexual harassment of UAMS faculty, staff, and students by non-university employees and guests doing business or providing services on campus (for example, contractors, vendors, delivery persons) is also prohibited by this policy. Incidents of sexual harassment involving visitors should be reported directly to the Office of Human Resources. During non-business hours, sexual harassment complaints may be reported to the UAMS Police Department, who will then refer the complaint to the Office of Human Resources for review and action. UAMS will take appropriate actions within the scope of its legal authority to prevent, correct, and discipline behavior that violates this policy.

### **Definition of Sexual Harassment**

Sexual harassment generally includes any unwanted or unsolicited sexual gesture, physical contact, or statement which, when viewed from the perspective of a reasonable person similarly situated, is

offensive, threatening, humiliating, or interferes with a person's ability to perform his or her job, educational pursuit, or participation in campus life.

### Prohibited Acts

For the purpose of this policy, sexual harassment may take many forms — subtle or indirect, or blatant and overt. It may consist of repeated actions or may even arise from a single incident if sufficiently extreme. In assessing whether a particular act or acts constitute sexual harassment under this policy, the standard shall be the perspective of a reasonable person similarly situated.

Sexual harassment includes any behavior of a sexual nature where:

- Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of employment or status in a UAMS-sponsored course, program, or activity;
- Submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting that individual; or
- Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment may occur within a variety of relationships. It may occur between individuals of the opposite sex – male against female, or female against male – or, between individuals of the same sex. Incidents may occur between supervisor and subordinate, faculty member and student, or between fellow employees and fellow students; they may also take place between employees and campus visitors and between employees and those who do business with UAMS. Especially injurious, however, is harassment in relationships characterized by an imbalance of power and authority. Typically, such relationships are found between:

- employer and employee (usually, supervisor and subordinate)
- administrator and faculty
- administrator and student or medical resident
- employee and student or medical resident
- senior and junior faculty
- graduate assistant and student
- faculty and student, whether medical student, graduate student, or undergraduate student [Examples are when the student is enrolled in a faculty member's class, or when the student is in a continuing position to require evaluation of work or letters of recommendations from faculty. Such relationships can be immediate, or based upon future expectations, e.g., the need for future evaluations and references.]
- faculty and medical resident
- resident/fellow and student

### Examples of Sexual Harassment

The perception of conduct which constitutes sexual harassment may vary from individual to individual; what is offensive to one person may be less so to another. The following examples are intended as illustrations only; they do not cover all possible situations.

- Physical assault;
- Suggestions that submission to or rejection of sexual advances will influence decisions regarding an individual's employment or educational status;
- Repetitive remarks or actions of a sexual nature (including, but not limited to, statements, questions, jokes, and anecdotes) which constitute a pattern where actions unreasonably cause discomfort or humiliate an individual;
- Unwelcome visual contact or body language that communicates a sexual message;
- Whistling, cat calls, leering, or other improper gestures;
- Persistent, unwelcome flirtations, and outright advances or propositions of a sexual nature;

- Unwelcome remarks or actions about an individual's appearance;
- Unwelcome repetitive touching, such as patting, pinching, hugging, or brushing against an individual's body;
- Unwarranted displays of sexually suggestive objects or pictures;
- Unwelcome exposure to sexually explicit music, letters, or written notes;
- Unwelcome descriptions of sexual activity or speculation about previous sexual experiences.
- Investigative steps should be taken as outlined in this policy and appropriate action will be taken if harassment is found to have occurred.

### Anonymous Complaints

All members of the UAMS community may contact the Office of Human Resources at any time to ask questions about sexual harassment or complaint procedures without disclosing their names and without filing a complaint. However, because of the inherent difficulty in investigating and resolving allegations from unknown persons, individuals are discouraged from making anonymous complaints of sexual harassment. Although anonymous complaints are discouraged, UAMS will respond reasonably to all allegations of sexual harassment. In order to determine the appropriate response to an anonymous allegation, UAMS will weigh the following factors:

- The source and nature of the information;
- The seriousness of the alleged incident;
- The specificity of the information;
- The objectivity and credibility of the source of the report;
- Whether any individuals can be identified who were subjected to the alleged harassment; and
- Whether those individuals want to pursue the matter.
- If, based on these factors, it is reasonable for UAMS to investigate the matter, the Office of Human Resources will conduct an investigation and recommend appropriate action to address substantiated allegations. However, a reasonable response would not include disciplinary action against an alleged harasser if an accuser insists that his or her name not be revealed, if there is insufficient corroborating evidence, and if the alleged harasser could not respond to the charges of sexual harassment without knowing the name of the accuser.

### Consensual Relationships

The basic function of a university is the discovery and the transmission of knowledge, which is founded upon the free and open exchange of ideas. In order for productive learning and the work that supports it to occur, members of the campus community (faculty, staff, and students) should pursue their responsibilities guided by a strong commitment to principles of mutual trust, confidence, and professional codes of conduct.

Consenting romantic relationships between faculty members and students, supervisors and subordinates or fellow employees are **strongly discouraged**. Faculty members exercise power over students as do supervisors over subordinates, whether in promotions, raises, evaluations, recommendations, study, job duties, grades, assignments, or other benefits. This difference in power increases the opportunity for abuse of power, thus endangering the professional environment. Employees and students involved in a consenting relationship in the actual or equivalent context of educational/employment supervision and evaluation should be and are deemed to be aware of the possible costs of even an apparently consenting relationship, including the possible difficulty in defending a future sexual harassment charge on the grounds of mutual consent. The element of power implicit in sexual relationships occurring in the supervisory context has the potential to diminish a subordinate's freedom of choice. It is incumbent upon those with authority not to abuse, or appear to abuse, the power with which they have been entrusted.

## Disciplinary Actions for Violations of the Sexual Harassment Policy

Disciplinary actions for violations of the Sexual Harassment Policy may include, but are not limited to, the following: oral or written warning, reassignment, counseling, demotion, termination, or any combination thereof. Sanctions for sexual harassment depend upon the circumstances in each case.

In addition to disciplinary action, those who engage in sexual harassment may be subject to legal consequences, including civil and criminal penalties and monetary damages.

All individuals accused of sexual harassment shall be given the opportunity to respond to the complaints prior to any final employment and academic decisions.

## Confidentiality

UAMS understands that some individuals may be reluctant to tell anyone about harassment or to have their names disclosed. Every reasonable effort will be made to maintain confidentiality of all parties, all conversations, and all documents concerning a sexual harassment complaint. However, UAMS's obligation to stop sexual harassment means that it cannot fail to take appropriate action and, as such, confidentiality cannot always be guaranteed. The appropriate administrative officials will be kept informed on a "need to know" basis. All persons involved should maintain confidentiality to the greatest extent possible, except to the extent needed for processing complaints under this Policy.

## Retaliation

Reprisals or retaliatory action against an individual who, in good faith, reports or provides information in an investigation about behavior that may violate this policy will not be tolerated. Such action should be regarded as a separate and distinct cause for disciplinary action.

## Malicious Allegations/Complaints; False Information

UAMS is committed to protecting the due process rights it provides to the accused as well as the accuser. Allegations of sexual harassment that are malicious, intentionally false, or without foundation are very serious with potential for great harm to all persons involved and are prohibited by this policy. Such actions constitute grounds for disciplinary action that may include, but is not limited to, written warning, demotion, transfer, or dismissal. Further, repeated filing of frivolous complaints is considered a malicious action and may be grounds for disciplinary action.

The failure to substantiate a sexual harassment complaint does not automatically constitute a malicious or frivolous complaint. In the event that allegations are not substantiated, every reasonable effort will be made and all reasonable steps taken to restore the reputation of the accused if it was damaged by the proceedings.

## Record Keeping

Each complaint should be documented and kept in a confidential file separate from the personnel or student files normally maintained by the offices of Human Resources or Student Affairs. Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witnesses, the name(s) of the person(s) who received the complaint, the name(s) of the person(s) who prepared the written documentation and the date of the written documentation, and any other information relevant to the case. If some of this information is not available, the reason(s) for unavailability, if known, should be documented. Such file will be maintained as provided by law.

## **PROCEDURE**

Complaints of sexual harassment, submitted in writing or accepted orally, are taken seriously and will be dealt with promptly. Allegations of sexual harassment shall be judged on the facts of the particular case and the context in which the alleged incident(s) occurred. The complainant has the responsibility of providing evidence to substantiate the alleged sexual harassment. The specific action taken in any particular case depends on the nature and gravity of the conduct reported and may include intervention, mediation, investigation and the initiation of disciplinary action as described above. Where a violation of the Sexual Harassment policy is found to have occurred, UAMS will act to stop the harassment, prevent its recurrence, and discipline those responsible.

UAMS recommends that all reports of suspected sexual harassment be made within 180 days of the alleged incident to assist in the investigation process.

### **Reporting Procedures**

**Employees:** Employees with complaints of sexual harassment are encouraged to notify their immediate supervisor, department head, or the UAMS Office of Human Resources. If the alleged harasser is the employee's supervisor, the employee may contact someone outside his or her chain-of-command.

Employees who need to report an incident of sexual harassment after regular business hours should report the incident to the UAMS Police Department if the employee's supervisor is unavailable or other administrative offices are closed. The UAMS Police Department will take appropriate action and will notify the Office of Human Resources at the beginning of the next business day, i.e., Monday through Friday, excluding holidays. Individuals who witness possible sexual harassment should report their concerns to the Office of Human Resources.

When a UAMS employee receives a report of sexual harassment, he or she **must** immediately notify their Department Head or the Office of Human Resources prior to taking any action to investigate or resolve the matter informally and must act only on direction from such office.

**Students:** Students should report incidents of sexual harassment to his or her college's Office of Student Affairs. A designated individual in each college's Office of Student Affairs will handle all complaints from students. If assistance is needed, please contact the Employee Relations Manager in the Office of Human Resources at 686-5650.

Students who need to report an incident of sexual harassment after regular business hours should report the incident to the UAMS Police department if no one from the appropriate Student Affairs Office is available. The UAMS Police Department will take appropriate action and will notify the Office of Human Resources at the beginning of the next business day, i. e., Monday through Friday, excluding holidays. Students who witness possible sexual harassment should report their concerns to the designated student affairs official in their college.

## Informal Complaint Process

### **Employees**

- In the event that an individual believes that sexual harassment has been or is occurring, he or she is encouraged, but not required, to communicate clearly, preferably in writing, to the alleged harasser and state the conduct is not acceptable. The individual is also encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.
- The individual should consider meeting with their Department Head or the office of Human Resources to discuss the sexual harassment allegation. If an individual cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the alleged harasser, he or she may seek the advice of the Employee Relations Manager who, with the individual's permission, may seek to resolve the issue informally through discussions with the individual, the accused, and the accused's supervisor.

If the individual does not wish to prepare a signed, written complaint, written documentation shall be prepared by the Office of Human Resources. Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The complaining individual shall be asked to read the written documentation to acknowledge its accuracy; a written acknowledgment will be preferred and may be made in a separate document.

Written documentation shall be prepared before any informal discussions are held with the accused and the accused's supervisor. The accused shall be given an opportunity to read the written documentation that may be edited to protect the anonymity of the complaining individual and any other collateral witnesses to the process.

- If the parties are unable to reach a mutually satisfactory agreement after an informal discussion, the option of filing a formal complaint is available.
- The Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAMS' Employee Assistance Program (EAP).
- The complainant or the Office of Human Resources may elect to refer the complaint to the Formal Complaint Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.

### **Students**

- In the event that a student believes that sexual harassment has been or is occurring, he or she is encouraged, but not required, to communicate clearly, preferably in writing, to the alleged harasser and state the conduct is not acceptable. The student is also encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.
- The student should consider meeting with the appropriate student affairs official in his or her college to discuss the sexual harassment allegation. If the student cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the alleged harasser, he or she may seek the advice of the Employee Relations Manager who, with the individual's permission, may seek to resolve the issue informally through discussions with the individual, the accused, and the accused's supervisor.

If the student does not wish to prepare a signed, written complaint, written documentation shall be prepared by the Employee Relations Manager of the Office of Human Resources or a college's designated individual within the Office of Student Affairs. Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The student shall be asked to read the written documentation prepared by the appropriate representative to acknowledge its accuracy; a written acknowledgment will be prepared and may be made in a separate document. If the

student refuses to sign the written documentation, the Employee Relations Manager or college's designee shall note such on the documentation and forward it to the Office of Human Resources for determination of whether the complaint will be investigated despite the student's refusal to acknowledge the written documentation.

Written documentation shall be prepared before any informal discussions are held with the accused and the accused's supervisor. The accused shall be given an opportunity to read the written documentation that may be edited to protect the anonymity of the complaining individual and any other collateral witnesses to the process.

- If the parties are unable to reach a mutually satisfactory agreement after an informal discussion, the option of filing a formal complaint is available.
- The Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAMS' Employee Assistance Program (EAP).
- The complainant, the Office of Human Resources, or a college's Office of Student Affairs may elect to refer the complaint to the Formal Complaint Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.

## Formal Complaint Process

### **Employees**

- When the Informal Complaint Process fails to resolve the complaint, or in instances where the Office of Human Resources determines the nature of the allegations requires formal investigation, the Formal Complaint Process will be used. The Employee Relations Manager in the Office of Human Resources may assist the complainant in preparing his or her complaint, in writing, as necessary.
- If an individual wishes to file a formal complaint, he or she must submit a signed, written statement alleging harassment to the Employee Relations Manager of the Office of Human Resources. The written statement should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witness(es), and any other information relevant to the complaint. If some of this information is not available, the reason(s) of unavailability, if known, should be documented.

Upon receipt of the written complaint, the Employee Relations Manager will notify the Assistant Vice Chancellor of Human Resources, who will appoint two investigators to conduct an investigation of the complaint.

The Employee Relations Manager will meet with the accused and allow him or her to view the complaint and present a copy of the sexual harassment policy. The accused will be given an opportunity to respond to the complaint orally and in writing, and may provide evidence and witnesses. The Employee Relations Manager will also explain that there is to be no contact with or retaliation against the complainant.

The investigators will gather relevant evidence by interviewing the complainant, the victim (if different from the complainant), the accused, and any witnesses or other individuals deemed appropriate to conduct a thorough investigation.

Every effort will be made to ensure a thorough and timely investigation of the complaint.

- Following completion of the investigation, the investigators will present their written findings to the Assistant Vice Chancellor of Human Resources. The Assistant Vice Chancellor of Human Resources will prepare a written report, containing a recommended course of action for the employee's Division Head and may provide further consultation when necessary. It is the responsibility of the division head to take action consistent with the written findings. Once a final determination is made by the appropriate Division Head, both the complainant and the accused will be notified of the action to be taken.

- Employees may appeal any employment decision made subsequent to a finding of sexual harassment through the campus grievance procedure.
- Complainants may not appeal administrative decisions regarding sexual harassment complaints through the UAMS grievance process.

### **Students**

- When the Informal Complaint Process fails to resolve the complaint, or in instances where the college's Office of Student Affairs determines the nature of the allegations requires formal investigation, the Formal Complaint Process will be used. The Employee Relations Manager in the Office of Human Resources may assist the complainant in preparing his or her complaint, in writing, as necessary.
- If a student wishes to file a formal complaint, he or she must submit a signed, written statement alleging harassment to the Employee Relations Manager of the Office of Human Resources. Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witness(es), and any other information relevant to the complaint. If some of this information is not available, the reason(s) of unavailability, if known, should be documented.

Upon receipt of the written complaint, the Employee Relations Manager will notify the Assistant Vice Chancellor of Human Resources, who will appoint two investigators to investigate the facts of the complaint.

The Employee Relations Manager will meet with the accused and present him or her with a copy of the complaint and a copy of the sexual harassment policy. The accused will be given an opportunity to respond to the complaint orally and in writing, and may provide evidence and witnesses. The Employee Relations Manager will also explain that there is to be no contact with or retaliation against the complainant.

The investigators will gather relevant evidence by interviewing the complainant, the victim (if different from the complainant), the accused, and any witnesses or other individuals deemed appropriate to conduct a thorough investigation.

Every effort will be made to ensure a thorough and timely investigation of the complaint.

