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Introduction

The South University School of Pharmacy Student Handbook has been prepared as a reference guide to provide students with information about the school. The handbook outlines information about academic progressions, policies and procedures, and student support services. Continuous quality assessment and improvement will require continuous review by the faculty and administration of the School of Pharmacy (“the School”). All students should be familiar with current academic requirements, and operational policies, as well as other official documents or announcements by South University (“the University”).

South University reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect; however, South University will make reasonable attempts to notify students promptly of any distributions or other methods deemed appropriate by the college administration.

All students will be subject to, and expected to observe the Code of Ethics for Pharmacists, the Pledge of Professionalism and the Oath of a Pharmacist established by the American Pharmacists Association.

Non-Discrimination Policy

South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. South University provides reasonable accommodations to qualified individuals with disabilities. South University will not retaliate against persons bringing forward allegations of harassment or discrimination. The Dean of Student Affairs (Kari L. Pahno, klahno@southuniversity.edu, 866-629-2901 for South University, Savannah and Stanley Singleton, sdsingleton@southuniversity.edu, 866-629-3031 for South University, Columbia) has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the Non-Discrimination Policy.

(Alternative formats of this publication are available upon request. This handbook is available electronically. For more information on alternative formats, contact the Associate Dean for Student Affairs for the School of Pharmacy.)
## School of Pharmacy Didactic Calendar 2016 - 2017

**Dates are subject to change if necessary**

### Summer 2016

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<tr>
<th>Date Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 6&lt;sup&gt;th&lt;/sup&gt; – 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Orientation</td>
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<tr>
<td>June 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>White Coat Ceremony</td>
</tr>
<tr>
<td>June 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Classes Begin for Quarter 1 and 9</td>
</tr>
<tr>
<td>July 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Holiday</td>
</tr>
<tr>
<td>August 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day of Class</td>
</tr>
<tr>
<td>August 18&lt;sup&gt;th&lt;/sup&gt; – August 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Reading Days/Final Exams</td>
</tr>
<tr>
<td>August 28&lt;sup&gt;th&lt;/sup&gt; – September 11&lt;sup&gt;th&lt;/sup&gt;</td>
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### Fall 2016

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<tr>
<td>September 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>First Day of Class for Quarter 2 and 6</td>
</tr>
<tr>
<td>November 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day of Class</td>
</tr>
<tr>
<td>November 19&lt;sup&gt;th&lt;/sup&gt; – 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Thanksgiving Break</td>
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<td>Reading Days/ Final Exams</td>
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<tr>
<td>December 10&lt;sup&gt;th&lt;/sup&gt; – January 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>First Day of Class for Quarter 3 and 7</td>
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<tr>
<td>January 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Martin Luther King Holiday</td>
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</tr>
<tr>
<td>March 12&lt;sup&gt;th&lt;/sup&gt; – March 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Spring Break</td>
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### Spring 2017

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<td>First Day of Class for Quarter 4 and 8</td>
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<tr>
<td>March 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Good Friday Holiday</td>
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<td>May 17&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>May 18&lt;sup&gt;th&lt;/sup&gt; – 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Reading Days/Final Exams</td>
</tr>
<tr>
<td>May 28&lt;sup&gt;th&lt;/sup&gt; – June 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Summer Break</td>
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### Summer 2017

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<td>June 5&lt;sup&gt;th&lt;/sup&gt; – June 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Orientation</td>
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<tr>
<td>June 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>White Coat Ceremony</td>
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<tr>
<td>June 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>First Day of Class for Quarter 1 and 9</td>
</tr>
<tr>
<td>July 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Holiday</td>
</tr>
<tr>
<td>August 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day of Class</td>
</tr>
<tr>
<td>August 17&lt;sup&gt;th&lt;/sup&gt; – August 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Reading Days/ Final Exams</td>
</tr>
<tr>
<td>August 27&lt;sup&gt;th&lt;/sup&gt; – September 10&lt;sup&gt;th&lt;/sup&gt;</td>
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## Intermediate Rotation Schedule

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<tr>
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<th>Rotation End Date</th>
<th>Session</th>
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<td>August 5, 2016</td>
<td>Intermediate 2</td>
</tr>
<tr>
<td>August 8, 2016</td>
<td>September 2, 2016</td>
<td>Intermediate 3</td>
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## Advanced Rotation Schedule

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<th>Session</th>
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<td>October 7, 2016</td>
<td>APPE 1</td>
</tr>
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<td>October 10, 2016</td>
<td>November 11, 2016</td>
<td>APPE 2</td>
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<tr>
<td>November 14, 2016</td>
<td>December 16, 2016</td>
<td>APPE 3</td>
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<tr>
<td>January 9, 2017</td>
<td>February 10, 2017</td>
<td>APPE 4</td>
</tr>
<tr>
<td>February 12, 2017</td>
<td>March 17, 2017</td>
<td>APPE 5</td>
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<tr>
<td>March 20, 2017</td>
<td>April 21, 2017</td>
<td>APPE 6</td>
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<td>May 1, 2017</td>
<td>June 19, 2017</td>
<td>APPE 7</td>
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*The only holidays during intermediate or clinical rotations are those associated with the experiential site. *South University’s holidays do not apply.*
## Savannah Campus Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtis E. Jones, II, Ph.D., R.Ph.</td>
<td>Dean and Associate Professor Pharmaceutical Sciences</td>
</tr>
<tr>
<td>Gabriella Pahno Fischer, M.Ed.</td>
<td>Associate Dean for Student Affairs of Pharmaceutical Sciences</td>
</tr>
<tr>
<td>Gregory L. Alston, Pharm.D.</td>
<td>Professor of Pharmacy Practice</td>
</tr>
<tr>
<td>Julie A. Sehl, M.B.A.</td>
<td>Registrar</td>
</tr>
<tr>
<td>Amy Keeter, B.B.A.</td>
<td>Assistant to the Dean</td>
</tr>
<tr>
<td>Patti W. Adams, Ph.D.</td>
<td>Associate Professor of Pharmaceutical Sciences</td>
</tr>
<tr>
<td>Jonathan E. Karcher</td>
<td>Pharmacy Staff Clinical Coordinator</td>
</tr>
<tr>
<td>James W. Fetterman, Pharm.D.</td>
<td>Professor of Pharmacy Practice</td>
</tr>
<tr>
<td>Rachel C. Ridley, B.S</td>
<td>Administrative Assistant for Admissions</td>
</tr>
<tr>
<td>Melissa C. Jones, Pharm.D</td>
<td>Assistant Dean for Admissions</td>
</tr>
<tr>
<td>Diana M. Stewart, B. A.</td>
<td>Admissions Processing Coordinator</td>
</tr>
</tbody>
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## Columbia Campus Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard O’Brocta, Pharm.D.</td>
<td>Associate Dean for Academic Operations Professor of Pharmacy Practice</td>
</tr>
<tr>
<td>Curtis L. Hicks, B. S. B. A.</td>
<td>Pharmacy Staff Clinical Coordinator</td>
</tr>
<tr>
<td>William P. Wynn, III, Pharm.D.</td>
<td>Experiential Education Coordinator Assistant Professor of Pharmacy Practice</td>
</tr>
<tr>
<td>Julie A. Sehl, M.B.A.</td>
<td>Registrar/Budget Manager</td>
</tr>
<tr>
<td>Sandra Rhyne, M. Ed.</td>
<td>Assistant Dean for Student Affairs</td>
</tr>
<tr>
<td>Samantha N. Hansford, M. S.</td>
<td>Administrative Assistant for Admissions</td>
</tr>
<tr>
<td>Kelly J. Clark, Pharm.D.</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td></td>
<td>Assistant Professor of Pharmacy Practice</td>
</tr>
</tbody>
</table>
Department of Pharmaceutical Science

Patti W. Adams, Ph.D.  
Associate Professor (Pharmacology)

Curtis E. Jones, II, Ph.D., R.Ph.  
Dean, Associate Professor (Pharmaceutics)

Adegoke O. Adeniji, Ph.D., R.Ph  
Assistant Professor (Pharmacology)

John P. Kennedy, Ph.D., R.Ph  
Associate Professor (Pharmaceutics)

Hitesh Agarwal, Ph.D.  
Assistant Professor (Medicinal Chemistry)

Launa M. Lynch, Ph.D.  
Assistant Professor (Pharmacology)

Mahfoud Assem, Ph.D.  
Associate Professor (Pharmacogenomics)

Lilia Macias-Moriarity, Ph.D.  
Assistant Professor (Epidemiology)

Karyn I. Cotta Ph.D.,  
Assistant Professor (Pharmaceutics)

James K. Porter, Ph.D.  
Professor (Medicinal Chemistry)

Susan M. Elrod, Pharm.D., Ph.D.  
Assistant Professor (Pharmaceutics)

Roseane M. Santos, Ph.D.  
Associate Professor (Pharmacology)

Ajay N. Singh, Ph.D.  
Assistant Professor (Medicinal Chemistry)

Department of Pharmacy Practice

Gregory L. Alston, Pharm.D.  
Professor of Pharmacy Practice  
Associate Dean

Andria S. Fetterman, Pharm. D.  
Assistant Professor

Sarah F. Braga, Pharm.D.  
Assistant Professor

James W. Fetterman, Jr., Pharm.D.  
Professor  
Experiential Education Coordinator

Peter T. Bulatao, Pharm.D.  
Assistant Professor

Lauren M. Garton, Pharm.D.,  
Associate Professor

Kelly J. Clark, Pharm.D.  
Assistant Professor

Sarah Hinton, Pharm.D.,  
Assistant Professor

Erin Dalton, Pharm.D.  
Assistant Professor

Melissa C. Jones, Pharm.D.  
Associate Professor

Elenna Kuhn, Pharm.D.  
Resident
Andrea L. McKeever, Pharm.D.
Associate Professor