- Following completion of the investigation, the investigators will present their written findings to the Assistant Vice Chancellor of Human Resources. The Assistant Vice Chancellor of Human Resources will consult with the student's appropriate student affairs official regarding the written findings for purposes of resolving the complaint. It is the responsibility of the student affairs official to take action consistent with the written findings. Once a final determination is made by the appropriate student affairs official, both the complainant and the accused will be notified of the action to be taken.
- Pursuant to FERPA (Family and Educational Rights to Privacy Act), student disciplinary records will remain confidential unless the accused consents to release of information.
- Students who are found to have violated the sexual harassment policy may grieve any decision affecting their educational status through the grievance procedure of their respective college.
- Complainants may not appeal administrative decisions regarding sexual harassment complaints through the UAMS grievance process.

Questions regarding this policy may be directed to the Office of Human Resources at (501) 686-5650.

# UAMS Campus Student Medical and Health Policies

## Health Insurance Policy

Board of Trustees policy 1260.1 requires that all full-time students enrolled in Colleges of UAMS shall be covered by hospitalization-surgical-medical insurance coverage. Coverage may be purchased in a UAMS group plan. The student must sign a statement at each fall registration stating that he/she is covered by a health insurance policy. If the information provided on the statement of coverage is false, or if the student cannot show proof of coverage if asked, the student may be dismissed from the College of Pharmacy.

Information regarding the 2007-2008 UAMS student insurance plans can be found at <http://www.academichealthplans.com/uams/Default.asp>. Or you may call Academic HealthPlans at (888) 308-7320.

## Employee Health (EH) / Student Preventive Health Service (SPHS)

SPHS provides the following services at no cost to the student:

- Establishment and maintenance of an immunization record
- Tuberculosis skin test
- Measles/Mumps/Rubella (MMR) vaccine
- Tetanus/Diphtheria vaccine
- Hepatitis B vaccine series
- Post-vaccination Hepatitis B antibody testing
- Varicella vaccine series
- Influenza vaccine
- Health Risk Appraisal questionnaire
- Care of needle sticks and blood/body fluid exposures

Call 686-6565 if you have questions regarding our services.

EH/SPHS is located in the Family Medical Center at 6th and Elm streets, across from the Jones Eye Building. EH/SPHS has a separate entrance off of the parking lot. The clinic is open 8 AM to 4:30 PM, Monday through Friday. A satellite clinic is located on the 8<sup>th</sup> floor of the hospital. The satellite clinic is open 7:00 AM to 4:30 PM, Monday through Friday, and the second Saturday of every month from 7:00 to 11:00 AM. Both locations are closed on holidays. An appointment is not necessary at either clinic.

## Physical Examination and Immunization Record

A physical examination and immunization records are required for all new students. Students receive TB skin tests annually at fall registration. The following vaccinations, history of illness, and/or titers are required for enrollment: Tetanus-diphtheria-pertussis (Tdap), Measles-Mumps-Rubella (MMR), Hepatitis B, and Varicella.

## Family Medical Center (FMC)

The FMC is conveniently located on the UAMS campus on the corner of 6th and Elm streets. The FMC offers medical care to students and their families who choose one of our Family Practice Physicians as their PCP. The FMC offers a full range of Primary Care including women's health, newborn, pediatric and adult care. Appointments may be made by calling 686-6560. When calling, please identify yourself as a UAMS student to receive preference in scheduling.

Students under the UAMS student insurance plan are responsible for the co-payment at the time of check-in at the FMC. Students who have insurance other than the campus plan are responsible for any deductibles or co-payments associated with their insurance. Call 686-6565 and ask to speak with a manager if you have questions regarding service or billing.

## **Pharmacy Service**

Prescriptions can be filled at the Ambulatory Care Center Outpatient Pharmacy.

## **Student Wellness Program (SWP)**

The UAMS SWP is a preventative service created to provide short term, confidential assistance for students who are actively enrolled at UAMS (Little Rock Campus). The purpose of this service is to provide the necessary tools for students to achieve their fullest potential. Students may seek help for depression, anxiety, grief, relationship conflicts, academic difficulties, and numerous other issues interfering with their maximal functioning. Seeking care through the service is absolutely confidential. The only exceptions to the strict code of confidentiality (as required by law) include homicidality (planning to kill someone else, or being so severely impaired that someone else's life is in jeopardy), suicidality (planning to kill self) and child abuse. Record keeping is also strictly confidential within the student mental health clinic and does not go to the campus wide UAMS medical record.

There is no financial cost to students for seeking care. The service is made possible through the support of the Chancellor, the Colleges, and a portion of the student health fee. Student use of this program continues to justify continued funding for the service.

When an appointment is made, it must be kept. If a student changes their mind about coming or discovers that they have a scheduling conflict, they must cancel at least 24 hours before their appointment. By adhering to this code of conduct, the clinic is better able to handle the volume of students seeking care in a timely manner.

Referrals for Long Term Difficulties: Students suffering from major mental illnesses and/or severe substance addiction requiring inpatient hospitalization and/or intensive long term care will be referred to their community mental health center, the Capital Avenue Psychiatric Clinic or to appropriate resources in the community depending upon the student's wishes and resources. The cost for this level of care is the responsibility of the student.

Hours: The SWP is open from 7:30 AM to 4:00 PM Monday through Friday. Students are seen by appointment only. To schedule an appointment, the student should telephone the program manager at (501) 686-8408. Private information is treated with the utmost level of confidentiality. Fully understanding the difficulty of the problem will allow the program manager to triage urgent situations immediately and/or schedule each student with the most skilled clinician for their particular problem. In the event of an after hour emergency, call the emergency telephone number at (501) 686-5483 and remain on the line to talk to an operator who will page the UAMS Department of Psychiatry resident on call. This resident will consult with their faculty backup as needed.

Location: The SWP Office Suite is located at 227 S. Elm, Suite #5, across from the entrance to UAMS Emergency Department.

## **Smoking Policy**

Campus Policy 3.1.01 of 4/4/2004 forbids smoking by employees, students and patients on the UAMS campus. Smoking from direct smoking as well as indirectly from inhaling the smoke from others who are smoking near-by, is a major cause of preventable disease and death. Further, individuals who smoke provide a role model that increases the likelihood that others around them will begin smoking and creates an environment that makes it more difficult for smokers around them who wish to quit being successful in their attempts to quit. UAMS is committed to promoting health, wellness, prevention and the treatment of diseases within the community as well as to providing a safe, clean and healthy environment for our patients, visitors, employees and students. UAMS serves as a model for our community in the area of promoting the good health of our staff and influencing public attitudes about smoking. It is, therefore, UAMS policy to provide a totally smoke-free work environment. UAMS is committed to providing helpful intervention strategies and treatment resources in addressing this issue and to offering programs to assist patients, students, and current employees in reducing their dependence on tobacco products.

## **Tuberculosis Control Program**

Working with patients entails an occupational hazard of contracting tuberculosis due to inadvertent exposure to a person with unrecognized tuberculosis. Such new infection has a 5-10% chance of progressing to actual tuberculosis. For this reason, all students must be tested annually by way of a Tuberculin Skin Test (TST). All new students will have a TST at Fall registration, establish a baseline, and then annually thereafter as a condition of being a student at UAMS.

All new students will require a baseline TST. The new student may provide documented proof of a TB skin test as long as it has been no longer than twelve months prior to UAMS hire date. This documented TST will count toward one of the two required readings of the baseline TST. Students who have been vaccinated with BCG should refer to the UAMS EH/SPHS for more specific guidance in these cases.

The baseline TST will include a two-step process if the new student has 1) never had a TST or has no documentation of TST, or 2) if it has been greater than twelve months since the new student had a documented, negative, TST reading result. The 1<sup>st</sup> TST will be placed at Fall registration. The two-step process will require the student to return within 10 – 21 calendar days for the 2<sup>nd</sup> placement and reading which will then be recorded as the baseline TST.

New students reporting prior positive TSTs must provide TST and chest radiography documented and confirmable proof. If no documented proof of a past positive is available, a TST will be placed and read with 48-72 hours. The student may request the TST be done with one-half dose (2.5 tuberculin units or 0.05ml). If the TST is positive, the reading will then be recorded in millimeters of induration for UAMS baseline records. However, the student must understand that, if the half dose test results in a negative TST, a 2<sup>nd</sup> placement of the full dose 0.10 ml, will be required with the results of the 2<sup>nd</sup> placement and reading being recorded as the baseline TST.

Students with existing medical conditions that prohibit them from participating in the TST process should contact EH/SPHS. Arrangements will be made in a confidential manner (with the Arkansas Department of Health) to complete the annual medical screening requirements.

TST results are determined as follows:

- Students with an induration of 0-4mm will be recorded as negative. (A negative test does not rule out the presence of TB.)
- Students with a TST induration of 5-9mm will be considered intermediate. Intermediate skin tests will be repeated on the day of 1<sup>st</sup> reading with the 2<sup>nd</sup> placement and reading (recorded within 48-72) as the TST result.
- An induration of >5mm may be considered “positive” in the following groups:
  - o Contact with an active case of TB
  - o HIV positive persons
  - o Chest x-rays consistent with old, healed TB
  - o Recipients of organ transplants, and other immunosuppressed conditions (receiving the equivalent of > 15mg/day of prednisone for > 1 month)
- Students with a TST induration of ≥10 millimeters will be referred to the Arkansas Department of Health for further evaluation and preventive therapy if indicated. Chest radiography will be performed at the Pulaski County Health Unit and reviewed by a radiologist at the unit. Only the TB Control Officer for the State of Arkansas, or his designee, may determine the adequacy of a course of treatment, or documentation of treatment, resulting from a positive TST. Further information may be obtained from UAMS SPHS.

## **Needle Stick/Sharp Injuries and Body Fluid Exposures to UAMS Students**

Students who receive needle stick or other sharp injuries or certain body fluid exposures will, on many occasions, need laboratory monitoring for a period of time. The cost of this monitoring will be paid by the institution, not the student. This monitoring and the appropriate billing will be handled through SPHS. Students should contact SPHS immediately after such an injury occurs (or contact the Emergency Room if SPHS is not open).

## **AIDS Policy for Students**

The HIV-1 status of an applicant should not enter into the application process. It should also not be determined in the admissions physical examination nor should routine serological assays be performed to determine the HIV-1 status of applicants. Applicants applying for health care programs should, however, be informed that certain diseases may necessitate either a modification of their programs, or in the extreme, may necessitate their dismissal from a program if they cannot perform procedures and/or tasks that are considered essential to their educational experience.

If it is determined that a student is seropositive for HIV-1 and/or is clinically manifesting either Aids Related Complex (ARC) or AIDS, that student should receive counseling, both as to their own health care, and their interaction with others, especially patients. Students should be seen by a designated physician(s) relative to treatment and disease management and by a designated faculty member in their respective program. The function of the designated faculty member is to counsel the student as to whether their program of education should be modified, or in the extreme, whether the student should be dismissed from a program because of their inability to perform procedures and/or tasks crucial to their educational program. Also, the health risks to the student must be considered because of the enhanced susceptibility of individuals with ARC and AIDS. For this reason, and to protect our patients from HIV-1 exposure, the faculty advisor must work closely with the student’s physician in order to determine whether the condition of a student warrants program modification or dismissal from a program. HIV-1 seropositive students should be cognizant of the fact that they pose a finite risk to patients in the performance of invasive procedures and that they should seek advice as to protocols that will limit the likelihood of HIV-1 transmission. These protocols are defined in the University Hospital of Arkansas

Policy and Procedure Manual. The student should be cognizant that HIV-1 seropositivity alone may mitigate against performance of certain procedures. At all times, the confidentiality of the student is to be maintained in accordance with the University Hospital of Arkansas Policy and Procedures Manual.

Since programs within the UAMS system differ relative to curriculum, it is recognized that differences will exist as to the need for program modification or dismissal from a program. The key points as to whether a student's program should be modified or whether the student should be dismissed include the ability of the student to perform tasks and/or procedures essential to their educational experience and the health risks that are imposed for the student should he/she continue in their program. At all times, the health management of the student is of paramount importance.

Students who are HIV-1 seropositive (symptomatic or asymptomatic) shall be counseled relative to their own health, and how their health status will impact on their performance as students at UAMS. Each affected student shall be counseled by the Medical Director of Student/Employee Health or a designated medical faculty member, their personal physician if they have one, and the Dean or his/her designee for the student's College concerning the appropriate safeguards and behavior expected of him/her. The student will be counseled on their future plans relative to their education, which may include withdrawal from their program if essential degree requirements cannot be met. Counseled students will sign a document attesting to the fact that they received counseling.

Counseling of the student concerning his/her continued academic endeavors will follow policy outlined in the University Hospital of Arkansas Policy and Procedures Manual, including the confidentiality statement.

Data accrued over the last 10 years clearly indicate that transmission of HIV-1 from an infected to an uninfected non-sex partner as a function of co-habitation is extremely unlikely. This being the case, housing assignment involving HIV-1 seropositive students shall be handled in the same manner as for seronegative students. The question of a roommate's right to know the HIV-1 serological status of his/her roommate may occur. Release of information dealing with the HIV-1 serologic status of students to other students is forbidden because disclosure of such information would breach the confidentiality rights of the student. Should a student become aware that his/her roommate is HIV-1 seropositive the student may request a room assignment change. It is recommended that such requests be granted if appropriate housing can be provided. The question of sexual activity in the student housing facility is also a point of concern. All students are required to attend, as part of their orientation program, a seminar on AIDS (please see "AIDS Education" below). This seminar will deal with the many facets of AIDS including the mechanisms of transmission of HIV-1, and as well, ways that students can protect themselves from being infected with HIV-1, both in terms of their profession and in terms of their sexuality.

The extent to which HIV-1 seropositive students can participate in classroom and extracurricular activities is defined by the same parameters as for continuation of employment of hospital employees; see the University Hospital of Arkansas Policy and Procedures Manual. The key question is that of potential exposure to HIV-1 contaminated body fluids. Student classroom activities that involve potential exposure of students and faculty to HIV-1-contaminated body fluids should probably not be carried out if there is a strong likelihood that exposure to HIV-1 will occur. However, in the event that it becomes necessary that a student perform invasive procedures on patients that are HIV-1 seropositive the faculty member in charge must determine a priori that the student has the skills necessary to ensure that he/she is not exposed to HIV-1 as a result of a compromise in the procedure or protocol being used. The question of potential exposure of patients to HIV-1 as a result of interaction with an HIV-1 seropositive student is discussed in the University Hospital of Arkansas Policy and Procedures Manual.

HIV-1 seropositive students should be counseled concerning their participation in extracurricular activities that by their very nature involve trauma and potential injury leading to bleeding. All students should be advised as to the precautions that they should take in the treatment of cases of trauma. This information should be provided as part of the student orientation program.

## **Campus Student Services**

### **Yearbook**

The Caduceus is the UAMS yearbook and is published annually. A portion of each student's tuition is directed toward publication of the yearbook and entitles the student to a copy.

### **Athletic Tickets**

A limited number of tickets for UA Razorback football games in Little Rock are for sale at student prices to UAMS students through the UAMS Treasurer's Office. Announcements concerning dates to purchase these tickets will be made early in the Fall semester. If demand exceeds availability, a lottery of UAMS students will be used to disburse tickets.

### **Fitness Centers**

UAMS Fitness Center: There is a fitness center in the College of Public Health that students are eligible to join at a rate of \$15/month. Call 526-2222 for more information or visit <http://www.uams.edu/gethealthy/>.

Jim Dailey and UALR's Donaghey Fitness Centers: UAMS COP students who wish to join these fitness centers can receive a discount. You will have to show proof of your current UAMS enrollment (ID badge or registration form) to receive the discount. This discount is provided by the Office of the Vice-Chancellor for Academic Affairs. A single COP student membership rate at Jim Dailey is \$17.25 and UALR Donaghey is \$15.00/month. For more information call Jim Dailey Fitness Center at 664-6976 and UALR's Donaghey Fitness Center at 569-3228

### **Associated Student Government (ASG)**

The Associated Student Government (ASG) encompasses all students in good standing in the five Colleges and Graduate School of UAMS, with the Director of Student Activities as an advisor. The Council of ASG includes two representatives from each class in the College of Pharmacy. In addition to scheduling campus-wide student events, the ASG serves as a line of communication between the students and campus administration.

### **Debit Cards**

The debit card is a cash card that is accepted in the cafeteria, Signature Deli, Gourmet Bean, Gift Shop, and Ambulatory Care Center Outpatient Pharmacy. Students may deposit money into a personal spending account. When you want to make a purchase at any participating location, just present your card to the cashier or use it in the on-line vending machines located in the cafeteria. The card can be purchased for \$1.00 from the kiosk machine located on the ground floor of University Hospital near the elevators.