Michael D. Schwartz, Pharm.D.
Associate Professor

Gregory C. McKeever, Pharm.D.
Assistant Professor

Gregory V. Stajich, Pharm.D.
Professor

Tracey R. Meade, Pharm.D.
Academic Success Coordinator

Kimberly L. Tackett, Pharm.D.
Associate Professor

Richard O’Brocta, Pharm.D.
Professor, Associate Dean

Kenric B. Ware, Pharm.D.
Assistant Professor

Lorie L. Schwartz, BSMT, CPhT
Laboratory Instructor

William. P. Wynn, III, Pharm.D
Assistant Professor

**Adjunct and Part –Time Faculty**

Joel Becker, Pharm. D.
Adjunct Instructor – Columbia

Janis L. Montgomery, Pharm.D.
Assistant Professor – Columbia

Alyssa Norwood, Pharm.D.
Adjunct Instructor – Columbia

Alyson Shirer, Pharm.D
Adjunct Instructor – Columbia

**Key University Administration**

John T. South, III
Chancellor

Todd M. Cellini, Ed.D.
President, Savannah Campus

David Shoop, Ph.D.
President, Columbia Campus
<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Adams, Dr. Patti W.</td>
<td>201-8126</td>
<td>352</td>
</tr>
<tr>
<td>Adeniji, Dr. Adegoke O.</td>
<td>201-8157</td>
<td>338</td>
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<tr>
<td>Alston, Dr. Gregory L.</td>
<td>201-8133</td>
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<tr>
<td>Bulatao, Dr. Peter T.</td>
<td>201-8161</td>
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<tr>
<td>Cotta, Dr. Karyn I.</td>
<td>201-8158</td>
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<tr>
<td>Dalton, Dr. Erin</td>
<td>TBD</td>
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<tr>
<td>Deng, Dr. Daniel</td>
<td>790-4182</td>
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<tr>
<td>Fetterman, Dr. Andria</td>
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<td>Fetterman, Dr. James W.</td>
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<td>Fischer, Gabriella P.</td>
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<tr>
<td>Garton, Dr. Lauren M.</td>
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<td>Hinton, Dr. Sarah</td>
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<tr>
<td>Hull, Mr. Ronald W.</td>
<td>790-4168</td>
<td>2nd Floor</td>
</tr>
<tr>
<td>Kuhn, Dr. Elenna</td>
<td>201-8164</td>
<td>312A</td>
</tr>
<tr>
<td>Jones, Dr. Curtis E.</td>
<td>201-8130</td>
<td>301</td>
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<tr>
<td>Jones, Dr. Melissa C.</td>
<td>201-8142</td>
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<tr>
<td>Keeter, Mrs. Amy</td>
<td>201-8124</td>
<td>301C</td>
</tr>
<tr>
<td>Kennedy, Dr. John P.</td>
<td>201-8138</td>
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<td>Lynch, Dr. Launa M. J.</td>
<td>201-8136</td>
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<tr>
<td>Macias-Moriarity, Dr. Lilia Z.</td>
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<tr>
<td>McKeever, Dr. Andrea L.</td>
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<tr>
<td>Porter, Dr. James K.</td>
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<tr>
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<tr>
<td>Santos, Dr. Roseane M.</td>
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<tr>
<td>Schwartz, Mrs. Lorie L.</td>
<td>201-8172</td>
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<td>Sehl, Ms. Julie A.</td>
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<tr>
<td>Singh, Dr. Ajay N.</td>
<td>201-8148</td>
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<tr>
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<td>Stajich, Dr. Gregory V.</td>
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<tr>
<td>Stewart, Ms. Diana M.</td>
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<tr>
<td>Tackett, Dr. Kimberly L.</td>
<td>201-8144</td>
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<tr>
<td>Main Number – School of Pharmacy</td>
<td>201-8120</td>
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**South University, Columbia Faculty Office and Phone Numbers (Area Code 803)**

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Assem, Dr. Mahfoud</td>
<td>935-9699</td>
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<tr>
<td>Braga, Dr. Sarah F.</td>
<td>935-9707</td>
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<tr>
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<td>935-9702</td>
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<td>Agarwal, Dr. Hitesh</td>
<td>935-9712</td>
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<td>935-9701</td>
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</table>
South University’s Doctor of Pharmacy programs at the campuses in Savannah, GA, and Columbia, SC, are accredited by the Accreditation Council for Pharmacy Education (20 North Clark St, Suite 2500; Chicago, IL 60602-5109; 312-664-3575; www.acpe-accredit.org).

South University Campus and Affiliations with Health Care Facilities

The South University School of Pharmacy in Savannah is a 40,000-square-foot, freestanding, facility designed specifically to house a modern pharmacy school. The building provides instructional, laboratory, and office facilities for pharmacy students, faculty and administrators. This facility also provides two large modern lecture halls and an adequate number of small classrooms to facilitate small group instruction.

A General Purpose Laboratory is located in the building. This laboratory includes rooms for patient counseling practice and teaching physical assessment. All rooms have videotape/playback capabilities. In addition, a sterile products room and a model pharmacy are available. This practice laboratory accommodates up to 34 students per class, and is designed to emulate real practice settings as well as to provide maximum use in the academic program. There is also a 32-station Analytical Chemistry Laboratory that is used for chemistry, pharmaceutics, and professional laboratory courses. A Drug Information Center on the first floor provides an active learning center in the School of Pharmacy.

Practice sites have been recruited to support the experiential component of the curriculum. Early activity will be focused on the introductory practice experiences. Students will be precepted at sites in all three phases of practice experience: introductory, intermediate and advanced. Experiential sites will include, but not be limited to, chain and independent community pharmacies, teaching and community hospitals, long term care facilities, managed care facilities, pharmaceutical companies, home infusion therapy companies, regulatory agencies, family practice clinics and a veterinary hospital, among others.

On June 14, 2010, South University opened the doors to the second campus offering the Doctor of Pharmacy Program. The School occupies a new building in Columbia, SC, on the existing South University campus. The building is complete with a pharmacy practice lab, mock pharmacy and patient assessment labs affording students the opportunity to develop dispensing, compounding, intravenous admixture and patient assessment/counseling skills. The laboratory in Columbia accommodates 48 students and is a complete practice and chemistry laboratory in one. An onsite Drug Information Center provides information to consumers and healthcare professionals as well as serves as an advanced rotation site for students.

Columbia faculty, in conjunction with our Savannah faculty, are a combination of professionals who enable us to utilize Tandberg distance education, and other modern technologies in combination with live instruction, and who provide the pharmacy education required for our students to develop the professional skills to serve patients.
South University has developed a program that is visionary in its approach to educating Pharmacy students, with a carefully structured curriculum designed to prepare graduates for both high standards of contemporary pharmacy practice and the evolution of the profession. At South University, we have integrated Medicinal Chemistry, Pharmacology, and Therapeutics into one combined continuing course sequence developed in full collaboration by science and practice faculty. The resulting efficiency allows a rigorous comprehensive didactic component in a curriculum that contains 12 months of full-time rotations using an accelerated, full-time 12-quarter schedule designed to deliver four academic years in three calendar years.

**Mission Statement**

The Mission and Vision of the South University School of Pharmacy is …

Mission:  
*To prepare pharmacists for life-long learning in the practice of collaborative patient-centered care, and promote excellence in teaching, scholarship and service.*

Vision:  
*To graduate professionals consistently recognized for excellence in patient care, service, and scholarship*

The South University School of Pharmacy provides a learning community that facilitates critical thinking, problem-solving skills and scholarship, using industry standard technology. It provides for active student centered learning that fosters life-long learning and continuing professional development. Although the School of Pharmacy aims to prepare pharmacists for all areas of practice, special emphasis is placed on the community environment in which the majority of health care services will be provided in the future.

In fulfillment of its mission, the School of Pharmacy strives for excellence in the following broad areas.

**Teaching**
- Provide students with the knowledge, skills, abilities, attitudes and values necessary to practice pharmaceutical care
- Develop an understanding of and approach to critical inquiry
- Facilitate the transformation of students from dependent to independent learners
- Foster a desire and need for life-long learning
- Provide a model of care that improves health outcomes for patients

**Scholarship**
- Engage in all forms of scholarship including the scholarship of teaching
- Expose students to the processes of research
- Encourage scholarly inquiry into the benefits of pharmaceutical care in improving patient outcomes
Professional Service and Practice

- Develop an understanding of the value of interdisciplinary care
- Provide students with models of wellness and community health programming
- Involve students in the profession of pharmacy

Community Service

- Develop an understanding of the importance of volunteerism and its impact on the community
- Integrate the School of Pharmacy into the daily life of the community

Core Values

The mission of the School represents a self-analysis of what we consider to be our role within our professional and academic community. The vision represents the ultimate goal of the state of being that the School of Pharmacy continuously strives to attain. The definition of who we are as an entity (mission) and what we strive to be (vision) is a limited portrayal of the essential components of the School of Pharmacy. These measures and goals are ultimately based on the collective values of the School and University community. The values that serve at the foundation and motivation for the faculty and staff of South University School of Pharmacy are as follows:

- Integrity
- Caring
- Intellectual Curiosity
- Respect
- Responsibility
- Leadership
- Professionalism
- Critical Thinking

Integrity - Unwavering adherence to a moral and ethical code of conduct and having the courage to do what is right.

Modeled Behaviors: Integrity

- Is fair, straightforward, and truthful
- Admits, corrects, and learns from mistakes
- Honors commitments and accepts responsibility for actions
- Expresses concerns about work issues and works constructively to create a resolution
- Addresses any dishonest or unethical behavior

Caring - Showing concern for the well-being of others

Modeled Behaviors: Caring

- Places other’s interests ahead of own
- Shows compassion and kindness toward others
• Treats everyone fairly and genuinely concerned about the welfare of others
• Is sensitive to the personal concerns and beliefs of others
• Will go out of the way to accommodate the needs of others
• Is mindful and respectful of others
• Recognizes the value of others, their ideas, beliefs, diversity, and cultural heritage

**Intellectual Curiosity** - Acquiring and synthesizing intellectual curiosity as well as understanding and assimilating new knowledge and information

**Modeled Behaviors: Intellectual Curiosity**
• Actively participates in faculty or staff development
• Shares knowledge of new procedures and technologies with peers
• Participates in teaching and learning colloquies and seminars
• Updates lectures and courses with new knowledge and theories

**Respect** - Valuing diverse cultures, opinions, teaching methods, and learning styles

**Modeled Behaviors: Respect**
• Seeks to learn from and accommodate different perspectives
• Seeks, accepts, and acts on feedback from others
• Encourages the expression of ideas and opinions
• Treats others with humility, fairness, and equality

**Responsibility** - Being accountable for one’s actions and decisions

**Modeled Behaviors: Responsibility**
• Strives to adhere to university and school policies and procedures
• Supports the mission, goals, and objectives of the school through research, teaching, and service
• Actively participates in on-going educational and professional activities

**Leadership** - Capacity to generate ideas and advance the knowledge and practice of pharmacy

**Modeled Behaviors: Leadership**
• Develops new approaches to offering lectures and courses
• Initiates novel ways to advance the knowledge and practice of pharmacy
• Generates ideas for pharmacy research and scholarship
• Serves as a role model for students in their development as leaders

**Professionalism** - Exhibiting appropriate behaviors and adhering to an established code of conduct

**Modeled Behaviors: Professionalism**
• Treats people in a friendly, courteous, and professional manner
• Actively listens when others are sharing information and experiences and asks questions for clarification
• Avoids gossip, hostility, crude language, offensive joke telling, inappropriate dress
• Reacts timely and appropriately to inquiries or change
Pledge of Professionalism

As a student of pharmacy, I believe that 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 society and myself, as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

To accomplish this goal of professional development, I, as a student of pharmacy, should:

- **DEVELOP** a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.

- **FOSTER** professional competency throughout life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.