## **ID Badges**

A picture identification card will be made during orientation. It should be worn at all times while on campus. The student is also furnished with a College of Pharmacy name badge that should be worn at all times. ID photos will be taken by Creative Services during new student orientation for the Fall semester. Replacement badges may be obtained at UAMS Media Services. This picture will be used for the year book and inclusion in a class composite print. Current photos for passports, National Board Examination applications or personal use can be obtained from this office for a minimal fee.

## **Academic Assistance and Tutoring**

The Learning Assistance Program (LAP) of the Office of Educational Development (OED) provides several services to assist students making the transition from an undergraduate environment to a professional school.

- Workshops on learning and study skills such as organizing, retaining, retrieving and applying large amounts of information. These workshops are provided several times at the beginning of each year.
- One-on-one sessions on learning and study skills using actual course materials.
- A small (usually 1-2 tutors per course) peer tutorial program, is available in some courses. These small sessions are designed to help students check their understanding of recent lecture and lab material. Students are expected to be actively involved in the tutorial session. Any student needing academic assistance or tutoring should contact the Associate Dean for Student Affairs.

## **Financial Aid**

The College of Pharmacy does not administer financial aid programs on the campus. The UAMS Financial Aid Office processes financial aid applications for all pharmacy students.

Student financial aid programs are intended to remove financial barriers to education for those who are unable to pay and to ease the financial burden for those who are more able to pay. Since financial aid resources are limited, these resources must be coordinated and delivered to students in a manner which best fits their needs and the institution's resources. Therefore, a combination of types of aid is offered to students as a financial aid package. Generally, financial aid is divided into the following categories:

- Scholarships: Scholarships are awarded to students based on academic standing and/or financial need and/or major area of study and usually are not repayable.
- Grants: Grants are not repayable and usually are awarded to students who have exceptional financial need.
- Loans: Loans must be repaid. Principal and interest are usually deferred until the student ceases to be enrolled at least half time; however, certain loans require interest and/or principal payments while students are in school.

College Work Study (CWS) is available to students who qualify and payment is received at the end of each pay period. In addition to filling out the usual financial aid application, students must submit a written request for CWS. Students may not begin working until CWS is awarded; the student has been processed through personnel; and ALL forms have been completed.

Since items such as loan limits and program eligibility may change annually, the Financial Aid Office prepares each year a UAMS Financial Aid Brochure which outlines the financial aid process, defines eligibility requirements, and gives a complete detailed description of the various financial aid programs available.

The UAMS Financial Aid Office uses an application form prepared by a uniform need analysis service to evaluate the need of students who are applying for financial assistance. This application, along with the above mentioned brochure, may be obtained from the UAMS Financial Aid Office. The packet and brochure may be picked up at the Office or requested by telephone at (501) 686-5451. The office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

The UAMS Financial Aid Office will provide an award letter to each student who is awarded aid. This letter will state the cost of attendance, the student's family contribution, the student's financial need, the aid awarded, and the unmet need. Although every attempt is made to meet the student's financial need, limited resources means that most students will have an unmet need amount. An unmet need figure does not mean that a student is entitled to that amount of remaining funds.

All students receiving financial aid are required to keep the Financial Aid Office informed of any change in their status such as change of address or receipt of additional financial aid from outside sources. The Financial Aid Office provides an information sheet that is included with the initial award letter that provides the details of this requirement.

Students in the College of Pharmacy who have received loan funds are required to have an exit interview. This is usually done in a group session the last week prior to graduation. This exit interview is required by law and is part of the campus clearance procedure needed for graduation.

Any student in the College of Pharmacy may visit the Financial Aid Office at any time to review any aspect of their financial aid award. An appointment is not necessary but it is suggested that a call is made to be sure the financial aid officer or the Director of Financial Aid is available. The UAMS Financial Aid Office exists to serve students' needs. Any student in the College of Pharmacy who has unusual financial circumstances or a dramatic change in their financial situation during the semester can visit with the Director of Financial Aid at any time.

Students pursuing the PharmD degree are classified for financial aid purposes as follows:

- P1 Undergraduate Student
- P2 Graduate/Professional Student
- P3 Graduate/Professional Student
- P4 Graduate/Professional Student

The College of Pharmacy informs the Financial Aid Office of the proper classification. The above arrangement for classification is designed to provide the maximum dollar amount of aid for the maximum number of pharmacy students. It also serves the purpose of providing accurate data for federal reporting purposes. When a student moves from the P1 to P2 classification they are no longer eligible for a Pell Grant or SEOG, but they are eligible for a higher level of Stafford Loan borrowing. The exact amounts and eligibility requirements are contained in the Financial Aid Brochure.

To be considered a full time student for financial aid purposes, students must be enrolled for a minimum of 12 semester hours of courses that will apply to the Pharm.D. degree. To be considered a half time student for financial aid purposes, a student must be enrolled for a minimum of 6 semester hours of courses that will apply to the Pharm.D. degree.

Students are encouraged to apply for financial aid between January and March of the academic year they plan on attending. For entering students it is not required to be accepted for admission in order to apply for financial aid, but no award will be made until the College of Pharmacy notifies the Financial Aid Office that the student has been accepted. Although students are encouraged to apply as early

as possible, students may apply for aid at any time during the year. However, there are deadlines for various programs. The Financial Aid Office makes information on deadlines available in the Financial Aid brochure.

When a student applies for financial aid, various documents are sent to the student and the Financial Aid Office. In many cases the UAMS Financial Aid Office will request additional information such as financial aid transcripts, income tax information, etc. Written requests are mailed directly to the student requesting additional information. No action is taken on a student's file until that information is received. To avoid delays in processing, students are strongly encouraged to answer any inquiry from the Financial Aid Office immediately.

Financial aid funds are disbursed only at the time of registration and after registration. FUNDS WILL NOT BE DISBURSED PRIOR TO REGISTRATION.

## **Facilities**

### **Bookstore**

The basic function of the campus bookstore is to be of service to the entire UAMS campus. In addition to textbooks and supplies for students and staff, the shop also carries such items as postage stamps, magazines, sweatshirts, T-shirts, etc. The bookstore is open from 8:00 a.m. to 4:00 p.m. Monday through Friday.

### **Classrooms and Laboratories**

Classrooms for all UAMS colleges are located primarily in the EDII and CPH buildings. Laboratories located on the 8<sup>th</sup> and 9<sup>th</sup> floors of the EDII building are shared by all colleges on campus.

### **Lockers**

Student lockers are available from the Office of Academic Services, EDII building, Room 8/141. Lockers are located on the 8<sup>th</sup> or 9<sup>th</sup> floor of the EDII building.

### **Housing**

Student/guest residence facility offers a mix of one-bedroom efficiency apartments and two-room dormitory suites reflecting a more mature student body. For more information, please visit the website: [www.uams.edu/studentlife/](http://www.uams.edu/studentlife/).

### **Library**

The UAMS Library serves the faculty, staff, and students of all UAMS colleges as well as the staff of the University Hospital. It also extends reference and borrowing privileges to health care practitioners throughout Arkansas either directly or through the AHEC Libraries. The collection and services are designed to meet the education, research, service, and patient care missions of UAMS.

Public access computers in the Library provide access to the Library catalog and online resources, as well as the Internet. Printing is available for a charge. All computers in the Library are covered by the Acceptable Use Guidelines - Student Use of UAMS Network and Computer Resources.

The Library is planning for 24 hours/7 days a week access to the study/computer areas of the first floor of the Library beginning in fall semester 2007. Details will be provided to students when this extended access becomes available.

Regular Hours:

Monday through Thursday	7:30 a.m. to midnight
Friday	7:30 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 6:00 p.m.
Sunday	2:00 p.m. to midnight

Special Library hours during holidays will be posted in advance in the Library and on the UAMS Library web site ([www.library.uams.edu](http://www.library.uams.edu)). The Library Learning Resource Center (LRC) may be open fewer hours than the rest of Library during the summer and at other times when classes are not in session. When the Library is closed, materials may be returned to the book drops located on the west side of the EDII south lobby.

The Library provides wireless connectivity for laptop computers, personal digital assistants (PDAs), and cell phones via Wi-Fi connectivity throughout the Library. Wireless enabled devices can connect to the Internet via the UAMS wireless network by entering his or her email address and signing on as 'Guest'. However, students must contact the HELP desk (686-8555) to configure their wireless enabled devices before connecting to a UAMS network or Intranet. If you have additional questions please contact the Library Technical Support Team (686-8822).

The UAMS Library website (<http://www.library.uams.edu>) serves as the gateway to the Library's many online resources. The website includes links to information about the UAMS Library, its services, collections, and databases, as well as links to the online journals and databases, many other electronic reference and research materials, the Library's online catalog and other library catalogs in Arkansas and the U.S. Additionally, links to other Internet resources, including subject-oriented health sciences sites, are provided.

UAMS students can use their UAMS user/domain account and password to access many of the Library's electronic resources, including databases, electronic books and journals, eReserves, and Learning Resource Center (LRC) materials, from off campus.

Students must present a current UAMS student ID badge to check out Library materials.

Standard Loan Periods

Reserve Items (print)	May be checked out for two hours for use in the Library
Books	May check out up to 10 books for two weeks. A book may be renewed two times after the original due date unless another patron has requested the material by placing a hold on the item
Reference, Core	May not be checked out
Journals	May not be checked out
Abstracts, Indexes	May not be checked out
AVs, CD-ROMs	May be checked out for three working days unless restricted

Fines for overdue books are \$1.00 per day per book with a maximum fine of \$100.00. Courtesy notices are sent through e-mail three days prior to the due date. Renewals may be requested by replying to the courtesy notice, phoning the Circulation Desk (686-5980) during operating hours, or by using an online form.

If items are not returned, four notices are sent. The first notice is sent via e-mail the day after the book is due. The final notice is a bill for the replacement costs of the item and overdue fines incurred plus a \$15.00 billing (non-refundable) and a \$15.00 processing charge. Borrowing privileges are suspended and will not be reinstated until 1) the materials are returned and fines are paid or 2) in the case of lost materials, replacement costs and any fines are paid.

Prior to graduation all students are required to pay any outstanding fines or invoices before they are 'cleared' by the Library. The college of pharmacy registrar's office is notified of any outstanding accounts.

Reference Services staff are available at the Reference Desk on the first floor of the Library Monday through Friday, 7:30 a.m. - 6 p.m. to help students make efficient and effective use of the Library. They will be happy to provide instruction in Library use. There is no charge for basic reference services. For help please visit the Reference Desk, call 686-6734, or use the 'Ask a Question' link on the Library website to send an email message to a reference librarian.

**Online Resources:** The Library website provides access to bibliographic databases (such as PubMed, Evidence-Based Medicine Reviews, Health & Psychosocial Instruments, International Pharmaceutical Abstracts, PsycInfo and MEDLINE); clinical reference tools (such as Lexi-Comp, StatRef!, Harrison's Online, and ClinicalResource@OVID,); electronic books (including a variety of medical specialty textbooks); and more than 3,600 electronic journals. Most of these resources are available both on- and off-campus. From off-campus, students will be asked for their user/domain account and password before accessing some resources.

**Mediated Computer Searching:** Librarians can search in any of over 500 databases available in all subject areas. Students are required to be present while the search they have requested is run. Requests for this free service may be submitted at the Reference Desk on the first floor of the Library, or by calling 686-6734. Search results will be provided either as a printed bibliography or in digital format.

**Library Research Instruction:** The Library offers Library Research Instruction at the request of faculty, staff or a group of students. Instruction can be tailored to meet specific research needs, including both print and electronic resources.

The Interlibrary Loan staff will obtain materials not available in the UAMS Library from other libraries and commercial document suppliers. Interlibrary Loan requests must be submitted through the ILLiad section of the Library's website. ILLiad requires a one-time registration. There is a \$5.00 fee per item for all interlibrary loans filled. If the lender charges for the interlibrary loan, the Library will absorb up to \$30.00 of that cost. However, all costs above the \$30.00 cap will be the responsibility of the requestor.

**Reserve Collection:** Print materials that instructors select to support lectures and class assignments are housed behind the Circulation Desk. Items may be checked out for two hours but must be used in the Library.

**eReserves:** Digital materials, such as images, PowerPoint presentations, and documents, placed on reserve for students are available via 'eReserves' on the Library website. These materials are password protected to restrict access only to students enrolled in the courses.

**Reference Collection:** Non-circulating reference materials are housed on the first floor of the Library. Ask at the Reference Desk for help in locating items or information. The Robert Watson Room houses older reference materials such as earlier editions of directories, drug reference materials, and statistical documents.

**History of Medicine Collection:** Works pertaining to the general history of medicine are located on the second floor in the Historical Research Center. The Archives Collection, also located in the Historical Research Center, contains materials documenting the history of UAMS and the health sciences in Arkansas.

**Core Collection:** This small collection of non-circulating, heavily used basic materials, primarily recent textbooks, covers all areas of the health sciences. The collection is adjacent to the Information Desk and the Circulation Desk, and is used as a quick reference source. Circulating copies of these books will be found in the Book Collection on the third floor.

Self-service photocopiers are available on the first floor of the Library. The cost per copy is 10¢ a copy. A dollar bill changer is located in the Photocopier Room. A copy card is required for printing from the Library's computers. Printing is 10¢ per page. Color printing is available at an additional charge.

Copy cards that may be used for either photocopies or for printing from Library computers may be purchased at the Circulation Desk with a check, interdepartmental transfer, or cash. The minimum price for a copy card is \$1.00 purchased at the Circulation Desk or \$5.00 from the vending machine located in the copy room. Each card may be revalued in any amount at the Circulation Desk.

The UAMS Library has seven group study rooms available, three on Level 2 and four on Level 3. These rooms may not be reserved but are available on a first-come-first-served basis, and are intended for use by groups of 2 or more persons. Markers for the white boards in the rooms are available for checkout at the Circulation Desk.

The Library allows foods and covered drinks (including cans and bottles) in the Library. An area on the 1<sup>st</sup> level is a mini lounge with vending machines for coffee, bottled drinks, and snacks. 'Big time' eating should take place in the lounge area; however, food may be eaten throughout the Library in study rooms, carrels, and other tables.

**Please note:** *Eating will not be allowed at the computer workstations!* There are more appropriate settings around the Library where there are good tables for eating. There are also a few tables in the Library Learning Resource Center (LRC) where eating will be allowed.

The Library will provide large waste baskets, paper towels to clean up spills, and handi-wipes for hand cleaning. Please let Library staff know if a spill needs additional attention. It is up to individuals to take care of their trash and to help keep the Library environment clean, sanitary, and pleasant.

The Library staff asks that students remember to leave an area in good condition. Explicitly, Library staff should not be expected to pick up after others. We think we can do our part to provide a nice environment if you will help us by taking care of the Library with us.

The LRC is located on the 3<sup>rd</sup> and 5<sup>th</sup> floors of the Library. Although the LRC is open during regular business hours during the Fall and Spring semesters, the LRC may be open shorter hours during the Summer and other times when classes are not in session.

**Audiovisuals:** Audiovisual materials and equipment are available for student use in the LRC at the north end of the 3<sup>rd</sup> floor of the Library. The audiovisual collection includes slide sets, videotapes, audiocassettes and models. Audiovisual materials not on reserve for classes or restricted by licensing agreements are available for 3-day checkout. The LRC does not lend equipment.

**Group Viewing Rooms:** Three group viewing rooms on the 3<sup>rd</sup> floor have audiovisual and computer equipment for use by small groups of students.

**LRC Computer Labs:** All LRC student computer labs provide access to a wide variety of computer-based educational resources as well as Microsoft Office applications, the Internet, and the Library's electronic resources. Some programs on CD-ROM may be checked out and some of the programs are available over the Internet from locations off-campus. Check with the LRC staff on availability. There is a 10¢ charge for printing from the computers in the LRC computer labs.

The LRC computer labs include the computer areas on the 3<sup>rd</sup> and 5<sup>th</sup> floors of the Library. In addition to the above mentioned resources, the 5<sup>th</sup> floor lab computers provide scanning and image manipulation programs to assist students in preparing presentations. A PDA hotsync station is available on the 5<sup>th</sup> floor and assistance with PDAs is available from 8:00a.m. - 5:00 p.m. Monday-Friday.

X-Lab is a 24 hour/7day a week computer area accessible from the north hallway on the 5<sup>th</sup> floor. The entrance to this facility is secured by a card-swipe access control device. A current student UAMS ID badge is required to gain entrance. In addition the facility is monitored via a security video system.