- **SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimionides and a Code of Ethics as set forth by the profession.

- **INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.

- **MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional school community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

Preamble
Pharmacists are health professionals who assist individuals in making the best use of medications. This Code of Ethics for Pharmacists, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues are established to guide pharmacists in relationships with patients, health professionals, and society.

1. *A pharmacist respects the covenantal relationship between the patient and pharmacist.*
   Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

2. *A pharmacist promotes the good of every patient in a caring, compassionate and confidential manner.*
   A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

3. *A pharmacist respects the autonomy and dignity of each patient.*
   A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

4. *A pharmacist acts with honesty and integrity in professional relationships.*
   A pharmacist has a duty to tell the truth, to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interest of patients.

5. *A pharmacist maintains professional competence.*
   A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

6. *A pharmacist respects the values and abilities of colleagues and other health professionals.*
   When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
7. **A pharmacist serves individual, community and societal needs.**
   The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

8. **A pharmacist seeks justice in the distribution of health resources.**
   When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

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**Oath of a Pharmacist**

I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession’s moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

*The Oath of a Pharmacist is based on the “Oath and Prayer of Maimonides” with input from the American Pharmacists Association (APhA), and the American Association of Colleges of Pharmacy (AACP). The Board of Directors of AACP approved the Oath of a Pharmacist in 1983, revised it in 1994, and again in 2007. The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the APhA.*
Pharmaceutical Care

The School of Pharmacy has endorsed the concept of pharmaceutical care by incorporating it into the School’s mission statement and by integrating the principles of pharmaceutical care throughout the School’s professional program. Pharmaceutical care is a patient centered practice that requires the pharmacist to work in concert with the patient and the patient’s other health care providers to promote health, to prevent disease, and to assess, to monitor, to initiate, and to modify medication use to assure that drug therapy regimens are safe and effective. The goal of pharmaceutical care is to optimize the patient’s quality of life, and to achieve positive clinical outcomes, within realistic economic expenditures. To achieve this goal, the pharmacist must accomplish the following:

- Establish and maintain professional relationships.
- Collect, organize, record, and maintain patient-specific medical information.
- Evaluate patient-specific medical information and develop with the patient a drug therapy plan.
- Assure that the patient has all supplies, information, and knowledge necessary to carry out the drug therapy plan; and
- Review monitor, and modify the drug therapy plan as necessary and appropriate, in concert with the patient and the patient’s other health care providers.

In addition, the pharmacist must accurately document the patient’s progress in the pharmacy record and communicate such progress to the patient and to the patient’s other health care providers as appropriate. The pharmacist also shares information with other health care providers as the setting for care changes, helping to assure continuity of care as the patient moves from the community setting to the institutional setting, to the long-term care setting.

Self-Directed Learning

It is essential the students adopt and exhibit the concepts of self-directed learning. In this educational model, faculty members facilitate the acquisition of critical thinking and problem solving skills to students. With rapid changes in information and medical breakthroughs, students must be able to apply the basic concepts of biomedical, clinical and pharmaceutical sciences to new concepts that are constantly and will constantly evolve throughout their careers. It is the student’s responsibility to demonstrate mastery of knowledge and skills that lead to lifelong learning.
New Student Obligations

Attendance at orientation and the White Coat Ceremony is mandatory for all new students.

All new students must complete a background check and be cleared for matriculation.

Students must submit proof of basic health insurance in order to matriculate. Students must provide required immunizations as specified by the School of Pharmacy

Tuition and fees are due and payable on or before the registration date for each quarter. Circumstances, which prevent a student from adhering to these dates, should be discussed with the business office. Students attending school under a grant or loan should confer with the Director of Financial Aid concerning the payment of fees; students attending school under the G.I. Bill can discuss payment of school fees with the Director of Financial Aid.

Failure to make proper payments, unless otherwise cleared with the business office, will result in dismissal from the University. Grades will not be issued, degrees granted, or academic transcripts furnished until all financial obligations have been satisfied and all University property returned.

Current telephone numbers, mailing addresses, and South University email addresses for each active student will be maintained by the administrative staff of the School of Pharmacy for the purpose of contacting students in regard to their academic status. It is the responsibility of each student to ensure that the current contact information on file is accurate and up to date. Students are responsible for establishing and checking South University email accounts. Instructions are provided during the orientation program and are available by the South University School of Pharmacy Registrar.

Technical Standards for Doctor of Pharmacy Degree Program Admission

The educational goal of the South University School of Pharmacy is to prepare pharmacists for life-long learning in the practice of collaborative patient-centered care, and promote excellence in teaching, scholarship and service. Students admitted to the Doctor of Pharmacy degree program must also meet the technical standards for admissions. These technical standards outline the essential functions that candidates for the Doctor of Pharmacy degree must be able to perform. These essential functions reside in the following categories: Observation, Communication, Motor, Intellectual, and Behavior/Social. However, it is recognized that degrees of ability vary among individuals. The South University School of Pharmacy is committed to supporting its students by any reasonable means to complete the course of study leading to the Doctor of Pharmacy degree.
• **Observation:** A student must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A candidate must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.

• **Communication:** A student must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive non-verbal communication. Communication includes speech, reading, writing, and computer literacy. A candidate must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team in a timely manner.

• **Sensory/Motor:** A candidate must have sufficient motor function to elicit information from patients by physically touching patients, e.g. assessing range of motion of a joint, taking blood pressure readings, taking a pulse reading. A candidate must be able to execute motor movements to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation (CPR). A candidate must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

• **Intellectual (Conceptual, Integrative, and Quantitative Abilities):** A candidate must have the ability to measure, calculate, reason, and analyze. A candidate must be able to synthesize and apply complex information in a timely manner. A candidate must be fully alert and attentive at all times in clinical settings.

• **Behavioral/Social Attributes:** A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with patients. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A candidate must be able to tolerate physically taxing workloads and to function effectively under stress. A candidate must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A candidate must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.
Academic Advising

The academic advisor-advisee relationship can be a valuable relationship in a student’s pharmacy education, providing an opportunity for sustained academic and personal faculty-to-student contact. Pharmacy students are assigned Faculty Advisors at the start of Quarter 1 of the curriculum. Student-advisor interactions take many forms, including required quarterly meetings during the didactic program (Quarter 1 – 4 and 6 – 9). Students are encouraged to see their faculty advisor as well as other faculty members as important resources for on-going academic and career advice. Students on probation should meet their faculty advisor frequently and/or as prescribed by the Scholastic and Professional Standing Committee.

Class Attendance

Class attendance and punctuality are expected of all students. While the university maintains minimum attendance requirements, individual course coordinators reserve the right to enact more stringent attendance requirements at their own discretion. Specific policies for each course are outlined in each syllabus and should be adhered to by all students. Failure to adhere to the attendance policy for any course will result in the administrative assignment of a non-passing grade for the course.

Opposite Campus Class Attendance (Savannah students going to Columbia for a visit and Columbia students going to Savannah for a visit)

Students are expected to observe all class, School and University policies when attending class at the opposite campus site. Students wishing to attend classes at the opposite campus of the South University School of Pharmacy should contact the Course Coordinators that will be teaching on the day the student would like to attend and the Associate/Assistant Dean of Student Affairs (A.D.S.A.) with the date of the proposed attendance at the opposite campus not less than two weeks prior to the requested date of attendance. Upon receipt of the request, the A.D.S.A will contact the Course Coordinators of the secondary campus to ensure/confirm sufficient seating to accommodate the request. Following confirmation from the Course Coordinators, the campus’ School of Pharmacy A.D.S.A. will notify the student of the approval.

Academic Success Coordinator

An Academic Success Coordinator (ASC) is available on each campus in an effort to assist students with academic issues. The ASC’s offer support and guidance to help students strengthen academic and scholastic skillsets, which may include, but is not limited to: going over study skills, discussing organization habits, time management issues, setting up tutoring (if necessary), and providing helpful test taking strategies. The goal of the ASC is to help students be successful in this fast paced Pharmacy program!
School of Pharmacy Grading and Credit Hours

To satisfactorily complete a course, a student must earn a grade of 2.00 (C) or better for the course. The course grade may be based upon components such as quizzes, examinations, participation and assignments as outlined in each course syllabus. The format of course examinations may vary at the discretion of the instructor(s). Common exam formats used include multiple choice, matching, short answer, essay and demonstrations of clinical competencies. Specific instructions regarding missed assignments or examinations are outlined in each course syllabus, but approval of the course coordinator(s) is a common requirement for making up a missed test or examination. Specific information regarding the calculation of course grades can be found in the syllabus of each course. Students are encouraged to read course syllabi carefully and to contact the course coordinator(s) if any questions arise.

Course instructors will make every effort to post graded examinations and assignments promptly. Students may be allowed to review and/or required remediate examinations and assignments after they have been graded. At that time, faculty members are expected to maintain reasonable availability to address student questions regarding the test.

The School of Pharmacy employs the following grading scale:

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<thead>
<tr>
<th>Percentage Grade</th>
<th>GPA</th>
<th>GPA</th>
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<tbody>
<tr>
<td>90 and above</td>
<td>4.00</td>
<td>77</td>
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<tr>
<td>89</td>
<td>3.90</td>
<td>76</td>
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</tr>
<tr>
<td>79</td>
<td>2.90</td>
<td>65</td>
</tr>
<tr>
<td>78</td>
<td>2.80</td>
<td>64 and below</td>
</tr>
<tr>
<td>WF (Withdrawal/Failure)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>NCF (Non-Completion Failure)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>LP (Limited Progress)</td>
<td>0.00</td>
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Courses are rated at one credit hour for 10 hours of lecture, 15-20 hours of recitation/small group discussion, or 30 hours of laboratory/and or practice session. A total of 2.0 credit hours will be assigned for each week of introductory practice experience/rotation (IPPE) and 1.6 credit hours will be assigned for each week of advanced practice experiences/rotations (APPE). A cumulative grade point average will be calculated and posted on the student’s transcript at the
end of each academic quarter. Class ranking information is available upon request from the Office of the Registrar.

The following symbols are used on grade reports, but are not used in the determination of a student’s grade point average:

- **EX** Course Exempted
- **PR** Course credit earned through credit by examination
- **TR** Course credit earned through transfer
- **P** Pass
- **AU** Audit
- **W** Withdrawal, no grade penalty
- **WP** Withdrawal/Passing
- **WX** Registered, never attended (no course credit or residence credit).
- **I** Incomplete
- ^ Caret symbol, which denotes a developmental course grade

Grades or symbols of “D,” “F,” “W,” “WP,” “WF,” “NCF” and “LP” can negatively affect one or more of the following and should be considered punitive in terms of a student’s Satisfactory Academic Progress (SAP): Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR) or Maximum Allowable Timeframe (MTF). A grade of “C” may also be punitive in certain graduate and professional program courses requiring a grade of “B” or higher. Refer to the catalog section on “Explanations of Related Issues” for additional information on calculation of CGPA, ICR, and MTF.