## **Vehicle Operation Information**

All faculty, students, and staff of UAMS who park on campus at any time are required to register the vehicle with the UAMS Police Department and display the appropriate registration decal on the vehicle. Students normally register vehicles during Fall semester academic registration. Requirements for vehicle registration are a completed registration form and a State Vehicle Registration.

This information has been designed to provide you with guidelines for parking and driving on campus. These guidelines have been established to best utilize the limited facilities and maintain orderly parking and safe traffic flow. The UAMS Police Department solicits your cooperation in observance of these guidelines. Please feel free to call upon the Police Department Staff at any time they may be of assistance to you (686-7777).

By authority of the Board of Trustees, and in accordance with Act 328 of 1967, the rules and regulations for the operation and parking of motor vehicles on the UAMS campus are binding on all members of the faculty, staff, student body, and others utilizing the lands owned or controlled by the University of Arkansas. The University endeavors to provide space for parking for its employees and students, but since its service programs are statewide in nature, it also has an obligation to offer parking facilities to visiting physicians, patients, and their visitors. The following regulations are formulated principally to assure that our parking spaces are used to the maximum for the convenience of all concerned. The UAMS Police Department is directly responsible for the enforcement of these regulations. The Parking and Traffic Committee serves as an advisory and appeals group supplementing the traffic control duties of the UAMS Police Department. All funds derived from administrative charges are used for the construction of parking lots, to defray costs involved in enforcement, and for maintenance of the parking facilities.

## **Traffic Regulation General Policy**

A traffic notification of violation(s) (tickets) on a vehicle is an official notice that the person responsible for said vehicle has been cited for a rules violation, and is the 1<sup>st</sup> notice for that person to appear at the Department of Public Safety to pay any administrative charge incurred no later than seven (7) calendar days following the issuance of said notice of violation. Failure to clear the traffic record through settlement of assessed charges or proper appeal on any violation may result in the withholding of the academic records of a student and may subject a faculty or staff member to appropriate action through the administrative channels of the University. An accumulation of tickets without proper payment will result in the vehicle being impounded.

UAMS Police Officers are responsible for the enforcement of these rules. The Director of Law Enforcement and Parking Operations is responsible for determining the necessity of advisory, control and regulatory signs, and other measures for safety and proper flow of vehicular and pedestrian traffic on campus. The University does not assume the responsibility for the care and protection of any vehicle or its contents while said vehicle is operated or parked on campus.

For the purpose of these regulations, the term motor vehicle includes public or private automobiles, trucks and busses, motorcycles, motor scooters, motor bicycles, and any other motor powered vehicle operating on land. Requests by an officer of the UAMS Police Department for a driver or passenger's identification shall be honored by all concerned when said Officer is acting in the exercises of his duties. Officers of the UAMS Police Department are Police Officers of the State of Arkansas under Act 328 of 1967 and possess full arrest powers.

All drivers on and about the campus area shall observe all the rules of the State of Arkansas pertaining to motor vehicle registration and operation including the special rules and regulations as stated below:

- Yield the right of way to all pedestrians in campus crosswalks.
- Maintain a safe speed at all times and at no time drive faster than posted limits.
- Obey regulatory signs and barricades established by the UAMS Police Department.
- All drivers will observe and obey orders of the Police Department Officers while such officers are engaged in the performance of their respective duties. This includes rendering and producing identification and permits as requested.
- All campus vehicle accidents will be reported to the UAMS Police Department.

## **Parking**

There are two main parking areas for patients and visitors at UAMS. There is a parking deck on the north side of the UAMS complex, and it is the most accessible to the hospital. The other parking deck is located in front of the Ambulatory Care Center and along Elm Street. Both lots are time pay lots so each customer pays as he leaves for the time they were parked. Visitors may purchase parking authorizations by the week at a discounted rate. Only visitors and guests are allowed to use the pay parking areas. Staff, faculty, employees and students are advised not to park in these areas.

Short-term parking for patient pick-up is allowed on Campus Drive in front of the hospital; however, persons picking up patients must first park in the visitor's area while completing paperwork for patient dismissal.

### Government Vehicles, Motorcycles, and Bicycles:

- There will be spaces available on A-level parking deck for government vehicle parking.  
Bicycles only: EDII Building bicycle rack
- Motorcycles/Mopeds: VIP Lot motorcycle rack and D-level of deck. Appropriate decal must be displayed. No bicycles or motorcycles will be permitted to park in any spaces other than those listed above.

The UAMS Police Department will cease the enforcement of the parking rates on the Ambulatory Care Center lot from 7:00 p.m. to 7:00 a.m. Hopefully, this area will be utilized by students who must attend evening classes. To ease the on-going need for parking at UAMS, the University provides shuttle service from the parking areas to the educational buildings from 6:00 a.m. until 7:30 p.m. The schedules and routes may vary based on campus construction. Student parking is available at the student lot located at the corner of Cottage Drive and West 7th Street. Vehicles must be registered through the UAMS Police Department. Please do not block other vehicles in this lot. More information can be obtained by calling 526-PARK (7275) or visiting <http://www.uams.edu/parking/>.

### The following are the parking regulations on campus:

1. Vehicles with an authorized parking lot decal may park in that designated lot only, with the following exceptions:
  - No Parking Zone
  - Service Area
  - Loading Zones
  - Reserved Spaces
2. Parking in reserved spaces is restricted at all times.
3. Vehicles will be parked within designated parking boundaries and in no case overlapping into or onto a roadway or crosswalk. Parking in any manner to impede the normal flow of vehicular or pedestrian traffic is not allowed.
4. Parking meters are to be utilized by bonafide visitors only. Employees and students may use the meters only when they are patients, or after 9:00 p.m. (see below).
5. The time limit on metered spaces will be observed from 8:00 a.m. to 9:00 p.m., seven days a week.

### No parking zones consist of:

1. All posted areas
2. All areas marked with red or yellow paint — solid or intermittent
3. All driveways; these will not be posted
4. Any part of a traveled roadway
5. Within 15 feet of any fire hydrant
6. Within 20 feet of any major intersection
7. Double parking is prohibited on any street and/or lot. Service vehicles of the University, when on actual work projects, are exempt from this rule provided such parking does not constitute a hazard to traffic.
8. All commercial loading zones (These zones will be utilized by commercial vehicles only)
9. All vendor areas (These will be utilized by service vehicles only)
10. All sidewalks and/or crosswalks
11. All cultivated areas, grass, or other growth

Any person who refuses to accept a notification of violation issued by duly constituted authority shall be in violation of these regulations. NOTE: For questions regarding citations call the UAMS Police Department at extension 686-7777. The responsibility for charges incurred shall rest with the registrant, and in the event of the lack of registration, with the owner and/or operator of the vehicle in all cases.

(NOTE: These charges are subject to change without notification.)

1. For failure to completely accomplish vehicular registration within authorized period -\$10.00
2. For moving violations (per violation) - \$10.00
3. For all other violations (per violation) - \$10.00
4. Failure to remit or appear within seven (7) calendar days from date of notification of violation will subject the person receiving the notification of violation to an additional \$1.00 administrative charge beginning on the second offense.
5. Habitual violators of these regulations will be referred to a Dean or other administrative official for action deemed appropriate.
6. Any vehicle in frequent violation of one or more of these regulations may be impounded. Information concerning such action may be obtained at the UAMS Police Department. An authorized commercial garage may perform the towing.
7. Visitors to the campus are subject to these regulations. Persons operating a motor vehicle on this campus in violation of institution rules and regulations or State Law may be summoned to appear before the Municipal Court of the City of Little Rock.

### **Appeals Process**

Any person charged with a traffic violation shall have the right to appeal to the House of Delegates Appeals Committee with payment of any administrative charge to be postponed until after the complaint has been heard and acted upon. The appeal must be in writing and be of sufficient detail to provide a basis for ruling. The appeal must be directed to the UAMS Police Department Traffic Division, Slot 583 within seven (7) calendar days of the date of violation.

# UAMS College of Pharmacy

## Administration

Dean	Stephanie F. Gardner, PharmD, EdD
Associate Dean for Student Affairs	Charles K. Born, PhD
Associate Dean for Academic Affairs	Cindy D. Stowe, PharmD
Associate Dean for Development and Professional Affairs	Jonathan J. Wolfe, PhD
Chairman, Department of Pharmaceutical Sciences	Russell B. Melchert, PhD
Chairman, Department of Pharmacy Practice	Paul O. Gubbins, PharmD
Assistant Dean of Experiential Education	Schwanda K. Flowers, PharmD
Assistant Dean for Finance	Louis Forst, BS
Assistant Dean for Diversity	H. Otis Tyler, MS
Registrar and Assistant to the Dean	Kathy Orear, BA
Director, Poison Control Center	Howell Foster, PharmD
Director, Drug Information Center	J. D. Gannaway, PharmD
Associate Director, Evidence-Based Prescription Drug Program	Clay Patrick, PharmD
Director, Development	Ann Turney, BA

## Governance

The Bylaws of the Faculty of the College of Pharmacy of the University of Arkansas for Medical Sciences (Revised April 17, 2006) is the governance document for the College. These Bylaws are on file in the Dean's Office of the College of Pharmacy.

Right to Address the Faculty: Students, practitioners, and others with an interest in the College have the right to address a Faculty meeting on matters pertinent to the policies and operation of the College. Individuals with a desire to address the Faculty should direct a written request to the Secretary of the Faculty. The request should state the substance of the address, the person who shall address the Faculty, and any action suggested. The Secretary of the Faculty will place the item on the agenda for the next regular meeting of the Faculty.

## Curriculum Changes

Changes in the curriculum, either course content or new courses, can occur at any time. A student repeating a year or returning to the college after a leave of absence will be required to meet the new curriculum requirements in the semester or year they return to the College of Pharmacy.

## Standing Committees

The purpose of committees is to facilitate informed decision making. Committees are expected to engage in "fact finding," develop alternatives, and provide recommendations to the faculty or Dean for consideration and disposition. The faculty or Dean may delegate to a committee the responsibility for the implementation of adopted academic or administrative policies, etc. In addition to faculty members, students also serve as members of various standing committees. Members of standing committees are normally appointed or elected by July of each year and announcement of such membership is sent to faculty, staff, and student electronic bulletin boards.

Admissions Committee: The Undergraduate Admissions Committee reviews, evaluates and selects candidates for admission to the College of Pharmacy in accordance with the admissions standards determined by the Faculty. The committee chair prepares an annual report to the Faculty of applications, admissions, qualifications of those admitted, and other trends, tendencies or such matters as the committee deems necessary or as may be requested by the faculty. Membership consists of faculty and practitioners.

Assessment Committee: The Assessment Committee shall recommend to the Faculty a system for assessing effectiveness in instruction and student learning. This shall include forms and procedures for gathering needed data, and also guidelines for applying data as one element of annual performance review. Membership consists of faculty, practitioners, and students.

Awards and Financial Aid Committee: The Awards Committee is charged with the responsibility of making recommendations to the faculty regarding the recipients of annual awards and reviewing the applications for scholarships. Membership consists of faculty.

Computer Utilization Committee: The committee exists to make recommendations concerning cost effective utilization of computer resources for the College of Pharmacy. The committee particularly concerns itself with computer literacy in the pharmacy curriculum, with matters related to the proper functioning of the Local Area Network, acquisition of hardware and software, observation of copyright or other restrictions related to intellectual property, and maintenance of up-to-date hardware and software. The committee's purpose is to enhance individual creativity and productivity through best use of computing resources. Membership consists of faculty, information technologists, staff, and students.

Curriculum Committee: The Curriculum Committee is responsible for preparing recommendations of coursework (both pre-professional and professional) required for completion of the professional degree offered by the College. In accordance with accreditation guidelines and other recognized standards, the committee recommends the courses required, the academic credit for each course, the broad outline of the subject matter of each course, and the appropriate place in the curriculum for each course. In addition, the committee monitors the outcome of the curriculum. The committee receives, solicits and acts on information and proposals from faculty, students, alumni and others with an interest in the curriculum and responds proactively to changes in pharmaceutical theory and practice. The recommendations of the Curriculum Committee are made to the Faculty, which is the ultimate authority and holds ultimate responsibility for the curriculum. Membership consists of faculty, practitioners, and students.

Promotion and Tenure Committee: The Promotion and Tenure Committee implements the promotion and tenure guidelines for the faculty of the College of Pharmacy. Membership consists of tenured faculty.

Scholastic Standing Committee: The Scholastic Standing Committee is responsible for reviewing and developing policy relative to academic progress and scholastic standards, monitoring the progress of students through the curriculum, and recommending standards for differentiating satisfactory and unsatisfactory progress to the faculty. In addition, allegations that a student has failed to meet minimal scholastic non-cognitive performance standards as defined in the College of Pharmacy Catalog and Handbook will be considered by this committee. This committee reviews in detail the records of students making inadequate progress and makes recommendations to the Dean or the Dean's designee. Membership consists of faculty and students. Students participate in policy decisions but not in discussions regarding student grades and progression.

Student-Faculty Affairs Committee: The Student-Faculty Affairs Committee considers cases involving disciplinary actions arising from alleged infractions of student conduct as defined in the College of Pharmacy Catalog, in the College of Pharmacy Student Handbook, or for an alleged serious and significant breach of appropriate behavior. The committee provides a recommendation for action to the Dean. The Dean may accept, reject or modify the recommendation, or submit the recommendation to the Faculty for advice. Proceedings of this committee are confidential and problems brought before this committee are not to be revealed to anyone not directly involved in their resolution. Membership consists of faculty and students.

Student Research Committee: The Student Research Committee shall work to maintain and promote quality research opportunities for students at the College of Pharmacy. This shall include oversight of the Honors in Research Program and selection of recipients of the various student research fellowships funded by the College of Pharmacy. Membership consists of faculty.

## **Student Life**

### **Student Facilities**

There are areas identified for student use within the spaces on campus identified as College of Pharmacy.

Informatics Lab: The College of Pharmacy Informatics Lab (CPH 6/234) is equipped with 14 Pentium 4 2.8 GHz PC's with one GB of RAM, Windows XP, Microsoft Office 2003, e-mail and Internet access, patient lab access, and other miscellaneous pharmacy software. Additionally, 2 network printers, 1 color printer, 2 scanners with graphic software. The Lab is available for use by students and faculty during normal office hours. It will be locked at night and weekends to provide security for the equipment. Printers are not to be used as a 'copier'.

Leisure Space: Furniture including tables, chairs, and couches is available in areas in and around College of Pharmacy faculty and student areas. The areas located in the CPH-EDII building are most readily accessible to students. These areas are located on the 6<sup>th</sup> floor of the north end of the CPH building and the corners of the EDII building. Additional space is available in the BioMed I building on the 2<sup>nd</sup> floor. These areas all have wireless connectivity.

Conference Room: There is a student conference/study room (6/103) located in the EDII building designated for College of Pharmacy students. This room can be reserved for organization meetings or it can be used for study group meetings. Reservations are made in the Dean's office.

Leadership Office: A student leadership office equipped with a computer, desk, table, & chairs and storage space for all student organizations is located on the 6<sup>th</sup> floor of the EDII building (6/111N). This room is maintained and used by the leadership of the College's student organizations. Each advisor has a key for student use.

### **Student Activities**

The College of Pharmacy supports student activities; however, the College does not support or condone the use of alcohol, illicit drugs, or other mind altering substances at any time among the student body.

Solicitation: Student groups are not allowed to use UAMS facilities, including offices and hallways, for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a university activity or for the conduct of private business. Solicitation for fundraising for student organizations is not allowed in offices. Students are welcome to send one e-mail regarding items for sale to their group conference or to post a sign on the sixth floor bulletin boards.

Regulations of Pledging: By mutual agreement, the three pharmacy professional fraternities, Kappa Epsilon, Kappa Psi, and Phi Delta Chi, have adopted certain regulations concerning the “rushing” and pledging of new members.

1. “RUSH WEEK” for the 2007-2008 school year will be announced in October. Initiation ceremonies will be held the first two weeks of the Spring 2008 semester.
2. “RUSH” will begin with a joint meeting sponsored by all fraternities at noon on the first Monday of “RUSH”.
3. Each fraternity choosing to have a party during “RUSH” may do so. The fraternities will rotate nights each year to avoid giving any one group the advantage or disadvantage of a particular night.
4. There will be no other fraternity sponsored parties during “RUSH”.
5. The invitation to pledge (bids) and acceptance dates will be announced in October. Typically, bids will be extended to the freshmen on a Friday at 8:00 a.m. The acceptance of the bids will be due by the following Tuesday at 12:00 noon.
6. The bids will be collected in boxes located in the Dean’s Office. These bids will not be viewed or made public in any way before the deadline of Tuesday, 12:00 noon.
7. There will be absolutely no formal “RUSHING” after bids are extended.
8. Professional and personal courtesy between fraternities is expected at all times, but should be emphasized during this busy time.

Please refer to the UAMS campus policy on hazing detailed elsewhere in the College of Pharmacy Student Handbook.

## **Student Professional Organizations and Fraternities**

The American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP): APhA-ASP is the student academy of the APhA, the largest pharmacy society in the United States. APhA-ASP is generally regarded as the organization representing the student body of the College. Additionally, APhA-ASP is the student arm of the Arkansas Pharmacists Association (APA). The APhA-ASP President holds an *ex-officio* position on the APA Board of Directors.

APhA-ASP offers its members representation on the national, state and local levels. APhA-ASP provides its members with the opportunity to participate in national committee work and the formation of policy. APhA-ASP members also serve the citizens of Arkansas with statewide programs including *Operation Immunization*, *Operation Diabetes*, and the *Heartburn Awareness Challenge*.

Advisor: Dr. Dunn

The Rho Chi Society: Rho Chi, the national pharmacy honor society, was established in 1917 to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship. The Beta Iota Chapter of the Rho Chi Society was chartered at the UAMS College of Pharmacy in 1955. Eligibility for election to membership is based upon exemplary achievement in scholarship, as well as upon character and leadership. Students are considered for election to membership following completion of the first three semesters of the professional curriculum.

Advisor: Dr. Melchert

Phi Lambda Sigma (PLS): PLS, also known as the National Pharmacy Leadership Society, is a society that was founded in 1965 to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Since membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations. Members are selected by peer recognition. No greater honor can be bestowed upon an individual than to be recognized as a leader by one's peers. Such recognition instills and enhances self-confidence, encourages the less active student to a more active role and promotes greater effort toward the advancement of pharmacy.

Advisor: Dr. Stowe

Student Society of Health-System Pharmacists (SSHP): The goal of SSHP, the student chapter of the American Society of Health-System Pharmacists (ASHP), is to make students aware of pharmacy practice in health-systems, provide information to students about career directions in health-systems, and educate students about the credentials needed for pursuit of those careers. SSHP has periodic meetings throughout the school year with speakers from various areas of pharmacy practice in health-systems and provides information concerning preparation for and selection of residency training programs.

Advisor: Dr. Warmack

Student National Pharmaceutical Association (SNPhA): SNPhA was founded by John Scrivens and Sharon Roquemore at Florida A&M University in 1972 as the student affiliate of the National Pharmaceutical Association (NPhA) and the organization was founded on the UAMS campus in 1995. SNPhA is an educational and service association of students who are concerned about pharmacy issues, professional development, and minority representation in pharmacy and other health-related professions. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of the community.

Advisor: Mr. Tyler

Christian Pharmacists Fellowship International (CPFI): CPFI was established in 1984 and is an interdenominational ministry made up of pharmacists, pharmacy students, and others throughout the world. Because pharmacists see more people every day than most health professionals, they are in a unique position to help those they serve spiritually and professionally. CPFI promotes the integration of this role. The CPFI UAMS student chapter was formed in 1992 with the objective of encouraging fellowship, spiritual growth, and implementation of Christian values.

Advisor: Dr. Spadaro

Student Society of Nuclear Pharmacy (SSNP): SSNP was formed to make students more aware of the specialty area of nuclear pharmacy, provide information to students about career opportunities, and support students in their evaluation of specialty practice. SSNP has periodic meetings with speakers involved in nuclear medicine and nuclear pharmacy. SSNP also sponsors Nuclear Pharmacy Career Day each year for students to interview for pharmacist and intern positions nationwide.

Advisor: Dr. Hilliard

National Community Pharmacists Association (NCPA): NCPA is an association representing independent pharmacy owners, employee pharmacists, and pharmacy students. Independent pharmacy owners have the opportunity to practice pharmacy the way they choose, with the care of the patient being top priority. Pharmacists are trained to serve their patients and, in the independent setting, this service develops into a loyal relationship between the pharmacist and the patient. The major objectives of student chapters are to foster the entrepreneurial spirit in pharmacy students and to encourage them to develop private practices upon graduation.

Advisor: Dr. West

Kappa Epsilon: Kappa Epsilon is a national professional fraternity promoting women in Pharmacy. The chapter raises money for various charity organizations and sponsors other community service projects during the academic year. Kappa Epsilon, through its activities, hopes to unite the women students of Pharmacy in a lifelong bond of friendship and professional relationships that carries into their professional practice as well as community living.

Advisor: Dr. Hastings

Kappa Psi (Gamma Omega Chapter): Kappa Psi is a professional fraternity whose membership is composed of Pharmacy students, teachers, or graduates of colleges of pharmacy who wish to join. Kappa Psi was conceived and founded in 1879 with the objectives of conducting a fraternal organization for the mutual benefit of the members; the advancement of the profession of pharmacy educationally, fraternally, and socially; and the fostering of scholarship and pharmaceutical research. In order to achieve these goals, Kappa Psi plays an active role in a multitude of various activities and projects in both the school and the community. From the first chapter founded over 100 years ago, the Kappa Psi fraternity has grown to 58 collegiate chapters and 30 graduate chapters, spanning the nation with a membership of over 32,000.

Advisor: Dr. Fifer

Phi Delta Chi (Beta Eta Chapter): Phi Delta Chi is a professional pharmacy fraternity established with the intent of promoting the science of pharmacy and creating a fraternal spirit. Any student pursuing a degree in pharmacy at a recognized college or university that has a chapter of Phi Delta Chi is eligible for membership. Phi Delta Chi was founded in 1883, with the Beta Eta Chapter being formed in 1967. The purpose of the fraternity is to initiate service projects in the community. The Beta Eta Chapter of Phi Delta Chi also provides a social atmosphere to complement academic life.

Advisor: Dr. Warmack

## **State Professional Organization**

Arkansas Pharmacists Association (APA): The objectives of the APA are to promote the public health and welfare; to unite the eligible practitioners of pharmacy for mutual encouragement, assistance, and improvement; to develop, maintain, and enforce a Code of Ethics, and Code of Professional Conduct which will serve as a guide for the professional conduct of the membership and provide for the delivery of a professionally acceptable level of comprehensive pharmaceutical services; to provide for the continuing education of the membership; to assist the UAMS College of Pharmacy in its efforts to achieve and maintain academic excellence; to establish viable liaisons with other health related professions and organizations in order to provide for mutual assistance; and, unless it is contrary to good public policy, to serve the best interest of the membership. The APA is one of the most active and influential of the 50 state pharmacists associations in the nation. It has been responsible for many changes and innovations that have benefited the public health through better pharmaceutical care as well as elevating the prestige of the profession. The Executive Vice-President, officers, and members of the Association actively participate in local, state, and national activities, thereby enhancing not only the professional role of the pharmacist, but also the role of a responsible member of society.

Students who choose to join the Academy of Student Pharmacists (ASP) automatically become members of the Arkansas Pharmacists Association. Students may also serve on the Policy Standing Committees of the APA. The president of ASP holds an *ex-officio* position on the Board of Directors of the APA.

Further information concerning the Association may be obtained from:

The Arkansas Pharmacists Association  
417 South Victory  
Little Rock AR 72201  
Telephone: 501-372-5250

# **Student Confidentiality**

## **Confidential Test Identification Numbers**

Each student is assigned an identifying number for machine-scored examinations (OTS). This number, which is retained by the student until graduation, should be memorized and used as identification for all tests that are to be graded by optical scanning. In some courses, the student loses points if the identifying number is incorrect or not entered on the answer sheet. Grades in many of the courses are posted using these identification numbers. These numbers are used to protect the privacy of your personally identifiable records in accordance with federal law. If you wish to maintain privacy of your grades, you should not inform others of your number. If you should misplace the number, please contact the Registrar.

## **Disclosure of Personal Information**

Federal regulations and University policy require an annual notice that informs students of their rights regarding release of personally identifiable records. The student will be asked to sign to permit or deny release of such information during orientation for new students. Permission may be changed in the Registrar's office.

## **Student Inspection of Academic Records**

The Family Educational Rights and Privacy Act (FERPA) grants students certain rights with respect to their education records. Student academic records directly related to and personally identifiable are maintained in the College of Pharmacy Registrar's office. These records include transcripts, grade records, records of academic progress, and records of achievement.

Maintenance of the educational records is a responsibility of the Registrar under the authority of the Dean of the College of Pharmacy. The Dean, Associate Dean(s), and Registrar have access to these records for administrative purposes. Students have the following rights under FERPA:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, Department Chair or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall notify the student of the correct official to whom the request should be addressed.
2. Students may request the amendment of the student's education records that the student believes is inaccurate or misleading by submitting to the Dean of the College a petition requesting a review of the records. Such petition shall clearly designate the part of the records to be challenged with reasons for the challenge. Upon receipt of a request by a student for amendment of the records, the Dean of the College of Pharmacy, or designee, will review the requested amendment along with supportive information furnished by the student. The student will be notified of the decision as well as subsequent rights of the student should the request for amendment be denied.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement officials and health staff); a person or company with whom the University has contracted (i.e. attorney, auditor

or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which the student seeks to enroll. FERPA requires the University to make a reasonable attempt to notify the student of the record request unless the University states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the FERPA requirements. The address is:  
Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605
5. The right to withhold consent of disclosure of directory information which includes: name, address, telephone number, major field of study, classification by year, scholarships, and photograph. Upon enrollment, each student will be asked to complete a form consenting to disclosure or not consenting to disclosure of their directory information. This information will be maintained in the Registrar's office. A student may submit a written request to change consent at any time during their enrollment at the College of Pharmacy.

## **Release of Academic Records for Deceased Students and Graduates**

When the College of Pharmacy becomes aware that a student or graduate has died, either through the presentation of a death certificate or other verifiable means, the College will release the academic records of that individual upon the written request of the immediate family or executor/executrix of the estate, for a period of five years following the death of the student or graduate. After five years, the academic records may be released upon the written request of any of the deceased individual's heirs. The College will release the records at any time as required by law.

## **Miscellaneous Student Information**

### **Registration Information**

Students are expected to register during the regularly designated times for each semester. In the event of emergency situations, registration at an alternate time must have the approval of the Office of the Dean. A student may not register in a new course after the 12<sup>th</sup> day of classes of a semester. A student who registers as an auditor in a course may not change the registration to credit after the 12<sup>th</sup> day of classes of a semester. A student who has registered for credit may not change registration to audit after the 9<sup>th</sup> week of the semester.

### **Tuition Waivers and Discounts**

Tuition and fees are waived at UAMS for dependents of Arkansas citizens who have been declared prisoners of war, missing in action, or killed in action. Once a person qualifies as a dependent, there shall be no situation, such as the return of the parent or the reported death of the parent that will remove the dependent from the provisions or benefits of the act waiving tuition.

There is no employee or dependent/spouse tuition discount in the professional schools of pharmacy, law and medicine.

## **Gifts**

All students are strongly encouraged to refrain from giving gifts to the Faculty or Staff of the College. The Faculty of the College of Pharmacy feels that this practice is inappropriate.

## **Contact Information**

It is the responsibility of each student to make sure the College of Pharmacy Registrar always has his/her most current home address and telephone number. Students are responsible for all official mailings from the College. If a notification of a policy change, scholastic standing notification, grades or other information from the College is mailed to an incorrect address, the student is still responsible for the information.

Likewise, all students are provided with an e-mail address and e-mail lists are set up for each class to notify students of information. Students are responsible for information sent out to them via their UAMS e-mail address. It is the student's responsibility to check their e-mail account frequently. All e-mail traffic through the UAMS system is tracked electronically, so it is easy to determine if an e-mail message was delivered to a particular account. If you regularly use an e-mail service other than the campus service that is provided, you can set a forwarding address in your UAMS account so that e-mail sent to your UAMS account will be forwarded to your preferred e-mail address.

## **Inclement Weather Policy**

UAMS recognizes that transportation problems result from inclement weather and hazardous road conditions. However, by virtue of the mission of UAMS, this campus never closes. There are times at which the inclement weather policy is declared in force. In severe weather or hazardous road conditions, the Chancellor or his designated representative will declare the inclement weather policy in effect. This will be broadcast on radio station AM 920 KARN, and FM 94.1, FM 98.5, and channels 4, 7, and 11 television broadcasting.

If the inclement weather policy for UAMS is declared "in effect" via appropriate broadcast, all classes, laboratories, registration and examinations will be canceled for the remainder of that day. Lectures, laboratories or examinations that are canceled due to inclement weather will be rescheduled at the next meeting of that class. The College of Pharmacy inclement weather phone number is 686-7700. Students are advised to call this number for information about College of Pharmacy classes.

## **Student Programs**

### **Faculty Mentor Program**

The goal of the program is to facilitate an academic teaching environment that is professionally rewarding to the professor and intellectually and personally rewarding to the student. The mentor program establishes a commonality of purpose for the student and faculty member.

- Each faculty member participates in the program on a voluntary basis
- Each faculty member is randomly assigned students from the first year class
- The student is informed of his/her faculty assignment early in the academic year
- The student and faculty member have the option to request the Dean's Office to re-assign either party for any perceived reason
- The student should contact his/her mentor to set up an initial meeting

- The student is encouraged to regard the mentor as the contact with the faculty to help answer questions, solve problems, hear concerns/frustrations, etc
- Activities such as advising and career counseling are also important aspects of the faculty mentor program. It is hoped that you will meet with your mentor many times over the course of your tenure at the College

## **Intern Licensure**

Arkansas State Board of Pharmacy: Under Arkansas law, authority for the regulation of the practice of pharmacy in this state is vested in the Arkansas State Board of Pharmacy. The Board is empowered to issue regulations it deems necessary for the legal practice of pharmacy. The Board is the licensing agency for pharmacies, pharmacists, and interns and has issued regulations that set requirements for the various licenses. Of immediate concern to the pharmacy student is the regulation concerned with the requirements and standards for qualification for registration by examination and internship training requirements.

Arkansas Pharmacy Support Group: The Support Group is sanctioned by the Arkansas State Board of Pharmacy (Regulation 10). The Group administers a program to review licenses referred for diversion in lieu of or in addition to other disciplinary action and to be a source of treatment or referral for pharmacists who on a strictly voluntary basis, desire to avail themselves of its services. Impaired interns are offered the same opportunity as pharmacists to participate in this program. Participation in this program does not supersede or prevent Board action.

Intern License: All students are required to be licensed as an intern with the Arkansas Board of Pharmacy. Specific questions concerning licensure may be sent to the Executive Director.

Arkansas State Board of Pharmacy  
 101 East Capitol, Suite 218  
 Little Rock, AR 72201  
 Telephone: 501-682-0190.

An intern license from the Arkansas State Board of Pharmacy is necessary in order to progress in the curriculum. Students new to the College will apply for their intern license in the Fall of their P1 year. There will be no annual renewal of an intern license routinely with the Board. However, the College will confirm for the Board on at least an annual basis the student status of each licensed intern. Students may be asked periodically to provide proof to the College of intern license status. The intern license is valid up to 6 months following graduation. Internships outside the state of Arkansas require intern license in that state as well as Arkansas.

Criminal Background Checks: The Arkansas State Board of Pharmacy performs mandatory criminal background checks on all applicants for a technician, intern or pharmacist license. College of Pharmacy students applying for an intern license from the Arkansas State Board of Pharmacy will undergo a mandatory criminal background check as part of the intern licensing process. Students obtaining an intern license in other states for summer internships or senior clerkships may be subject to a criminal background check as part of that process as well.

Student Status: If a student is not eligible to be licensed as an intern, has the license revoked by or surrenders the intern license to the Arkansas State Board of Pharmacy, the student will be suspended from the UAMS College of Pharmacy and cannot progress in the curriculum. If subsequently the student is able to obtain an intern license from the Arkansas State Board of Pharmacy, the student's return and progress in the professional curriculum is dependent upon review by the Scholastic Standing Committee.