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**ExamSoft® Policy**

**Introduction to ExamSoft®**

ExamSoft® is an exam testing software that blocks access to all applications and stored files on the laptop during the exam. Once the exam begins, students can work only on the exam and cannot regain access to their files until they exit the exam. Even if the laptop is shut off, crashes, or freezes, upon rebooting the computer, a dialog box appears informing the student that an unfinished exam has been located and gives the student an option of continuing the exam or, if the student is finished and wants to exit, of exiting the exam. The application saves the student’s exam every 60 seconds and creates multiple backup copies, all of which are stored in encrypted format on the student’s hard drive. If the student’s laptop crashes during an exam and there are problems with rebooting it, an encrypted copy of the exam will be on the laptop, which only authorized School of Pharmacy personnel can retrieve.

At the end of an exam, students upload their exam answers to a secure server via the internet. The answer files are retrieved and graded by the professors.
Basic Information

1. Students must install the software and complete the process of registering their computers with ExamSoft® prior to the first day of class. This can be completed by following the installation instructions provided by the ExamSoft® link that is e-mailed to the students.
   a. The subscription fee is to be paid by the student directly to ExamSoft® using a credit card or other acceptable form of payment.
   b. The subscription fee is non-refundable.
   c. Students must renew the ExamSoft® subscription each academic year. Students will be notified by ExamSoft® via email when the new subscription is activated.

2. It is the student’s responsibility to provide his/her own laptop and power cord and to install the ExamSoft® software on the laptop.
   a. It is the student’s responsibility to make sure the laptop/computer is in working condition.
   b. Students are expected to be fully familiar with the equipment and ExamSoft® program.
   c. Training in the ExamSoft® program is the responsibility of the student.
      i. Training video may be viewed at http://learn.ExamSoft.com/exam-takers
      ii. Technical Support is provided by ExamSoft® at http://support.ExamSoft.com or by phone at 1-866-429-8889
      iii. South University School of Pharmacy’s faculty and tech support staff are not trained to provide ExamSoft® technical support and will only be able to assist with maintaining internet connections.

In the event of a catastrophic computer failure or other extenuating circumstances (not due to lack of student ExamSoft® training/installation or equipment preparation), the student should immediately notify the proctor. An alternative testing method may be provided by the proctor at the exam proctor’s discretion.

3. Any attempt to disable or tamper with the security features of ExamSoft® will be treated as a violation of the HONOR CODE.

4. Students who accidentally use the “Practice” mode to type their exam will receive a grade of zero (0) for the exam. Exams typed in the “practice mode” are not saved, printed or produced.

Before the Exam

1. Student must download the exam. This must be completed prior to the scheduled start time for the examination period. Additional time will not be allowed to accommodate students downloading exams.

2. Updates that automatically run on student’s laptop should be scheduled for non-exam times.

3. Students must resolve any ExamSoft® technical problems prior to arrival for the exam. Technical support information is provided above.
4. Students must have the appropriate materials for the exam which may include:
   a. Functioning laptop with ExamSoft® installed, **power cord**, and charged battery pack (required)
   b. Pen, pencil, calculator, and/or scratch paper if allowed.
   c. Student login and ExamSoft® password

**During the Exam**

1. Start Time: Students are not allowed to write/type until instructed to do so by the proctors.
2. ExamSoft® users who experience software/computer failure should
   a. Notify proctor immediately
   b. Proctor will provide further instructions
3. In the event of a computer issue, due to lack of student preparation as described above, consequences may include the following at the proctor’s discretion:
   a. Assignment of a failing grade
   b. Other consequences as defined by course syllabus
4. Questions about the Exam: refer to examination policy defined by course syllabus.

**After the Exam**

1. Calling Time: When proctors say "stop," students must stop writing/typing immediately.
2. Students must upload their exam files immediately upon completion of the exam.
3. When the exam is uploaded, proctor must confirm successful submission of the exam prior to student leaving the room. Proctor will confirm notification on computer screen
4. Following verification of exam submission by the proctor, students should exit the room as quietly as possible. If a student finishes with 5 or less minutes remaining for the examination, the student may not leave the exam room early. Students should sit quietly with laptop closed until the end of examination period.
5. **Students MAY NOT** remove any of the exam materials, scratch paper etc. from the classroom.
**Academic Honors**

**President’s List**
Published semi-annually, the President’s List honors those students who demonstrate outstanding academic achievement. To be eligible for the President’s List, a student must complete a minimum of twelve credit hours of didactic work and earn a grade point average of 4.00. Graduate students who are doing experiential work on clinical rotations are not eligible.

**Dean’s List**
Published quarterly, the Dean’s List recognizes those students who demonstrate outstanding academic achievement. To be eligible for the Dean’s List, a student must complete a minimum of twelve credit hours of didactic work. Qualifying GPA’s: GPA’s of 3.6 – 3.74 earned Dean’s List Honors and GPA’s of 3.75 – 4.0 earn Dean’s List High Honors.

**Graduation with Honors**
Doctor of Pharmacy students graduating with a grade point average of 3.75 through 3.89 will be graduated with Honors. Doctor of Pharmacy students graduating with a grade point average of 3.90 through 4.00 will graduate with High Honors.

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**Scholarship Awards**

Each year, students apply for scholarships and/or faculty members nominate outstanding students for awards. Either the Awards and Scholarships Committee or the sponsoring agency selects student winners. The awards are presented at a Scholarship Ceremony in the spring.

**Scholarships Awarded in 2016:**

- **CVS Pharmacy Scholarships**
  Four awards for $1000 each
- **Georgia Pharmacy Foundation**
  Five Fellowships for $1000 each
- **Georgia Society of Health-System Pharmacists**
  One award for $1000
- **Mutual Drug Co. Award**
  One award for $2000
- **Pharmacist Mutual**
  One award for $500
- **Rite Aid Scholarships**
  Two awards for $1000 each
- **South Carolina Pharmacy Association**
  One award for $1000
- **Walgreens Diversity Scholarships**
  Two awards for $1000 each
- **Walgreens Diversity & Inclusion Excellence Award**
  Three awards for $1000 each
- **Wal-Mart and Sam’s Pharmacy Scholarship**
  One award for $1000
Each spring, recognition is given to senior students with outstanding records in the form of awards presented at the annual Hooding Convocation in June.

**Lilly Achievement Award:**
Given to a member of the graduating class having superior scholastic achievement in the professional curriculum, leadership qualities, and an outstanding professional attitude.

**Facts & Comparisons Awards of Excellence in Clinical Communication:**
Given to a member of the graduating class that ranks in the top 25% of his or her class and has demonstrated superior verbal and writing clinical communication skills.

**Mylan Excellence in Pharmacy Awards:**
The recipient must rank in the top 25% of his or her class, demonstrate high professional motivation and the intent to enter practice upon graduation. The recipient shall demonstrate high personal motivation and possess a unique ability to communicate drug information.

**Dean’s Mortar & Pestle Awards:**
Recognizes a student who exhibits the ideals of professionalism and excellence in patient care in all aspects of his or her academic pharmacy career and has demonstrated exceptional service and commitment to the profession of pharmacy.

**American Pharmacists Association Senior Recognition Award:**
Recognizes a student for outstanding services to the APhA-ASP Chapter.

**Pharmaceutical Sciences Achievement Award**
This award is given to the graduate with the highest grade point average in the pharmaceutical science courses consisting of Biochemistry, Molecular Biology, Pathophysiology, Pharmaceutical Analysis, Pharmaceutics, Pharmacokinetics, Epidemiology/Biostatistics, and three science-based Integrated Sequence course.

**First Honor Graduate**
This award is given to the graduate with the highest cumulative pharmacy grade point average.

**Leadership in Pharmacy Award**
This award recognizes a student who leads by example and exemplifies attributes of integrity, creativity, and dedication to the pharmacy profession.
A student has the right to file a formal appeal if there is a disagreement with the final grade, which has been awarded in a course that is based on an appropriate concern. The procedure for bringing an academic appeal is as follows:

1. A formal appeal must be initiated within seven calendar days following the date final grades are posted for the term. To initiate an appeal, the student must present the appeal in writing utilizing the appropriate School of Pharmacy Notification of Appeal Form to the faculty member in charge of the course. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration.

2. Once the appeal is received by the course faculty member, it is his/her responsibility to forward the notification of appeal to the appropriate Assistant Dean for Operations, the Registrar, and the Dean to inform them that a grade appeal has been filed. After reviewing the student’s appeal, the faculty member will render a decision in writing no later than five calendar days after receiving the appeal.

3. If the faculty member does not resolve the appeal, the student may forward the notification of appeal to the appropriate Assistant Dean for Operations within two calendar days. After reviewing the student’s appeal, the Assistant Dean for Operations will render a decision in writing no later than five calendar days after receiving the appeal.

4. If the Assistant Dean for Operations does not resolve the appeal, the student may present the notification of appeal to the Office of the Dean within two calendar days. After reviewing the student’s appeal, the Dean or his designee will render a decision in writing no later than five calendar days after receiving the appeal. The decision of the Dean of the School will be final.
Academic Progression Policy

Academic Standing Categories
The academic standing of a student enrolled at South University School of Pharmacy student can be categorized as follows: good standing, academic probation, or academic dismissal.

Good Standing
A student is in “good standing” unless on academic probation or academically dismissed.

Academic Probation
A student shall be placed on probation if, at the close of any quarter, the student has earned a grade of 0.00 or “F”, two or more course grades of less than 2.00, or his/her cumulative grade-point average is less than 2.0 computed on the total of all final course grades having quality point values received in courses taken in the School of Pharmacy.

A student placed on probation will remain on probation for a minimum of three quarters and be required to participate in the Student Success Center. The student must also meet with their advisor to discuss their course schedule each quarter. Lastly, any student on probation will not be allowed to represent a class or student organization as an officer.

Academic Dismissal
A student may be academically dismissed from the School of Pharmacy if any of the following occur:

A. A student earns two course grades of “F” while enrolled in the School of Pharmacy.
B. A student qualifies for probation while already on probation.
C. A student qualifies for probation for a second time while enrolled in the School of Pharmacy.
D. A student earns four course grades less than 2.0 while enrolled in the School of Pharmacy.
E. A student fails (grade of 0.00) the same course twice.
F. A student has not completed all of the requirements for the Doctor of Pharmacy degree within 4 years of the date he/she entered as a first-year student, with the exclusion of approved leaves of absence.