## Impaired Student Policy

Any student known to the College of Pharmacy Dean's Office to have a substance abuse problem or to be engaged in substance abuse must abide by the following regulations in order to continue to matriculate in the College. The faculty of the College of Pharmacy has approved the following pharmacy student impairment policy for pharmacy students.

The growing problem of impairment resulting from alcohol or drug use produces a significant negative influence on the educational and professional development of any young adult student pharmacist. Therefore, the UAMS College of Pharmacy has established procedures to be implemented through the Associate Dean for Student Affairs to respond to instances of substance abuse. The goal of the policy is to provide appropriate and timely assistance to pharmacy students impaired as a result of alcohol or drug use that may interfere with a student's educational process.

Ideally, a student will self-identify their impairment to a faculty member. Otherwise, when an incident occurs which appears to be a dysfunction related to alcohol or drug use, this should be reported to the Associate Dean for Student Affairs.

- The Associate Dean for Student Affairs may immediately refer the student for assessment (SWP, counseling, etc.) and notify the Arkansas Pharmacy Support Group if referral includes a substance impairment assessment.
- If the situation is non-emergent the Associate Dean for Student Affairs will refer the student to the Scholastic Standing Committee. The Scholastic Standing Committee will meet to review the incident, talk with the student and guide the actions to be taken. The Scholastic Standing Committee may refer the student for assessment (SWP, counseling, etc.) and notify the Arkansas Pharmacy Support Group if referral includes a substance impairment assessment.

As long as the student maintains compliance with the Committee decisions, the student will generally retain eligibility to return to student status at the College of Pharmacy. If this assessment includes the Arkansas Pharmacy Support Group then as long as the student maintains compliance with the assessment, treatment and aftercare programs and by way of Board action an internship license is maintained, the student is eligible to continue their education if the decision of the Scholastic Standing Committee allows such action. Failure to complete the treatment or aftercare process or failure to comply with the decisions of the Scholastic Standing Committee is grounds for dismissal from the College.

## Special Test Taking Accommodations Policy

The College of Pharmacy, UAMS, will provide reasonable and appropriate accommodations for students with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act (ADA). The ADA of 1990, defines a person with a disability as someone with a physical or mental impairment that **substantially limits** one or more major life activities.

Purpose of Special Test Accommodations: The purpose of special test accommodations is to provide equal access to examinations administered to pharmacy students. Accommodations should be consistent with the identified functional limitation(s) such that the identified impairment is alleviated using an auxiliary aid/or an adjustment in a testing procedure. Functional limitations relate to the behavioral manifestations of a disability that impede an individual's capacity to function. In short, functions that an impaired person cannot do on a regular and continuing basis because of the documented disability are functional in nature.

The college utilizes multiple methods of student learning assessment to measure knowledge, skills, and attitudes. These assessments occur as traditional type examinations that are multiple choice, short answer, discussion/essay, etc. These examinations may be given as paper-pencil or in the electronic domain as computerized examinations, depending on the course faculty. Student assessments also occur that measure skills through demonstration such as objective structured clinical examinations to assess knowledge and skills. In addition, students are assessed in the practice domain through early and advanced practice experiences.

Procedure for Review: A student wishing to be evaluated for special testing accommodations should make an appointment with the Associate Dean of Student Affairs or Dean's designee. The Associate Dean will counsel the student by reviewing the College's policy and discuss the nature of the disability. Disabilities are categorized broadly as those of a physical nature (e.g. visual/hearing impairment, mobility/motor impairments) and those of a neuropsychological nature (e.g. learning disability, attention deficit hyperactivity disorder, cognitive impairment). Students must be evaluated by a healthcare professional(s) qualified to evaluate the disability.

In the case of suspected neuropsychological impairment, a student should undergo an initial confidential screening evaluation to rule out underlying etiologies that could be masquerading as a neuropsychological impairment. The UAMS SWP is one resource available at no cost to students for this initial screening evaluation. If it is determined that the student likely has a neuropsychological condition warranting special testing accommodations, the student would need to undergo rigorous neuropsychological testing (at his/her own cost) to obtain the legally necessary documentation to fulfill the requirements to grant special accommodations.

Student Procedures for Initial Review or Change in Previous Accommodation:

- Initial Review: The student must complete the Request for Special Testing Accommodations application and provide the supporting professional documentation.
- Student with Accommodation, Requests Decrease in Accommodation: This request originating from the student must be made in writing to the Associate Dean of Student Affairs or Dean's designee with the document signed and dated by the student.
- Student with Accommodation, Requests Increased Accommodation: Request for increased accommodation must be accompanied with a new Request for Special Testing Accommodations application along with additional supporting professional documentation to that originally submitted. This request can be made at any time.

College of Pharmacy ad Hoc Committee for Special Test Accommodation Procedures:

Initial Review or Increased Accommodation Request: Upon receipt of a complete application with documentation the Associate Dean of Student Affairs or Dean's designee will schedule a meeting of the Committee within seven (7) working days. The complete application with documentation will be reviewed by the Committee.

- The Committee reserves the right to request an evaluation by another qualified professional or by a UAMS qualified professional to verify the applicant's condition. The Associate Dean of Student Affairs or Dean's designee may help with the coordination of this evaluation. The Committee may allow some degree of accommodation in the interim to ensure effective participation by the student until the additional data is secured establishing the student's eligibility for accommodations under Section 504 of the ADA.
- The discussions of the committee are strictly confidential.
- The committee will make decisions regarding the situations that will result in accommodation.
- Once the committee has made a decision, the Associate Dean of Student Affairs or Dean's designee will notify the student in writing of the decision of the Committee in a timely manner

and no later than three (3) working days. If accommodation is allowed, the notification will specify in which courses special testing accommodations will be made and what these accommodations will be during the given professional year.

- If accommodation is allowed
  - The Associate Dean of Student Affairs or Dean’s designee will notify course/ clerkship coordinators at the same time as the student and will facilitate the necessary accommodations. Accommodations will be implemented as soon as possible after signature of agreement below so that the accommodations are effective in a timely manner for the student’s participation in testing or examination(s).
  - **Students who are granted extended testing time must sign an agreement to refrain from contact with other examinees for the duration of the examination to avoid any possibility of disclosure of unauthorized information regarding the content of an examination.**
  - Each year the committee will re-review previous applications and documentation to make decisions for each student with previous accommodation based on the testing methods of the upcoming professional year, while giving primary consideration to the student’s requests, if any.

Student with Accommodation, Requests Decrease in Accommodation: The Associate Dean of Student Affairs or Dean’s designee will handle this situation without meeting of the Committee and will communicate the change to the necessary course faculty.

#### Student Grievance:

Appeals concerning decisions made by the Committee will be addressed utilizing the “Student Grievance Procedure and Appeal”.

#### Committee for Special Test Accommodations Composition:

The Associate Dean of Student Affairs or Dean’s designee is a non-voting member of the Committee and shall serve as chair of the Committee. The Committee is made up of the following faculty appointed to one-year terms by the Dean:

- At least two (2) course coordinators from each department
- At least one (1) Pharmaceutical Care Encounters Program coordinator
- At least one (1) experiential education director

The committee also includes legal counsel as a non-voting, *Ex Officio* member.

## **Academic Performance**

### **Status Reports**

Support and advice for students in academic difficulty is always available through the Dean’s Office. Students with academic difficulty (poor performance on any of two exams in the first round of exams) in the Fall semester of the P1 year will be asked to meet with an Associate Dean prior to the Midterm Status Reports. Students in the P1, P2, & P3 classes will receive notification of unsatisfactory academic progress in each of their courses at the mid-point of the semester (weeks 8-10 of Fall and Spring semesters). This mid-term status report is not part of their permanent academic record but is intended to notify students of unsatisfactory progress and encourage students to seek assistance in improving their academic performance.

## Grading Information

The College of Pharmacy cumulative grade point average is based on all course work completed after admission to the College and is exclusive of pre-pharmacy course work and grades required for entrance into the College. If a student repeats a course, the grade received in the most current semester will be used to determine satisfactory completion of the course, graduation requisites and grade point average.

Grade Point System:

A = 4 points    D = 1 point

B = 3 points    F = 0 points

C = 2 points    AU = 0 points

The grade “A” is given only for outstanding achievement in a course. The grade “B” represents good achievement. The grade “C” is given for average achievement and the grade “D” for poor achievement. A grade of “D” will not fail a student in an individual course; however, an excessive number of “D” grades will necessitate repeating a course or courses to rectify this deficiency prior to progressing to the next year. (Refer to Scholastic Rules and Regulations) The grade “F” denotes failure and is given for unsatisfactory work.

“I” (Incomplete) is assigned when the student, for reasons sufficient to the instructor, has not been able to complete some vital portion of the work. If the incomplete work is not made up within four weeks following the end of that semester, or if arrangements for completing the work are not made within four weeks following the end of that semester, the grade will become an “F” unless extension of time is granted by the Dean.

“W” indicates withdrawal from the College of Pharmacy. There are three mechanisms by which a student may be considered for withdrawal. A student may be withdrawn administratively or medically, and a student may withdraw voluntarily. Administrative withdrawal can result from violation of school policies. Consideration for a medical withdrawal requires written documentation from a physician caring for the student. Consideration for voluntary withdrawal requires written documentation from the student and consultation with the Associate Dean for Student Affairs. No withdrawals from individual courses are allowed. Return to the College of Pharmacy following withdrawal will be considered by the Scholastic Standing Committee, and readmission is not guaranteed.

“AU” Audit (AU) indicates the student has enrolled in a course, paid tuition, and successfully completed the attendance and testing requirements of the instructor.

If a student receives a grade of “D” or “F” at the UAMS College of Pharmacy and repeats the course at the UAMS College of Pharmacy, the most recent grade is used for final calculation of the student’s grade point average. If a student repeats a grade of “D” or “F” earned at the UAMS College of Pharmacy with an approved course offered at another accredited College of Pharmacy, the most recent grade is transferred in but is not used in the calculation of the student’s overall grade point average. Grades of “D” or “F” do not transfer to the UAMS College of Pharmacy. (See Summer School)

Grade Challenge: If a student wishes to challenge a test grade or a final class grade, the student should first consult the course syllabus for information on timeframes for challenge. Generally, students should have one week after the test is returned to challenge an exam grade. Students should also challenge a final class grade within one week after the grade is posted. The student should consult the College grievance procedure if the situation cannot be resolved with the instructor.

Active Duty Military Policy: Under Arkansas Statute 6-61-112, when any person is activated for full-time military service during a time of national crisis and therefore is required to cease attending a state-supported postsecondary educational institution without completing and receiving a grade in one or more courses, the following assistance shall be required with regard to courses not completed:

- Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution. Proportionate refunds of room, board, and other fees which were paid to the institution shall be provided to the student, based on the date of withdrawal. If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.
- If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation. A student activated during the course of a semester shall be entitled, within a period of two years following deactivation, to free tuition for one semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

A College of Pharmacy student activated must present a copy of the activation orders and can withdraw from the current term. No credit will be received for any courses for the semester involved; however, the academic record will indicate enrollment until the official date of withdrawal. An instructor who believes that a sufficient portion of a course has been completed may assign an appropriate final grade in that course at the time the student leaves. This grade will be reported as the final grade on the transcript. Because of possible curriculum changes and changes in course sequencing, a student returning to the UAMS College of Pharmacy from active duty will be under the jurisdiction of the Scholastic Standing Committee to determine the point of readmission in the curriculum.

## **Scholarship Rules and Regulations**

To be eligible for graduation from the College of Pharmacy, a student must demonstrate to the Faculty that he/she is adequately and satisfactorily prepared to enter the profession of Pharmacy. To guarantee accomplishment of this goal, the student must make satisfactory progress toward completion of requirements for the degree sought while attending this College. Failure to meet these requirements for scholastic progression will result in academic dismissal from the College of Pharmacy.

General rules of progression:

- No credit hours with a grade of “F”
- A GPA of 2.0 or better
- No more than 10 cumulative credit hours with a grade of “D” at the conclusion of each professional year
- All courses in one professional year must be successfully completed within no more than two calendar years
- No course may be attempted more than two times and only courses with a grade of “D” or “F” may be repeated
- A student on a first attempt of any given professional year must enroll in all required course work he/she is eligible to take

If a student repeats a course, the most current grade will be used to determine satisfactory completion of the course, graduation requirements, compliance with Scholastic Rules and Regulations and grade point average. All work attempted will be recorded on the student’s transcript.

Student Status: A student enrolled in the UAMS College of Pharmacy shall be considered in good standing as long as they are making progress towards the degree of Doctor of Pharmacy according to the Scholastic Standing Rules of the College.

Academic Clemency: Any student who has previously attended the UAMS College of Pharmacy and whose two year progression window has closed may be granted academic clemency upon recommendation of the Admissions Committee or Scholastic Standing Committee to the faculty for all or part of their previous academic credits earned at the College.

### **Scholastic Rules: Didactic Course Work**

Students who do not meet the requirements for progression on the first attempt of the P1, P2, or P3 year must follow the following rules to progress to the next professional year.

- If a GPA of less than 2.0 or greater than 10 cumulative credit hours with a grade of “D” without any grades of “F” – the student may repeat the current professional year or attend summer school if available. The student must repeat the necessary number of courses with a grade of “D” from the current professional year to achieve a GPA of greater than 2.0 with 10 or less credit hours with a grade of “D”.
- IF a student who has never received a grade of “F” in previous professional year’s didactic course work receives a grade of “F” in one course and has 10 or fewer cumulative credit hours with a “D” – the student may repeat the current professional year or attend summer school if available. The student must repeat the course in which he/she made a grade of “F”.
- IF a student who has never received a grade of “F” in previous professional year’s didactic course work receives a grade of “F” in greater than one course and fewer than 50% of the credit hours – the student must repeat the current professional year. The student is required to repeat all courses in the current professional year in which he/she made a grade of a “D” or “F”.
- IF a student receives a grade of “F” in greater than or equal to 50% of the credit hours of a current professional year – the student shall be academically dismissed from the college.
- IF a student who has successfully removed the grade of “F” in a didactic course of a previous professional year receives the grade of “F” – the student shall be dismissed from the College of Pharmacy.

### **Summer School**

Summer school for repeating students may be offered at the discretion of the appropriate departmental chairman and the Dean of the College. A summer course at the UAMS College of Pharmacy will not be offered for less than five students. Repeating students may repeat courses at other ACPE accredited Colleges of Pharmacy if there is only one course to repeat in order to progress to the next professional year provided that the course is approved by the faculty member responsible for the UAMS College of Pharmacy course needing to be repeated. Financial aid may not be available for summer courses.

The following rules of progression pertain to summer school:

- For students who are otherwise not eligible for progression, a grade of “D” or “F” in a repeated summer course constitutes a second attempt and the student will be academically dismissed from the College.

- For students who are eligible for progression and repeating course work in which a grade of “D” was given, a grade of “D” in a repeated summer course in the UAMS College of Pharmacy results in progression to the next professional year with the original number of “D” credit hours. A grade of “F” in a repeated summer course constitutes a second attempt and the student will be academically dismissed from the College.

## **Experiential Course Work**

Experiential course work is composed of early practice experiences (EPEs) and advanced practice experiences (APEs). EPEs occur between January of the First Professional Year and May of the Third Professional Year, while APEs occur during the Fourth Professional Year. Experiential course work included as part of a didactic course will follow the rules of progression for didactic course work.

Access to Confidential Patient Information: In practice experiences and often as part of work experiences as a pharmacy technician and/or intern, students will have access to the records and information of patients and former patients. Such records and information are confidential and must be treated accordingly and must not be discussed with any persons other than those involved directly in patient care or teaching related to that patient.

Drug Testing Policy: An important part of your education involves clinical experience in hospitals and other health care facilities. Use of these facilities in training is essential for students to complete their assigned practice experiences. Nationwide, many hospitals and health care facilities are developing procedures to do drug testing of employees and potential employees. Facilities such as the VA hospitals, that provide clinical experiences to College of Pharmacy students may have in effect, or may adopt in the future, drug testing programs that apply to students. Because of the use of the VA and other health care facilities is essential to a pharmacy student’s education, students should be aware that these policies exist at the VA and may exist or come to exist in other facilities. Students should be prepared to comply with the drug testing policies and procedures at any facility where they engage in practice experiences. Students who refuse to participate in training in these facilities because they do not want to submit to drug testing, or who are terminated from training in these facilities because they violate the drug testing or drug use policies of the facilities, are subject to dismissal from the College of Pharmacy on academic grounds.

## **Scholastic Rules: Experiential Course Work**

Each student must fulfill each of the following criteria before entering an experiential activity:

- The student must hold a current professional liability insurance policy (minimum insurance limits of \$1,000,000/\$3,000,000). Insurance is provided through Pharmacists Mutual insurance and is paid from student fee collections at Fall registration.
- The student must possess current American Heart Association (AHA) Healthcare Provider Cardiopulmonary Resuscitation (CPR) Certification. Proof of certification must be presented at orientation to experiences.
- The student must have a valid and current intern license issued by the Arkansas State Board of Pharmacy. If the student does an experience outside of Arkansas, the student must obtain an intern license in that state as well.
- The student must have a current TB skin test on file with the EH/SPHS
- The student may be required to provide proof of physical examination and current immunization records depending on experiential site. Upon admission into the College, students are required to have on file with the EH/SPHS proof of a physical examination and current immunization record.

To be eligible for entry into free-standing experiential course work, the student must demonstrate that he/she is adequately and satisfactorily prepared to advance to the experiential portion of the curriculum. The scholastic standing of all students will be reviewed prior to their entry into the experiential course work. The student must be eligible to advance to the next Professional Year by meeting the following criteria:

- Cumulative grade point average (GPA) of 2.0 or better
- No more than 10 semester hours of “D” grades
- Successful completion of ALL prior coursework in the previous Professional Year(s) and current Professional Year as it relates to the EPE.

Eligibility to enter an EPE: If a student is eligible to progress to the next academic year by way of successful remediation of the necessary course work from the current Professional Year during the summer, the student will be allowed to enter into an EPE if he/she provides the EPE coordinator with a feasible plan for completion of the necessary course work prior to planned start date of EPE.

If the assignment of “I” (incomplete) is made during any prior course work of the current Professional Year, the student may enter an EPE with the requirement that the remaining course work will be completed within 4 weeks following the end of the semester.

## **Remediation of a Free-Standing Experience**

The experiential course work is composed of EPEs and APEs and is subject to the following scholastic rules for progression:

1. If a student fails an experience (EPE or APE), he/she must repeat that experience. No experience may be attempted more than twice. If a student successfully remediates an experience (EPE or APE) and fails a second experience (EPE or APE), he/she will be dismissed from the College of Pharmacy.
2. A student who withdraws at any time during an experience (EPE or APE clerkship) and is failing at the time of the withdrawal will be given a “WF” (withdraw failing). The “WF” will be regarded as a failing grade. If the student receives a second “WF” or “F” grade in any experience, he/she will be dismissed from the College of Pharmacy. A student may repeat only one experience to remove a grade of “F” or “WF”.

For remediation of a “F” or “WF” grade in an experience, the following rules will be applied:

- a. A student who fails an experience will be required to complete the same type of experience. The practice site and scheduled time for the repeat experience will be scheduled at the discretion of the appropriate coordinator and the College of Pharmacy according to availability.
- b. A student may repeat the EPE as a Summer course at the discretion of the EPE coordinator provided that the second attempt in the EPE will be completed before the day of registration for the Fall semester of the upcoming Professional Year.
  - If successful remediation does not occur by the day of registration for the Fall semester of the upcoming Professional year the student will not be allowed to progress to the next Professional year.
  - If a student with a plan to complete the remediation of didactic course work is unable to complete the remediation of both the didactic course work and the EPE before registration for the Fall semester, then the student must successfully complete these courses by repeating the current Professional Year.
  - Any remediation of an EPE during the Summer will require Summer tuition.

- c. A student who fails an APE shall be withheld from any further scheduled experiences until the failed experience is repeated at the earliest available date.
3. If a student withdraws at any time during an experience (EPE or APE) and at that time has a passing grade as judged by the preceptor, he/she will receive a grade of “WP” (withdraw passing). At the discretion of the appropriate experiential course coordinator, the student may repeat the experience in which the “WP” was received, some part of that experience as designated by the preceptor, or another experience so long as the student meets the experiential requirements for graduation.
4. A grade of “I” (incomplete) is assigned when a student, for reasons sufficient to the preceptor, has not been able to complete some vital portion of the experience (EPE or APE). The student must finish the requirements of the experience at the same practice site and at the discretion of the preceptor. For the EPE, all work must be completed before the day of registration for the upcoming Fall semester. For an APE, all work must be completed within 6 months following the beginning of the experience. If the work is not completed by the designated time, the grade will become an “F” unless the Dean, in conjunction with the preceptor and the appropriate experiential course coordinator, grants an extension of time.

## **Graduation Requirements**

For graduation: Students who successfully complete all the course work (didactic and experiential) necessary for a Doctor of Pharmacy degree with a GPA of 2.0 or greater, 10 or fewer credit hours of “D”, and who do not have any grade of “F” are eligible for graduation.

## **Graduation with Honors and Honors in Research**

To recognize scholastic achievement, students attaining a cumulative grade point average of 3.75 to 4.00, or the uppermost 5% of the class, at the end of the third professional year while enrolled in the College of Pharmacy will be recommended for graduation with High Honors. Students attaining a cumulative grade point average of 3.50 to 3.74, or the next 5% of the class, at the end of the third professional year while enrolled in the College of Pharmacy will be recommended for graduation with Honors.

The UAMS College of Pharmacy Honors in Research Program is available for academically qualified pharmacy students who desire to conduct original research in an area of the health sciences. Entrance into the program is open to all students who have completed at least one semester of the Pharm.D. Curriculum and who are in the upper one-half of their class academically. Students must complete the application form and receive acceptance into the Program by the Pharmacy Student Research Committee. More information is available from a faculty member of the Pharmacy Student Research Committee or in the Dean’s Office.

## **Campus Clearance / Withholding of Grades and Transcripts**

Any student who withdraws or is dismissed from the UAMS College of Pharmacy must clear campus. All graduating seniors must clear campus as well. Transcripts, both financial and academic, will not be released until the completed clearance form is returned to the Registrar.

The Registrar is authorized to withhold grades and transcripts and refuse registration to any student or former student who fails to return athletic, military, library, or other University property entrusted to his or her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room and board charges, fines, or other charges assessed

against him or her by a University official or by the campus judicial system. This policy does not apply to students or former students if the University has received from a bankruptcy court a notice and order that a bankruptcy petition has been filed in their behalf or that the debt has been discharged in bankruptcy. In the event the notice of bankruptcy has been dismissed, the policy applies.

In order that the above policy is applied to all students on this campus in an equitable manner, this College has implemented the following actions:

- Refuse registration to any student or former student who fails to return UAMS property entrusted to his/her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room charges, fines, or other charges assessed against him/her by a University official or department.
- Withhold grades and transcripts to any student or former student who fails to return UAMS property entrusted to his/her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room charges, fines, or other charges assessed against him/her by a University official or department. The following officials will submit lists of students who have charges against them:
  - o Public Safety
  - o Student Housing
  - o Library
  - o Office of Academic Services (EDII labs)
  - o Academic departments
  - o Treasurer's Office (tuition and fees)

The College will attempt to notify students individually if their name is on a list. However, if this is not practical because of the length of the lists, the names will be posted on the bulletin board. If a student's name is listed as having obligations to the University, the student must show evidence (receipt) that the obligation has been settled prior to registration, withdrawal, etc. If a student objects to his name being posted on the bulletin board, he/she should make arrangements to pay for any fines, etc. before they become delinquent.

## **Commencement and Honors Convocation**

All senior students must attend the Senior Honors Convocation (held the night before Commencement) and Commencement activities. A student may not participate in Commencement activities unless all requirements for the degree have been completed.

## **Professionalism**

Professionalism is an expected behavior of students, staff, faculty, and volunteer faculty who work for or are affiliated with the UAMS College of Pharmacy. Expected behaviors are defined in this Handbook. All members of the College of Pharmacy community are considered to be mature adults whose attitude, conduct and morals are compatible with the functions and missions of UAMS as an educational institution, and with the ethical standards of the profession of pharmacy.

Oath of A Pharmacist\*: At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy. I will consider the welfare of humanity and relief of human suffering my primary concerns. I will keep abreast of developments and maintain professional competency in my profession of pharmacy. I will maintain the highest principles of moral, ethical and legal conduct. I will embrace and advocate change in the profession of pharmacy that improves patient care. I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

*\*Developed by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism, June 26, 1994.*

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

- DEVELOP a sense of loyalty and duty to the profession of pharmacy by endeavoring to create a sense of community. I will serve as one able and willing to contribute to the well being of others and one who enthusiastically accepts the responsibility and accountability of membership in the profession.
- FOSTER professional competence through life-long learning. I understand that my education is a privilege, and I will never forget that it is my responsibility to learn the science and practice of pharmacy. In addition, I shall always seek to learn from the wisdom and experience of my mentors and fellow brothers and sisters of pharmacy.
- STRIVE for high ideals, teamwork and unity with all health care professionals in pharmacy, medicine, nursing, and the health related professions. I will respect the contributions of these colleagues, and I will strive to realize our collective commitment to provide optimal patient care.
- CONDUCT myself in an honorable manner in my academic and practical work. When examined, I will demonstrate my skills as an independent scholar. When serving as a member of a cooperative effort, I will share equally in the responsibility of the whole and contribute to the best of my ability to facilitate the success of the team.
- SUPPORT my colleagues by actively encouraging personal commitment to the standards set forth by the profession.
- MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver. This will require an ongoing reassessment of personal and professional values.

The profession of pharmacy is one that demands adherence to a set of rigorous ethical standards. The core values vital to professional responsibility incorporate collaboration, creativity, excellence, knowledge, leadership, learning, social responsibility, and professionalism. These high ideals are necessary to ensure the quality of care extended to the patients I serve.

As a student of pharmacy, I understand that my professional responsibility begins today with my entrance into this professional college community. Therefore, I pledge to uphold these values in the performance of all my activities as I advance toward full membership in the profession of pharmacy.

*\*Adapted from the University of Illinois College Of Pharmacy's Pledge of Professionalism, 1993. Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism on June 26, 1994. This Pledge is offered as a model for adaptation by each school and college of pharmacy's faculty and students for use and reference in the professionalism of developing members of the pharmacy profession.*

Code of Ethics for Pharmacists\*: A pharmacist respects the covenantal relationship between the patient and pharmacist.

A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

A pharmacist respects the autonomy and dignity of each patient.

A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist maintains professional competence.

A pharmacist respects the values and abilities of colleagues and other health professionals.

A pharmacist serves individual, community, and societal needs.

A pharmacist seeks justice in the distribution of health resources.

*\* Adopted by the membership of the American Pharmaceutical Association October 27, 1994.*

## Personal Appearance and Attire

The following represents the minimally acceptable appearance and attire during regular College hours (7:30 AM to 5:00 PM) Monday through Friday. Any after hours activity representing the COP or a professional organization should follow the requirements listed below unless otherwise stated. Care should always be taken to represent the profession and College well. A UAMS name badge should be worn at all times while on campus or when participating in professional College activities.

- Acceptable personal appearance should include good personal hygiene to include regular bathing, use of deodorants, etc. Hair should be neat and clean and kept out of the eyes. Cologne and perfume is not recommended in the patient care setting and in moderation in all others. Cosmetics should be used in moderation. Nails should be well groomed and manicured to short or medium length. Jewelry and accessories should be non-distracting and jewelry in exposed pierced areas other than ears is not permitted. Tattoos must be covered.
- At minimum, acceptable attire in the didactic portion of the curriculum should be clean, neat, and conservative in nature. Students should be fully dressed, with clothing completely covering the trunk of the body and legs down to the knees. Casual clothing including blue jeans, shorts, t-shirts is acceptable. Unacceptable clothing includes any which reveals breasts/cleavage, abdomen, buttocks, or underwear; see-through clothing; and pajamas.
- At minimum, professional dress should include: shirts with tails tucked in, dress pants, dress shoes (close toed with dress socks/hose). Women should wear skirts and dresses no shorter than just above the knee when seated. Professional dress requires that the student be fully dressed without revealing breasts/cleavage, abdomen, buttocks, or underwear.
- COP Student's white coat is required to be waist-length, clean, neat, with name badge. In general any time a student wears his/her white coat he/she should exhibit an acceptable personal appearance and be professionally dressed.

More stringent dress codes outlined in an individual course syllabus will supersede the one above. Staff and faculty are expected to comply with the same minimum expectations for personal appearance and attire.

## Class Attendance

Students are required to be diligent in their studies and regular in their attendance at classes. They will be held responsible for making satisfactory arrangements with their instructors regarding absences. Students will not be permitted to be absent from a class in excess of the semester hours of credit for that course. Repeated absences will be reported to the office of the Dean. Absences should be reported to the Dean's office. Absences must be phoned in, not e-mailed, to the Dean's office on the day classes will be missed.

Extended Absence from Class Policy: Regular attendance at lecture, laboratory and other didactic exercises is fundamental to successful completion of the Doctor of Pharmacy degree. Failure to attend two or more consecutive meetings of any class constitutes "Extended Absence". Any student who is compelled to be absent for an extended period must notify the Associate Dean for Academic Affairs before any reasonably predictable absence commences. If an emergency (e.g. serious illness of student or immediate family member, extreme family hardship, disability) leads to extended absence, the student is responsible for notifying the Associate Dean for Academic Affairs as soon as practicable after the absence begins.

The Associate Dean for Academic Affairs, in consultation with the student, course coordinator, and the instructors involved, shall determine the proper means for the student to make up any extended absence.

It is not sufficient for the student to make arrangements with the course coordinators, individual instructors, or to arrange to receive class notes and other information from students in attendance. Class participation is a key element of the Doctor of Pharmacy curriculum. A student who fails to notify the Associate Dean for Academic Affairs in a timely fashion of foreseeable extended absence, or who delays in notifying the Associate Dean for Academic Affairs of an unexpected extended absence, shall be liable to immediate administrative withdrawal from all coursework. The Associate Dean for Academic Affairs may also recommend to the Dean administrative dismissal of a student for unapproved extended absence.

Student Request to Attend Meetings or Conventions: Students who wish to attend professional organization meetings, such as the APhA Midyear Regional Meetings, or other conventions must complete the Professional Meeting Absence form available in the Dean's office and obtain the signatures of each class professor. In the event of large numbers of students attending these meetings a single list may be generated by the Advisor of the organization and distributed to the necessary instructors. This form or list must be on file in the Dean's office prior to the meeting.

Participation in Research Studies: Students who consider giving consent to participate in research studies must complete and have signed the "Notification of Student Participation in Research Study" form available in the Registrar's office prior to consenting to participate in the study. The purpose of this form is to notify the student's instructors of the student's participation in the study. Any absence that may result from such participation is not excused. The student should consider class obligations and possible research study conflicts before agreeing to participate in the study. In the event of a conflict that arises after consent to participate in research has been provided the student may seek to resolve the conflict by making alternative arrangements with the research principle investigator, or by exercising his/her right to withdraw from the study. Participation in a research study does not excuse a student from a scheduled/unscheduled exam or quiz, class presentation or other class obligation, nor is it an excuse for poor performance.

## **Plagiarism**

Plagiarism is adopting or appropriating for one's own use and/or incorporating in one's own work, without acknowledgement, passages from the writings or works of others or presenting parts of passages of other's writings as the products of one's own mind. The COP faculty considers plagiarism an example of dishonest work. Faculty of the COP may use specialized computer software to assess plagiarism of student assignments. Infractions are to be referred to the Scholastic Standing Committee for judgment. Dishonest work will not be tolerated.

Use the following guidelines when referencing material: The use of exact words from the source requires direct quoting and an appropriate reference using scientific notations. Paraphrasing is defined as the restatement of text, passage or entire work, i.e. not the use of the original writer's exact words. Paraphrasing also requires the use of an appropriate reference using scientific notation. Tables, photographs, models, figures, and illustrations and written text constitute the "works of another" and must be footnoted and referenced appropriately. Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned in grading. The UAMS Library has a webpage on "Avoiding Plagiarism" for additional information and is designed especially for students. Check the webpage at: <http://www.library.uams.edu/resources/Plagiarism.aspx>.

## **Scholastic Non-Cognitive Performance Evaluation**

Each student is expected to comply with requests of University officials in the performance of their duties; to obey the laws of the city, state and nation; and to refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Scholastic non-cognitive performance is evaluated on the basis of certain demonstrated characteristics that are important to individuals preparing for a career in pharmacy. Characteristics included in these evaluations are attentiveness, demeanor, maturity, cooperation, inquisitiveness, responsibility and respect for authority. Students shall receive a grade of “Outstanding” or “Inadequate” when appropriate. The lack of either grade indicates that the student has been judged to possess the demonstrated characteristics or that contact with the student has been insufficient to allow evaluation. Faculty members of each course in which the student is enrolled will make evaluations.