Any student who qualifies for academic dismissal may be required to meet with the Professional Performance Committee (PPC), as the PCC deems appropriate, at the end of the quarter. At the discretion of the PPC, a student subject to dismissal may be:

a. Permitted to remain in attendance with or without contingencies, provisions, or additional requirements;
b. Withdrawn with stated provisions, contingencies, or additional requirements for returning; or
c. Permanently withdrawn.
Procedures for Appealing Dismissal by the Progressions Committee

A student has the right to file an appeal directly to the Office of the Dean of the School of Pharmacy if the student believes that the decision was reached as the result of an omission or error. The procedure for such appeal is as follows:

A. The formal appeal must be received by the Office of the Dean of the School of Pharmacy within 5 calendar days following the student’s receipt of notification from the Progressions Committee.

B. The student must initiate the process by presenting the appeal in writing using the South University School of Pharmacy Notice of Appeal Form. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. Proper grounds for appeal include examples such as deviation from proper due process or the existence of previously undisclosed evidence in information pertinent to the action or findings.

C. Once an appeal is received by the Office of the Dean, the Dean or his designee will notify the Chair of the Progressions Committee and the Pharmacy Registrar that an appeal has been filed. After reviewing the student’s appeal, a decision will be rendered in writing no later than 10 calendar days after receiving the appeal. The Dean may grant the appeal, reject the appeal or modify the original finding. The decision of the Dean is final.
Protocol for Concerns Regarding a Pharmacy Class

When a student has a personal concern involving a faculty member or course that is not of general interest to the class, he or she should initially speak to the faculty member directly. If the concern involves additional members of the class, it should be taken to the appropriate class representative so that he or she might sample class opinion to find out the extent of the concern. If, in the opinion of the class representative, the concern is valid, the class representative should bring the matter to the attention of the faculty member with the objective of resolving it at that level.

If the matter cannot be resolved between the individual student or class and the faculty member, it should be taken to the appropriate Course Coordinator or Rotation Preceptor. If that action proves unsatisfactory, the appropriate Department Chair should be contacted concerning the matter. If the matter cannot be handled satisfactorily by the appropriate Department Chair, or if the students feel it was not handled satisfactorily, it should be taken to the Dean. The decision of the Dean will be final.

If the matter involves a personnel issue that the appropriate Department Chair cannot resolve, the matter will be forwarded to the Dean. If the matter involves a curricular issue that the appropriate Department Chair cannot resolve, it will be forwarded to the Curriculum Committee, who will forward a recommendation to the Dean.

Withdrawal Policy

Attendance at the School of Pharmacy is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The School of Pharmacy reserves the right to require withdrawal of any enrolled student at any time it deems necessary to safeguard its standards of scholarship, conduct, personal or public safety and orderly operation.

A student wishing to withdraw from further study at the School for any reason should observe the following procedure:

1. The student must first consult with his or her faculty advisor.
2. The student must consult with the Assistant/Associate Dean for Student Affairs to discuss the reason for the withdrawal.
3. If the student still wishes to go through with the withdrawal, he or she must inform the Dean with a written letter of intent. The Dean will counsel the student and inform the University Registrar. All appropriate communication regarding withdrawals and reinstatements shall be issued from the Dean or his designee who will notify the appropriate parties in the South University School of Pharmacy.

Voluntary withdrawals from the program for reasons other than medical are discouraged. Readmission to the Pharmacy program following a voluntary withdrawal cannot be guaranteed.
Requirements for Graduation

Students who have satisfactorily completed all academic requirements and who have been recommended by the Professional Performance Committee and by the School of Pharmacy faculty (as indicated by the successful completion of the School of Pharmacy curriculum) may be awarded the Doctor of Pharmacy degree, provided that they are of good moral character and have met the following standards. They must:

1. Have successfully remediated all course scores of 0.00 (F).
2. Have completed the Doctor of Pharmacy curriculum with no less than a 2.00 cumulative grade point average.
3. Have satisfactorily completed four academic years of residence in a school of pharmacy that is either fully ACPE accredited or has ACPE pre-candidate or candidate status, the final two academic years of which must be completed at South University School of Pharmacy.
4. Have completed all Interprofessional Education requirements and community service requirements.
5. Have completed all legal and financial requirements of the School of Pharmacy.
6. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of pharmacy.
7. Have been approved by the faculty.

A student who completes the curriculum is required to meet graduation requirements listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the three calendar years, the student must meet the requirements for the class with whom the individual graduates, and any other requirements specified by the Professional Performance Committee and the Dean. Students must complete all requirements for graduation within five calendar years of the date of matriculation.
Conduct Policies

This section lists student responsibilities in effect at South University for School of Pharmacy students. These regulations have been adopted to insure the safety and well-being of the student body and the orderly operation of the University. The three main documents to be aware of include the following:

- the Honor Council’s violations and procedures;
- the Code of Professional Behavior;
- the University-wide Code of Conduct.

Academic Honesty and Integrity

The Honor Code is a policy describing each student’s responsibility and the University’s expectations regarding academic integrity in all aspects of graduate health professions programs at South University. The purpose of the Honor Code is to communicate these responsibilities while confirming that each student endorses the highest levels of moral and ethical behavior. Faculty members are expected to uphold the integrity of the program and ensure that all aspects of the academic program are administered equitably. Students also have a corresponding responsibility to also uphold the integrity of the program in every way. In this regard, it is incumbent upon both faculty and students to report any Honor Code infraction. This behavior is consistent with that required for any member of a health care team concerned with the entire spectrum of diagnosis, treatment and management of human life. The Honor Council provides a forum to investigate and hear alleged Honor Code violations.

Each graduate program, due to its administrative structure and program length, may deviate slightly in constituting its Honor Council or in defining the flow of information. However, the fundamental concepts of definitions of violation, reporting, investigation, hearing, and penalties are consistent throughout all graduate programs.

Honor Council of South University School of Pharmacy

Article I – Name
The Name of this organization shall be the Honor Council of the South University School of Pharmacy

Article II – Purpose
The purposes of the Honor Council are to:

1. Investigate and hear cases involving School of Pharmacy students accused of academic dishonesty
2. Act as a hearing body and establish the guilt or innocence of students who have allegedly committed such violations,

3. Recommend the disciplinary action to be taken, in all cases, in which the Honor Council determines there has been a violation,

4. Work with School of Pharmacy faculty/administration and South University administration in all matters regarding Honor Code administration.

Article III– Authority
Student authority to request revision of the contents of any article in the Honor Code resides with the Honor Council. Any revisions are subject to approval by the faculty and the Dean of the School of Pharmacy and South University administration. Responsibility to enforce any effective penalty rendered by the Honor Council lies with the School of Pharmacy’s Assistant/Associate Dean for Academic Operations or designee.

Article IV– Membership

Section A - The Honor Council membership includes two student members from each yearly class and an at-large member selected by the faculty from the second- or third-year class. In addition, there will be two primary faculty members and two alternate faculty members, one of each from the two campuses. Each faculty member will serve a twelve to twenty-four month period and will be appointed by the Dean of the School of Pharmacy. An alternate member will replace a member who is unavailable, recused or removed from the Honor Council. If an alternate is chosen to permanently replace a voting member, a new student alternate will be elected or a new faculty member will be appointed.

The faculty and students will provide an initial list of student nominees to the Honor Council. Faculty members will review the initial list and may strike a name without cause. Faculty will approve a final list from which students will elect two members and two alternate members from the respective classes, one of each from the Columbia campus and one of each from the Savannah campus to serve on the Honor Council. This appointment shall be made at the beginning of the second quarter for first-year student members. The Honor Council will convene and select an at-large member from a list of available second- or third-year students provided by the faculty. To be a member of the council, one must be in good academic and professional standing. Terms of office shall last from the date of election until the member graduates, unless decided otherwise by the Honor Council. Alternates serve the Honor Council as voting members during the period from the graduation date of the graduating class until the election of Honor Council members from the incoming class.

For hearing purposes, the Honor Council will consists of five voting members, three student members including the President and Secretary of the Honor Council and a third student member randomly selected from the remaining student members and two faculty members.

Section B - The Honor Council will have two Advisors appointed by the Dean of the School of Pharmacy. One will be from the Savannah Campus and the other will be from the Columbia Campus. The Advisor will attend all meetings as non-voting Members of the Honor Council. The Advisors:
1. Advise the Honor Council on procedural matters.
2. Ensure that due process and equitable procedures are followed in all cases before the Honor Council and advise on matters of precedent.
3. Inform accused students of the Honor Council’s protocol and procedures throughout the progression of a case.
4. Once a case is accepted, notifies accused students of actions, hearings, and verdicts, and serves as liaison between the Honor Council and the accused student.
5. Provide proper notification of any Honor Council action to the appropriate administrative personnel and faculty.
6. Ensure that appropriate documentation is completed by the Secretary for all hearings and other Council meetings.
7. Supervise and conduct investigations during the “Period of Discovery”.
8. Assign a temporary President and/or Secretary when either/both are unable to fulfill their duties.

Section C - An Honor Council member will be removed by the Advisor for failure to fulfill Honor Council-related obligations, failure to maintain good academic standing, or violation of the School’s Honor Code or the University’s Code of Conduct.

Article V – Officers
Section A – Honor Council officers shall consist of a President and a Secretary, chosen by the Council members from the student members.

Section B - Officers must have completed at least three quarters of the School’s academic program or have past experience serving on a university-level Honor Council.

Section C - The Honor Council President shall:
1. Preside over all meetings;
2. Direct all hearing processes;
3. Represent the Honor Council in all appropriate affairs;
4. Supervise all case investigations;
5. Ensure the integrity of all proceedings by strict adherence to the established Honor Council procedures; and
6. Participate in investigations during the “Period of Discovery”.

Section D - The Honor Council Secretary shall:
1. Maintain written minutes of all Honor Council meetings and hearings
2. Maintain a true and accurate record, by audio recording and in writing, of all hearing proceedings
3. Prepare written communications from the Honor Council regarding violations and Honor Council actions
4. Prepare official written communications to the Advisor for distribution to appropriate persons regarding Honor Council actions
5. Inform Honor Council members of all meetings through written communication
6. Promptly communicate in writing with all persons involved in cases
Section E - Meeting time and place shall be determined by the President and shall be as convenient as possible for all concerned. The meeting shall be held in a location where confidentiality can be ensured.

Section F - If the Honor Council must meet during regularly scheduled class time, Honor Council members shall be excused from conflicting classes and practice experiences to attend the meeting. The affected faculty member or preceptor shall be notified in advance of this excused absence by the Faculty Advisor.

Article VI – Commencement of Proceedings
Section A - All persons, including faculty having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report in writing the fact, along with any pertinent physical evidence, to the Faculty Advisor at the Campus where the incident occurred preferably within 72 hours of the alleged violation. In the event the Campus Faculty Advisor is unavailable, the information shall be reported to any available Faculty Advisor.

Section B - A written statement about the violation by the witness(es) shall be required to begin the “Period of Discovery,” or investigation.

Section C - Failure to report violations will be considered a form of illegal aid covered under Article IX, Section A.

Article VII – Case Procedure
Section A – Procedure for the administration of cases shall be as follows:

1. Within 10 days of receipt of written information about a possible violation, the President of the Honor Council or designee and Faculty Advisor shall act as individuals responsible for conducting the “Period of Discovery” to interview witnesses, review evidence, and make a decision regarding whether or not to bring the case before the entire Honor Council.

2. The Period of Discovery determines if there is sufficient evidence to proceed with a hearing. In the event of insufficient evidence, the case will be dropped and documents destroyed. If there is sufficient evidence, the case will be presented to the Honor Council and a hearing is scheduled.

3. If the case is accepted, the Secretary or an Advisor will promptly notify the accused of the relevant charges and of the Honor Council’s intention to conduct a full Hearing of the case. At this time, the defendant shall be fully informed orally and in writing of the nature of the charges. The accused will be informed that if he/she chooses not to be present for the hearing, the case will be heard in his/her absence. The accused shall be given a copy of the violation and written notice of his/her rights to appear before the Honor Council, to testify on his/her own behalf, to present evidence and to call or question witnesses. If the Honor Council is using the accuser’s testimony in determining the guilt or innocence of the accused, the student has the right to confront the accuser. The accused may at any time waive the right to a full hearing by entering a plea of guilty to the charges and proceed directly to the penalty phase.

4. All persons involved shall promptly receive notification (oral or written) to attend a hearing. The person bringing the incident report and the accused student(s) shall receive written
Article VIII – Hearing Procedures
Section A – Honor Council hearings are closed and all witnesses will be interviewed separately. The accused and accuser will be present for all presentations of evidence and witness testimony, provided that his or her behavior is not disruptive or threatening.

Note: In the rare event that a student or faculty member is unable to physically attend the Honor Council proceedings in person, he/she will be required to swear or affirm for the record the fact that no one else is in the same room or able to hear the proceedings during the hearing and that no audio/video recordings are being made of the hearing.

Section B – The procedure for conducting a hearing shall be as follows:
1. Following a formal reading of the charges, the defendant is required to enter a plea before testimony is heard.
2. Each person giving testimony will be required to testify under oath.
3. Should a witness prove unable to comment on specific, direct details of the case, he/she will be removed from the hearing. The Advisor or President shall determine a witness’ ability to meet this standard.
4. The Honor Council may allow the introduction of evidence other than witness testimony if the Honor Council President and an Advisor determine that the evidence is relevant.
5. The Honor Council shall record in writing and on audio recording media the hearing proceedings.
6. After hearing all testimony and reviewing all relevant evidence, all non-Honor Council individuals will be excused for the Honor Council deliberation.
7. The Honor Council shall vote by secret ballot “Guilty” or “Not Guilty” with the outcome determined by simple majority.
   i. In cases where the accused student is found “not guilty,” all transcripts, except de-identified minutes, and recorded media shall be destroyed or deleted immediately. De-identified minutes shall be filed in a closed file that is maintained in School of Pharmacy’s vault under the oversight of the Dean of the School of Pharmacy.
   ii. In cases where the accused student is found “guilty,” hearing transcripts and recorded media shall be filed in a closed file that is maintained in the School of Pharmacy’s vault under the oversight of the Dean of the School of Pharmacy. The office of the Dean shall maintain these files for a period of 5 years after which time the files will be properly destroyed.

Article IX – Honor Code Violations
Section A – The following are Honor Code violations and provide the basis for reporting cases to the Honor Council and for convictions by the Honor Council:
1. Cheating on academic work. Examples may include but are not limited to the following:
   a. Copying, giving the appearance of copying, or attempting to copy from another student’s exam, paper or other assignment/activity (this definition expressly includes looking at another student’s test or academic work in any academic
context [classroom, lab, clinical] where the instructor has not specifically allowed that action
b. Giving or receiving, or otherwise using unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinical experience
c. Using/attempting to use any unauthorized material, aid or device prior to or during a test
d. Using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered
e. Obtaining, or attempting to physically or electronically obtain a test, without authorization prior to administration, or attempting to obtain unauthorized or reserved information about a test prior to administration
f. Obtaining, replicating or attempting to replicate (orally, manually, electronically, or photographically), without authorization, an administered secure examination, which has been designated for viewing only
g. Substituting for another student, or permitting another student to substitute for oneself, to take a test or to fulfill any required element of a course or clinical experience
h. Plagiarizing or appropriating an author’s work and the unacknowledged incorporation of that work in one’s written work, offered for credit or otherwise submitted or performed as a required element of a course or clinic.
i. Other
2. Committing an intentional act of lying, cheating or stealing
3. Providing incorrect information to another person about any matter with the intent to harm another student’s academic performance
4. Obstructing another student’s attempts to engage in academic activities with the intent to harm another student’s academic performance
5. Intentionally making a material misrepresentation of the student’s class rank, grade point average, or any other academic achievement or endeavor
6. Recklessly placing anyone at increased risk of injury or disease while the student in engaged in activities directly connected with patient care or academic activities
7. Recklessly, and without prior authorization from the patient, disclosing information about a patient, along with information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient’s health care team
8. Intentionally making a false report of an Honor Code violation
9. Intentionally obstructing the investigation or the prosecution of an alleged Honor Code violation, including, but not limited to, giving false information or testimony and destroying, hiding, or fabricating evidence in any full or preliminary Honor Council proceeding
10. Fabrication, which is defined as the falsification, or invention, of any information, data, or citation in an academic exercise
11. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician’s excuses, etc.
12. Tampering with the election of any School recognized student organization
13. Conspiring, planning, or attempting to achieve any of the above acts
14. Knowingly failing to report to a proper authority another student whom the student knows committed acts proscribed in this Article IX

Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it and will be dealt with by the Honor Council in the appropriate manner.

Article X – Penalties

Section A – The standard penalty for violation of the Honor Code is permanent expulsion. The student will receive a grade of Withdrawal Failing for all courses in which he/she is enrolled at the time of the infraction. Depending on the circumstances of the case, the Honor Council may assign a penalty less severe than permanent expulsion. These penalties include, but are not limited to, the following:

1. Suspension: The student will be suspended from South University for approximately one year and may petition for readmission two quarters before the start of the curricular term within which the courses in which the violation occurred is next scheduled.
   1. The student will receive a grade of Failing (0.0) for the course within which the violation occurred, and a grade of Withdrawal for other courses enrolled in at the time of the infraction.
   2. The student may be required to enroll as a student in special standing prior to re-enrollment as a full-time student

Section B - Confidentiality and Notification

1. The only individuals who will be informed of an investigation of the Honor Council will be the council members, the accused, the accuser(s), the witness(es), and the appropriate Assistant or Associate Dean or designee.
2. Appropriate Faculty will be informed of Honor Council activity according to trial outcome. In case of “not guilty” verdict, faculty members notified are: the appropriate Assistant or Associate Dean or designee and the faculty accuser(s).
3. The Honor Council Advisor shall notify (oral or written) the defendant of the judgment of the Honor Council. Findings shall be emailed or delivered to the defendant within 3 calendar days of a Honor Council judgment.
4. The Assistant or Associate Dean or designee will be informed promptly in writing by the Honor Council Faculty Advisor following the Honor Council’s decision, who will communicate the penalty decision to South University Administration, as appropriate.

Section C – Students found guilty of an Honor Code violation may appeal a guilty verdict and/or the penalty associated with that verdict to the Dean of the School of Pharmacy or designee. The defendant should submit a written request for appeal within seven days of the Honor Council rendering a verdict and penalty. The Dean or designee may uphold, amend, or negate the Honor Council’s recommendation following due consideration of the appeal. This decision is final and will be rendered in writing within 14 days following the appeal request. Appropriate South University administrators will be notified of the appeal and the final decision.
Article XI – Amendment

Section A – Amendments to the present policy and procedures may be proposed by the Honor Council, by Class Officers representing their respective student body, or by Faculty members. Such proposals shall be forwarded to the faculty for approval at a South University School of Pharmacy faculty meeting.

Section B – Faculty approved amendments become effective upon final ratification by the University Vice President of Academic Affairs.

Code of Professional Behavior
South University School of Pharmacy

The Doctor of Pharmacy program is designed to prepare students to seek a respected profession and is committed to helping students hone their talents and abilities appropriately. The South University School of Pharmacy chooses to promote professionalism at every level of its program in order to offer the greatest benefit to the student. According to the results of an AACP/APhA Task Force on Professionalism on student professionalism:

“Experience has shown that the attitudes and behaviors that characterize professionalism cannot be learned from a textbook or lecture. Rather, they must be actively acquired and inculcated through the process of professional socialization…the development of professionalism must begin at the earliest stages of professional education. Thus, schools and colleges of pharmacy play a critical role in this process.” White Paper on Pharmacy Student Professionalism. Journal of the APhA. 2000; 40(1) 96-102.

Attitudes and behaviors are important indications of a students’ ability to fulfill his/her professional responsibilities with patients and with the public in general. Accordingly, all Doctor of Pharmacy students are expected to abide by the professional competencies listed below and to strive to grow and learn during their tenure as students.

Professional Competencies

I. Respect for faculty, staff, peers, patients and other health professionals in the classroom, in practice, or any other setting.
   - Act in a mature and professional manner.
   - Display courtesy and sensitivity in written, electronic and oral communication.
   - Use appropriate language and tone in all communications.
   - Demonstrate regard for an individual’s position, time, commitments, and accomplishments.
   - Meet with faculty or staff when requested and keeps appointments.
   - Demonstrate thoughtfulness and respect when interacting with clinical instructors.

II. Promote a positive learning environment in the classroom, laboratory, and clinical setting
- Show respect for the beliefs, opinions and values of others.
- Remain attentive and actively participate in learning experiences.
- Avoid behavior that distracts others in the class.
- Ask appropriate questions in a professional manner.
- Display a positive attitude when receiving constructive criticism.
- Comply with policies in each course syllabus, particularly punctuality and attendance policies and assignment due dates.
- Communicate with faculty member promptly regarding any absences and make up missed work in a timely manner.

III. Respect for University and School of Pharmacy Policies and Procedures
- Read and understand the requirements of the School of Pharmacy.
- Comply with the University Code of Conduct and the Honor Code.
- Dress appropriately and in compliance with the dress code.
- Respect the cleanliness of the facilities and abide by the food and drink policy.

Students who violate the Code of Professional Behavior will be subject to the detailed policy listed below.

**Procedure**

Any member of South University including students, faculty members, preceptors, guest lecturers or staff members may report a student behavior to the Assistant Dean of Student Affairs for unprofessional behavior. The individual who encounters the problem is encouraged to bring the incident or behavior to the offending student’s attention in an attempt to resolve it. Either way, complaints should be reported to the Associate/Assistant Dean of Student Affairs (ADSA) in writing and submitted as soon as possible after an incident occurs. The University-wide incident report should be used, but a narrative account via email will be accepted.