If the student receives two (2) or more grades of “Outstanding,” the Associate Dean for Student Affairs will notify the student in writing of the fact, and will place a letter of commendation in the student’s file.

If the student receives the grade of “Inadequate” in two (2) or more separate situations or incidents, the Associate Dean for Student Affairs will undertake the following action (in the case of a serious violation, a single grade of “Inadequate” will suffice):

1. Notify the student in writing that he/she has received an excessive number of “Inadequate” evaluations;
2. Require the student to arrange a formal interview within one week with the individual(s) submitting the written report(s); and
3. Forward to the Scholastic Standing Committee the results of this interview, including the student’s explanation for his/her behavior.

The Scholastic Standing Committee may choose any or several of the following:

- Take no further action;
- Counsel the student in writing only;
- Interview and counsel the student;
- Interview and counsel the student and place him/her on leave of absence for an interval to be recommended by the Associate Dean for Student Affairs and approved by the Scholastic Standing Committee;
- Interview and counsel the student and place him/her on scholastic non-cognitive probation for an interval to be recommended by the Associate Dean for Student Affairs and approved by the Scholastic Standing Committee;
- Interview the student and recommend the student repeat the entire academic year; or
- Interview the student and recommend his/her dismissal from the College.

Recommendations of the Scholastic Standing Committee are forwarded to the Dean for action.

## **Conduct Expectations of Staff, Faculty, and Volunteer Faculty**

Staff, faculty, and volunteer faculty are expected to obey laws of the city, state and nation and refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Staff and Faculty are expected to comply with UAMS rules and regulations in the performance of their duties as employees of the University. Misconduct on the part of an employee of UAMS shall be reviewed by the employee’s immediate supervisor. UAMS Administrative Guide 4.4.01 Employee Basic Code of Conduct serves as a basis as well as this handbook.

Reports of misconduct of staff, faculty, and volunteer faculty should be made to the following appropriate line of communication:

- Staff: reports should be made to the direct supervisor and if the supervisor is unknown then a report should be made to the Director of Human Resources for the College.
- Faculty: reports should be made to the appropriate Department Chair and if the report is regarding the Department Chair the report should be made to the Dean.
- Volunteer Faculty – Clinical Faculty and Preceptors: reports should be made to the Assistant Dean of Experiential Education
- Volunteer Faculty – Adjunct Faculty: reports should be made to the appropriate Department Chair

Evaluation of these reports will be the responsibility of the identified supervisor. Consequences of misconduct will be determined within the confines of the job descriptions of the individuals. The process outlined in the UAMS Administrative Guide 4.4.02 Employee Disciplinary Notice may be followed. Appeals will be handled through staff and faculty procedures outlined in the UAMS Administrative Guide or UAMS Faculty Handbook.

## **Student Policies and Procedures**

The majority of pharmacy students will pass through the professional curriculum without any difficulty. Most students are never referred to the Scholastic Standing Committee except as they are routinely promoted to the next level of study. A few students, however, will experience difficulties that will bring them before the Scholastic Standing Committee, the Student-Faculty Affairs Committee or a Grievance Panel. These difficulties fall into two major categories, academic (marginal or inadequate academic performance) and disciplinary (cheating or serious breach of appropriate behavior). Since the procedures used to handle these problems differ, they will be described separately.

There may also be students who believe that a rule, procedure or policy was applied to them in an unfair or inequitable manner or that they had been treated unfairly by a faculty member or administrator. The Student Grievance Procedure is used to review the complaint of unfair treatment. It is possible that a student's allegation (e.g., unfairness of an assigned grade) could impact on two of the three procedures. In a situation such as an allegation of unfair assignment of a grade, the Grievance Panel must review the allegation first and make a recommendation to the Dean. The Scholastic Standing Committee can make a recommendation on progress and promotion of a student only after receipt of final, uncontested grades.

### **Academic Progression Review Procedure**

The Scholastic Standing Committee meets to review the records of all students approximately within two weeks after final grades are assigned by the faculty. When a student does not meet scholastic standards the Scholastic Standing Committee will review that student's record in detail and determine the appropriate application of the College of Pharmacy Scholarship Rules and Regulations.

The Scholastic Standing Committee determination will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. The Chair of the Scholastic Standing Committee will notify the student of the determination in writing.

Academic Review Appeal: Within seven (7) working days of the date of the determination notice, the student may appeal, in writing, to the Chairman of the Committee that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect

took place. These are the only bases for appealing the determination. If a student appeals the decision of the Scholastic Standing Committee, the Scholastic Standing Committee will reconvene to review the student's contentions. If the Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. The Committee's final determination will be forwarded to the Dean or the Dean's designee after the seven (7) day period for appeal has passed, or at the conclusion of an appeal.

Final Decision by the Dean or Dean's Designee: After receipt of a determination from the Scholastic Standing Committee resulting from an academic procedure, the Dean or Dean's designee may accept the determination or refer it back to the Scholastic Standing Committee for additional consideration. The decision of the Dean or the Dean's designee shall be final, and there shall be no further appeal. The Chair of the Scholastic Standing Committee will notify the student in writing of the final decision.

### **Scholastic Non-Cognitive Progression Review Procedure and Appeal**

When a student does not meet academic honesty or minimal scholastic non-cognitive standards the Scholastic Standing Committee will review that student's record in detail and make a determination. If the class syllabus for a particular class states a specific academic honesty policy different from the College policy, the class policy takes precedence. The Scholastic Standing Committee may meet at any time during the calendar year.

The members of the Scholastic Standing Committee and student(s) whose situation(s) will be considered in detail will be notified, in writing, of the meeting by the Chairman of the Scholastic Standing Committee. The notice will be hand delivered to the student(s) or delivered by mail to his/her last known address. The notice will include the date, time, and place of the meeting, the issues that will be considered, and the possible consequences.

The student may submit a written statement to the Chairman of the Scholastic Standing Committee prior to the meeting that sets out reasons why the determination of the Committee should be in his/her favor. The student may also submit written statements from others in his/her behalf, and may appear in person, make an oral statement, and answer questions from members of the Committee. This interaction shall be in the nature of an informal give-and-take rather than a formal evidentiary hearing. Legal counsel may not be present. The student may not present witnesses without prior consent of the Chairman.

The determination of the Scholastic Standing Committee will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. The Scholastic Standing Committee shall not reconsider a determination made by the Grievance Panel or the Student-Faculty Affairs Committee concerning a student. Students may not be present during the Committee deliberations. The Chair of the Scholastic Standing Committee will notify the student in writing of the determination.

Scholastic Non-cognitive Review Appeal: Within seven (7) working days of the date of the determination notice, the student may appeal, in writing, to the Chair of the Committee that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for contesting the decision. If a student appeals the determination of the Scholastic Standing Committee, the Scholastic Standing Committee will reconvene to review the student's contentions. If the Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. The Committee's final

determination will be forwarded to the Dean or the Dean's designee after the seven (7) day period for appeal has passed, or at the conclusion of an appeal.

Final Decision by the Dean or Dean's Designee: After receipt of a determination from the Scholastic Standing Committee resulting from a scholastic non-cognitive procedure, the Dean or Dean's designee may accept the determination or refer it back to the Scholastic Standing Committee for reconsideration. The decision of the Dean or the Dean's designee shall be final, and there shall be no further appeal. The Chair of the Scholastic Standing Committee will notify the student in writing of the final decision.

## **Disciplinary Proceedings and Appeal**

Cases involving disciplinary actions can arise from alleged infractions of student conduct or an alleged serious and significant breach of appropriate behavior. Examples by way of illustration, not by way of limitation of possible actions, which would lead to initiation of disciplinary procedures, include accusations of fraud, stealing or other violations of law.

After receipt of an allegation of infraction of student conduct as defined in the student handbook, catalog, or for an alleged serious and significant breach of appropriate behavior, a hearing before the Student-Faculty Affairs Committee will be conducted to determine the facts. The Chairman or a member of the Committee shall prepare and present the case against the student. If the Student-Faculty Affairs Committee finds the student guilty, his/her disposition becomes an academic matter. The case shall be referred to the Dean or designee for determination of disposition. If the Student-Faculty Affairs Committee finds the student innocent, all records of that proceeding shall be destroyed.

Disciplinary Hearing Procedures: Seven (7) working days in advance of a Student-Faculty Affairs Committee hearing, the student will be provided notice in writing of the specific allegations, a list of witnesses and any sworn statements or exhibits which will be used as evidence against him/her. The student will be given a list of the members of the Student-Faculty Affairs Committee. The student may request that the Dean or Dean's designee replace any member(s) of the Student-Faculty Affairs Committee for the hearing if the student can show cause.

The hearing will be conducted in private. Witnesses will be admitted for testimony only and then asked to leave. The testimony will be recorded (audio), but the deliberations of the Committee will not be recorded. The student may have one (1) person present during the hearing, who may be an attorney, to advise him/her. This person may not address the Committee, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. If the complainant chooses to have an attorney present, a University attorney may also attend the hearing. The student may appear in person, make an oral statement, and answer questions from members of the Committee. Should the student choose to remain silent, no adverse inference will be raised against him/her. The student may submit sworn written statements and other exhibits and witnesses in his/her behalf. The student may hear and question all witnesses.

During the period of time prior to the disciplinary hearing, the Dean or Dean's designee may remove a student from his/her academic place (courses, clerkship, or elective) if the student materially and substantially disrupts the educational process or constitutes a clear and present danger to the health and safety of any other persons, themselves, or property, or infringes on the rights of others.

The Student-Faculty Affairs Committee shall make its determination in writing based upon the evidence presented at the hearing that is relevant to the issue or issues before Committee. The student may not be present during the Committee deliberations. The student shall be notified in writing of the determination.

Appeal of Disciplinary Recommendations: Within seven (7) working days of the date of the determination notice the student may appeal, in writing, to the Chairman of the Student-Faculty Affairs Committee that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for appealing the determination. If a student contests the determination of the Student-Faculty Affairs Committee, the Student-Faculty Affairs Committee will reconvene to review the student's contentions. If the Student-Faculty Affairs Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. There shall be no further appeal from a final determination by the Student-Faculty Affairs Committee.

If the Student-Faculty Affairs Committee finds a serious breach of behavior occurred, the Committee would recommend disposition to the Dean or Dean's designee.

Final Decision by the Dean or Dean's Designee: After receipt of a recommendation from the Student-Faculty Affairs Committee resulting from either an academic or disciplinary procedure the Dean or Dean's designee may accept the recommendation, revise it or refer it back to the Student-Faculty Affairs Committee for reconsideration. The decision of the Dean or the Dean's designee shall be final, and there shall be no appeal. The student shall be notified in writing of the decision.

## **Student Grievance Procedure and Appeal**

The College of Pharmacy Student Grievance Procedure represents a formal mechanism whereby any student may obtain a review of a complaint of unfair treatment. The Grievance Procedure shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather a person or persons shall use it for a hearing and due process for those who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment.

A student with a grievance must submit a written statement to the Associate Dean for Student Affairs outlining specifics within three (3) working days following the incident which forms the basis for the complaint, e.g., three days after grades are posted.

Initial Attempt to Resolve Grievance: An attempt shall be made to resolve the grievance by referring the student to the departmental chairman or other appropriate administrative official. If the grievance cannot be resolved, and if it is deemed advisable by the Dean, a Grievance Panel will be convened for the purpose of conducting a hearing to determine the facts.

Grievance Panel Selection and Hearing Procedures: The process for selecting a Grievance Panel of six members will be as follows: The person filing the complaint and the Dean or his designee jointly will review the College of Pharmacy's full-time faculty list, removing from consideration any member who may with reason be considered inappropriate for the hearing (e.g., a faculty member directly involved in the issue being appealed should not sit on the panel for that complaint). The names of the remaining members will then be written on tabs of paper, folded, and randomized by mixing. The complainant will draw names from the container. The first six (6) names will constitute the Grievance Panel, provided that they are available at the time of the Hearing. The 7<sup>th</sup> name drawn is the first alternate; the 8<sup>th</sup> name drawn is the second alternate, etc., until all names are listed in a priority hearing sequence.

The Hearing is to take place no sooner than three (3) days and not later than ten (10) days after the drawing unless there is a specific reason why another time must be selected (e.g., inability of an attorney to be present within the prescribed period). At a prearranged time prior to the Hearing the six (6) members of the Panel and the complainant will meet briefly with the Dean to be given the charge (i.e., whether the complainant has been treated fairly and equitably), plus all relevant background data. The Dean and complainant will then withdraw and the Panel will elect a chairman to preside at the subsequent hearing.

The hearing will be conducted in private. Witnesses will be admitted for testimony only and then be asked to leave. The testimony will be recorded (audio), but the final deliberations of the panel will not be recorded.

The student may have one (1) person present during the hearing, who may be an attorney, to advise him/her. This person may not address the Panel, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. If the complainant chooses to have an attorney present, a University attorney may also attend the hearing. The student must appear in person, make an oral statement, and answer questions from members of the Panel. The student may submit sworn written statements and other exhibits and witnesses in his/her behalf. The student may hear and question all witnesses testifying before the Panel.

The Panel shall make its determination of whether the student was treated fairly or unfairly based upon the evidence presented at the hearing which is relevant to the issue or issues before the Panel. The determination will be made to the Dean in writing by the end of the next working day. The Panel may make recommendations for resolution of the dispute. The student may not be present during the Panel deliberations. The student shall be notified in writing by the Dean or designee of the Panel's determination.

Appeal of Grievance Panel Findings: Within seven (7) working days of the date on the Dean's notification to the student of the Panel's determination, he/she may appeal, in writing, to the Dean that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for contesting the determination of the Panel. If a student contests the determination of the Panel, the Panel will reconvene to review the student's contentions. If the Panel concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. The Panel will present its determination in writing to the Dean.

Final Decision by the Dean: After receipt of a determination from the Panel and after the seven day period has elapsed, the Dean may accept it, reverse it, or refer it back to the Panel for reconsideration. The student shall be notified in writing of the Dean's decision. The decision of the Dean shall be final, and there shall be no further appeal.

## **Student Complaint Policy (ACPE Standards 2007)**

The UAMS College of Pharmacy will respond fairly and impartially to any written complaint related to standards of the Accreditation Council of Pharmacy Education (ACPE) according to the process established by the faculty.

Standards of ACPE accreditation shall be published on the College of Pharmacy website in order to make them easily accessible to students. The College of Pharmacy shall update information posted on the website whenever ACPE amends the standards. The procedure for responding to written complaints from a student or group of students related to a Standard established and published by ACPE shall be:

1. The written complaint shall be directed to the Associate Dean of the College of Pharmacy.
2. The Associate Dean shall acknowledge in writing to the author(s) of the complaint the date of its receipt and the schedule for action.
3. The Associate Dean shall bring the complaint to the next regular meeting of the Executive Committee of the College for advice in directing the complaint to the appropriate Standing Committee of the College.
4. The Associate Dean shall transfer the complaint to the Chair of the appropriate Standing Committee for action.
5. The Standing Committee receiving a written complaint related to an ACPE Standard shall meet to consider the complaint within five (5) working days of delivery of the complaint to its Chair. The Standing Committee shall recommend action to resolve the complaint within five (5) working days of this meeting. The Chair shall direct the recommendation to the Dean.
6. The Dean may accept, reject or modify the advice of the Committee. The Dean shall notify in writing the decision about the Committee's advice to the Chair of the Committee and to the author(s) of the complaint within three (3) working days of receiving the Committee's advice.
7. The decision of the Dean shall be final. If the author(s) of the complaint disagree, the matter shall be handled in accordance with the College of Pharmacy Grievance Process.
8. The Dean's Office shall establish a file containing the original of each complaint received relating to ACPE Standards, the advice of the Standing Committee receiving the complaint, and a copy of the Dean's letter stating final action on the complaint. The file shall be maintained permanently. Contents of the file shall be available only to the Dean or Dean's Designee, and to authorized officers of ACPE.

For more information on unresolved issues on a complaint related to the accreditation standards please see <http://www.acpe-accredit.org/complaints/default.asp>. If you wish to file a complaint, please use the following e-mail: [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program) or [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) (regarding a continuing education provider).