1. The ADSA shall promptly review and investigate the complaint to determine if the allegation has merit and to identify violations of the professional behavior policy.

2. The ADSA will meet with the student in person within five business days to counsel him/her on the seriousness of the behavior and the potential consequences to the student including potential dismissal from the School of Pharmacy. At the conclusion of the session, the ADSA will determine if the student is “In violation” of the Professional Behaviors policy or “Not in violation.” A violation will result in a written warning and will be documented. The session will also include strategies to correct the behavior. The ADSA will notify the person who initiated the complaint that the student has been counseled.

3. If the same student receives a second complaint, the ADSA will forward the matter to the Professional Standards Committee within five business days. The Professional Standards Committee is a group of faculty members appointed by the Executive Dean of the School of Pharmacy. The student will appear before the committee to discuss the
behavior. The committee may determine that the student be given a primary or discretionary sanction.

**Primary Sanctions:**

- Professional Probation in the School of Pharmacy for a specific period of time
- Suspension from the School of Pharmacy for a specific period of time
- Dismissal from the School of Pharmacy

**Discretionary Sanctions:**

- Apology
- Restriction of Privileges
- Educational Sanctions (papers, presentations, research assignments, etc.)
- Counseling Sessions
- Restitution

4. For subsequent problems with professional behavior, the ADSA will notify the student and the Professional Standards Committee. The student will again appear before the committee to discuss the behavior. The committee will then recommend an appropriate course of action based on the seriousness and the type of behavior. Consideration will be given to prior violations and sanctions. The Professional Standards Committee will recommend a primary sanction be given to the student and may recommend a discretionary sanction(s).

**Primary Sanctions:**

- Professional Probation in the School of Pharmacy for a specific period of time
- Continued Professional Probation in the School of Pharmacy for a specific period of time
- Suspension from the School of Pharmacy for a specific period of time
- Dismissal from the School of Pharmacy

**Discretionary Sanctions:**

- Apology
- Restriction of Privileges
- Educational Sanctions (papers, presentations, research assignments, etc.)
- Counseling Sessions
- Restitution

5. Students may appeal violations and sanction to the Dean of the School of Pharmacy or his designee by writing a letter to the Dean using the proper School of Pharmacy Notification of Appeals form stating the grounds for the appeal. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. Proper
grounds for an appeal include such non-limiting examples as deviation from proper due process or the existence of previously undisclosed evidence or information pertinent to the action or findings. In all cases, the Dean will render a written decision on the appeal within thirty calendar days of the receipt of the appeal. The decision will be final.

SOUTH UNIVERSITY CODE OF CONDUCT

Each student who enters South University commits, by the act of enrolling, to full acceptance of the University Code of Conduct. For ease of reference, the University Student Handbook contains the Code of Conduct, disciplinary procedures, and the appeals process. Professors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class. Inappropriate behavior includes disruptive behavior, or other actions that are not considered proper conduct for a University student. The Code of Conduct also applies to inappropriate actions on campus outside of the actual classroom or while participating in University sponsored activities off campus. The Code of Conduct also applies to online activities that occur on South University websites. Alleged violations of the conduct code will be referred to the dean of student affairs. See the Disciplinary Procedures section of the Student Handbook for specific details. Violations of the code of conduct may result in disciplinary probation, suspension or dismissal. A full copy of the code of conduct is available in the South University Student Handbook. This handbook is available through the university Dean of Student Affairs offices. Ms. Kari Pahno is Savannah and Dr. Stan Singleton in Columbia.
School of Pharmacy Dress Code Policy

Students must maintain a neat and clean appearance befitting a student attending professional school. Specific dress requirements vary with each academic setting (i.e., on campus, off campus) and are outlined below. There may be occasions when a change in the code is authorized (e.g., scrubs days). These will be formally communicated in writing. General requirements that apply to all academic settings are as follows:

1. Hair should be kept well groomed, neat, and worn in a professional, conservative hairstyle.
2. No visible tattoos.
3. Body piercing, other than earrings, should be removed or covered. Earring style must be conservative. No more than two earrings per ear may be worn simultaneously. However, jewelry (e.g., earrings, rings) may not be worn in the laboratory setting.
4. Clothing should be clean, neat, and in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design and cut must be conservative.
5. Shoes should be clean and neat.
6. Laboratory coats should be waist-length, white in color, clean, pressed and in good repair (no visible holes or rips). The official South University School of Pharmacy patch may be sewn to either the left-side chest pocket or the right-side chest pocket area; patches may not appear on the shoulder or sleeves of the coat.

On Campus Academic Setting

On campus academic settings include classrooms, laboratories, clinical activities, and presence on campus for any purpose including after school hours and weekends. The following dress requirements must be followed and will be enforced by faculty members. No exceptions will be made. Non-compliant students will not be permitted to participate in the activity and will be excused for that activity.

A. Classroom
   1. Women should wear professional length skirts, dresses or dressy Capri pants, nice ankle-length slacks or khakis, polo shirts, sweaters, and blouses/tops. No mini-skirts. No hoodies or sweatshirts.
   2. Men should wear nice ankle-length slacks or khakis, tucked-in polo shirts, sweaters, or dress shirts with or without a tie. No hoodies or sweatshirts.
   3. Dress shoes should be worn by all students. Dressy opened toe shoes or slides may be worn.

B. Physical Assessment/Special Laboratories
   1. A clean white waist-length laboratory coat is to be worn at all times.
   2. Men and women may wear either (1) nice ankle-length slacks or khakis with a tucked-in polo shirt, sweater, or button-up shirt/blouse or (2) neat and clean approved grey-colored surgical scrubs (top and bottoms must match). Unless otherwise specified, neck ties are not to be worn.
3. All students must wear closed toe shoes with socks. Tennis shoes or clogs (e.g., Crocs™ without holes such as the Endeavor style), that are clean and in good condition are permitted.
4. Jewelry (e.g., earrings, rings) may not be worn and should be securely stored by the owner. The school is not responsible for lost or stolen jewelry.
5. Fingernail polish, if worn, must be clear. False nails will not be allowed.

C. Clinical Activity/ Laboratory
1. A clean white waist-length laboratory coat is to be worn at all times.
2. Women should wear professional length (must be knee length or longer) skirts, dresses or dressy Capri pants, nice ankle-length slacks or khakis, tucked-in polo shirts, sweaters, and blouses/tops.
3. Men should wear nice ankle-length slacks or khakis and a collared shirt.
4. Dress shoes should be worn by all students.
5. All students must wear closed toe shoes with leg covering (e.g., socks, nylon hosiery).

D. After Hours (after 6 PM Monday through Friday)/Weekends
1. After hours and weekend dress is permitted after 6 PM Monday through Friday and all day Saturday and Sunday, except for formal scheduled activities during this time frame.
2. In addition to classroom attire, men and women may wear nice jeans, shorts, and T-shirts that are in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design (e.g., T-shirt pictures and wording) and cut must be conservative.
3. Tennis shoes that are clean and in good condition are permitted.

Off Campus Academic Setting

Off campus academic settings include rotations (i.e., service learning, intermediate practice, advance practice) and other professional activities sponsored by the University and located off campus. Unless otherwise specified, students should follow the requirements of clinical activity dress (see above) at all times. Rotation preceptors may provide different dress code requirements for students depending on the demands of the rotation (see Experiential Education Preceptor/Student Handbook, Professional Conduct and Dress Code). Non-compliant students will not be permitted to participate in University sponsored off campus activities, and rotation preceptors are expected to send non-compliant students home. Students must realize that the public views them as representatives of the Pharmacy profession.

Note: Improper dress for all settings includes, but is not limited to the following:
1. Low-rise pants
2. Exercise clothing (e.g., jogging shorts, sweat pants)
3. No skin tight pants. This includes leggings and spandex.
4. Midriff shirts, tank tops, halter tops, low-cut or transparent/revealing blouses, spaghetti strap dresses and tops
5. Hats or caps
6. Flip-flops and work boots
South University strives to create a welcoming environment and provide a clean and well-maintained campus for the benefit of its students, faculty and staff. In order to balance the reasonable needs of individuals who use the campus with our desire to create a healthy and clean campus, the university maintains the following food and drink policy.

- Food and drink may be consumed in student lounges and outside eating areas,
- Food and drink may be transported or stored in closed containers in hallways, classroom, and labs for use in one of the above approved areas at a later time.
- Only water in clear, plastic, re-sealable bottles may be consumed in classrooms, hallways or laboratories. No other food or drink items are allowed in the classrooms.

What you can do to help create an environment to be proud of:
✓ Dispose of your food trash in the trash cans outside or in the student lounge.
✓ Report spills to custodial staff or administrative personnel as soon as possible.
✓ Cooperate with faculty and staff if they ask you to comply with the policy.
✓ Encourage fellow students and employees to take pride in their environment.

Students who are not abiding by the policy will be asked to take their food and drink outside. Repeated abuse will result in disciplinary action.

Students or employees that have special health considerations should consult the Dean of Student Affairs for information on exceptions to this policy.
Anti-Hazing Policy

Hazing involving South University students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at South University. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the university student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located in office number 218, 912-201-8079 or kpahno@southuniversity.edu at South University, Savannah or the Dean of Student Affairs Stan Singleton located in office number 240, 803-935-4302 at South University, Columbia or ssingleton@southuniversity.edu. The negligence or consent of a student or any assumption risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

General Complaint Procedures

If you have a complaint or problem you are encouraged to follow this procedure:

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.

2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID and discuss the steps you have taken to remedy the situation.

3. The appropriate South University staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

4. If you are not satisfied with the results, you may file an appeal with the President’s Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to the following:

**Georgia Students**
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084
(770) 414-3300
website: [www.gnpec.org](http://www.gnpec.org)

**South Carolina Students**
South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
(803) 737-2260

Students should go the following site, to access South Carolina Complaint procedures and form. [http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

Please see the General Complaint Procedures listed in the South University Academic Catalog for a full listing of contact information for state licensing agencies by state.

### Complaints Regarding ACPE Standards

ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Any student who has a complaint about the ACPE standards being met should refer to the Council’s website: [www.acpe-accredit.org/complaints](http://www.acpe-accredit.org/complaints).
Campus Information

**Bookstore – South University, Savannah:**
The South University, Savannah bookstore’s operating hours are from 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday, and the first Saturday of the quarter. Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase. The bookstore is also the location where you can have your student ID card and campus access cards made and pick up your parking decal.

**Bookstore – South University, Columbia:**
The South University, Columbia bookstore’s operating hours are from 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday, and the first Saturday of the quarter. Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase.

**Computer Labs:**
South University is proud to offer wireless access on campus along with two computer labs that are utilized to teach classes. The computer labs house Windows-compatible multimedia computers with Internet access and laser printing capability. The library also maintains a computer lab that is available during the hours that the library is open. Priority for computer use goes to academic classes and tutoring first and then South University students. See the Code of Conduct for guidelines on computer use.

**Counseling:** See “Student Assistance Program” in this section.

**Disability Services:**
South University provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at South University.

South University, Savannah students who seek reasonable accommodations should notify Gabriella Fischer, Associate Dean of Students at 912 201-8041 or gfischer@southuniversity.edu of their specific limitations and, if known, their specific requested accommodations. South University, Columbia students who seek reasonable accommodations should notify Sandra Rhyne, Assistant Dean of Students at 803-835-9697 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the
Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the campus Dean of Student Affairs at telephone number 912.201.8079 in South University, Savannah or telephone number 803-935-4302 in South University, Columbia. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment. See the University Student Handbook.

Emergency Notification:

Students are strongly encouraged to subscribe to South University’s electronic emergency notification system, known as My Campus Alert. In an emergency, My Campus Alert will enable authorized college officials to reach members of the campus community through mechanisms other than regular college email and telephones. The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus telephone. The information in the emergency notification system will be used primarily to contact you in case of emergency, a weather emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of your campus community. Students may set up their accounts on the Inside South University - My Campus portal.

Financial Aid:

Financial aid is available to all qualifying students. Assistance may be in the form of federal and state grants, federal and alternative loans, and federal work-study. The primary application is the Free Application for Federal Student Aid (FAFSA). The FAFSA must be submitted annually. It may be obtained in the financial aid office or accessed electronically at www.fafsa.ed.gov.

In order to receive federal assistance, a student must be making measurable progress toward the completion of his/her course of study and pursuing a degree. The student must maintain satisfactory academic progress as specified in the catalog. Enrollment status of less than full-time may also impact eligibility for certain financial programs. Please see the “Financial Information” section of the South University Catalog for specific refund policies and for more information. Questions concerning financial aid should be addressed to a financial aid officer.

Fire Evacuation:

Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available. Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom.

Health Insurance and Medical Referrals:

Students are required to maintain health insurance and coverage for their well-being. See the University Catalog for details.

Students can enroll on-line in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators once they are enrolled as a student. Information is available at the following website: http://www.cirstudenthealth.com/southuniversity
Information concerning medical and dental providers as well as emergency resources is available from the University Dean of Student Affairs. In the event of a medical emergency, medical service will be contacted by calling 911. Students are, however, responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

Library Services – South University, Savannah:
The South University, Savannah Library is located on the southeast corner of the campus. It faces the student parking lot and abuts Waters Avenue. The hours of operation are:
Monday - Thursday  8:00 a.m. -10:00 p.m.  Saturday  9:00 a.m. - 5:00 p.m.
Fridays  8:00 a.m. - 5:00 p.m.  Sunday  Closed

The South University Libraries provide scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

South University libraries provide comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, program-specific resources to support class assignments, tutorial aides, and current events and recreational reading.

The campus library has more than 43,500 print book titles and over 300,000 e-books. Access to additional journals, newspapers, e-books, and other materials is provided through over 105 electronic databases. New students participate in a library orientation to help familiarize them with the facility’s resources and procedures. Please take advantage of this session to update your research skills.

Valid student ID cards are required to check out materials. These cards are obtained through the South University Bookstore. If a card is lost, the student should report the loss to the bookstore as soon as possible. Most materials may be checked out for a quarter. Students will be fined for overdue reserves or audiovisuals and charged a replacement fee for all materials that are not returned. Reference materials, pamphlets, vertical files and periodicals are available for use in the library only. All items must be properly checked out at the circulation desk. Failure to comply is an infringement of library policy and the “Code of Conduct.” Students will be held responsible for the loss or damage of materials while in their possession and are subject to the library rules and regulations as outlined in the Library Policy and Procedure Manual.

Duplicating services, interlibrary loan and printing services are available in the library, as well as access to the Internet, Microsoft Office Suite, and individual reference services.

Library Services – South University, Columbia:
The South University, Columbia Library is located on the first floor of the main campus building. The hours of operation are:
Monday - Thursday  8:00 a.m. -10:00 p.m.  Saturday  9:00 a.m. - 4:30 p.m.
Fridays  8:00 a.m. - 5:00 p.m.  Sunday  Closed
The library currently houses over 19,000 volumes, covering a wide selection of topics, but chiefly concentrates on supplementary curricular resources. The library’s electronic resources can be accessed from any computer on or off campus through the student portal. New students usually participate in a library orientation to help familiarize them with the facility’s resources and procedures. Please take advantage of this session to update your research skills.

A picture ID (such as your student ID card) is required to check out materials. Pharmacy students can check out up to 15 books for 6 weeks at a time. All items must be properly checked out at the circulation desk. Some reference materials are available for use in the library or Drug Info Center only. The library does not charge overdue fines, but students will be charged a replacement fee for any materials that are not returned. Students are subject to the library rules and regulations as outlined in the Library Policy and Procedure Manual.

To assist students in retrieving the latest information, the library subscribes to nearly 100 databases providing access to hundreds of thousands of full-text articles and e-books. The library offers the following services: research assistance, interlibrary loan, photocopying, scanning, printing, proofreading, and more. The library computer lab provides access to the Internet, Microsoft Office Suite, and general and subject-specific online databases.

Parking:

At the South University, Savannah campus, all vehicles parked on campus are required to display a parking decal, which may be obtained during orientation or at any time from the bookstore. The parking decal should be placed on the lower left corner of the rear windshield. Decals on vehicles with tinted windows may be placed on the lower left corner of the front windshield. All students must park in the Student Parking lot located at the rear of the campus. At the South University, Columbia campus, no parking decals are required.

At both campuses, vehicles are prohibited from being parked on curbs or in designated faculty spaces, or spaces for those with disabilities. Vehicles that are illegally parked will be ticketed by the security officer. Continued failure to comply with parking policies will result in the vehicle being towed at the owner’s expense. Students park at their own risk and liability.

Posting on Bulletin Boards:

Students are encouraged to check the University bulletin boards for notices and important information. Students who wish to post information in the Health Professions building, the Business building or the library should submit their notices to the bookstore. Students who wish to post information such as items for sale, roommates needed, in the Pharmacy building should submit their notices to the Assistant/Associate Dean of Student Affairs for the School of Pharmacy for approval. Postings may be removed after thirty days.
Participation in student activities provides students with an opportunity to apply knowledge and enhance skills. Clubs that focus on academic major/career interests and academic achievement are encouraged by South University.

Students interested in forming new clubs or organizations in the School of Pharmacy are encouraged to meet with the Assistant/Associate Dean of Student Affairs to discuss the group’s goals and plans and receive assistance in club formation. All student clubs must have a faculty or staff advisor and must be approved by the Dean of the School of Pharmacy. All student activities and fund-raising activities require the approval of the Assistant/Associate Dean of Student Affairs office.

South University reserves the right to deny any application for the formation of a student club when it determines in its sole discretion that the student club does not serve the best interests of the students and/or South University.

**Academy of Students of Pharmacy (APhA/ASP)**

- ASP is the student branch of America’s oldest and largest association of pharmacists, the American Pharmacists Association (APhA). The only organization to represent all practice settings, APhA has more than 10,000 student members attending the schools and colleges of pharmacy across the country. Within APhA, ASP has its own standing committee on education programs, publications, awards and policy.
- Each member of ASP also receives the full benefits of membership in APhA and through periodic publications and meetings, can keep up to date on the developments and events that affect the practice of pharmacy. At the local level, student members can participate in service projects that benefit the college and the community as well as social activities that foster school spirit. Any pharmacy student can be a member of ASP and still be eligible for participation in any other campus organization.

**American Society of Health-System Pharmacists (ASHP)**

- The American Society of Health-System Pharmacists (ASHP) is the national professional organization that represents more than 30,000 members who serve patients in organized health care settings.
- Health-system pharmacists are defined as those who practice in hospitals, health maintenance organizations, long-term care facilities, home health care, clinics, research, and managed/ambulatory care.
- Over 5,000 students are members of the ASHP Pharmacy Student Forum. Members receive career information, resources, residency information and matching. Studentline (the Forum’s quarterly newsletter), offers discounts on books, and supplies, opportunities to be involved in councils and committees at the national level and the ever-important networking.
Christian Pharmacists Fellowship International
Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Student chapters are found at Schools of Pharmacy across the country. The organization’s mission is to provide fellowship to students going through the program and challenge and promote spiritual growth.

National Community Pharmacist Association (NCPA)
The NCPA serves the pharmacist owners, managers, and employees of 25,000 independent pharmacists across the country. This organization provides important announcements, resources and news concerning the student who is interested in independent pharmacy practice.

Rho Chi
Rho Chi is the Academic Honor Society for Pharmacy. Only a few students are selected to join the society which recognizes and rewards outstanding scholarly attainment and encourages and stimulates outstanding scholarship.

Phi Lambda Sigma
Phi Lambda Sigma is the National Pharmacy Leadership Society. Its purpose is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Members are selected by peer recognition.

Kappa Psi
- The Kappa Psi Pharmaceutical Fraternity was founded in 1879 and has held the honor of being the oldest and largest professional pharmaceutical fraternity in North America. There are currently 72 collegiate and 44 graduate chapters in the U.S. and Canada.
- The objectives of Kappa Psi are to advance the profession of pharmacy through education and fraternity; to instill in its members the high principles of the profession of pharmacy; and to foster scholarship and pharmaceutical research.
- The Delta Omega Chapter was chartered at South University in December of 2005. Since that time, the Delta Omega chapter actively sponsors and participates in a variety of social and community activities. Membership in Kappa Psi is extended to interested and eligible students in the latter portion of their first professional year.

Kappa Epsilon
The purpose of Kappa Epsilon is to unite women students of pharmacy, to cooperate with the faculties of the colleges where chapters are established, to stimulate in its members a desire for high scholarship, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship.
Student National Pharmaceutical Association
SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues. Their purpose is to plan, organize, coordinate and execute programs geared toward the improvement of the health and the social and educational environment of the community. They promote greater representation of minorities in pharmacy and other health related professions.

Student Assistance Program:
Students in the School of Pharmacy have access to a student assistance program for counseling needs 24 hours a day. The program is easy and confidential. Talk One-2-One counselors are available by phone for students who would like to discuss issues that may be affecting their emotional well-being. Students can see the Assistant Dean of Students for a referral or call directly by dialing 1-888-620-3362. After the assessment call, students will receive four free sessions per presenting issue. Talk One-2-One can also make referrals to local counselors for students who wish to meet with a provider in person.

Student IDs:
Student ID photos are taken during Orientation or interviews and student IDs are issued to new students during their first week of classes. Student ID cards include student identification numbers (that are different from social security numbers). ID cards also function as access cards to the buildings.

There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement from the bookstore for a charge of $5.00 per occurrence. The use of a student identification card by anyone other than its original holder is prohibited.

Student Lounges:
South University, Savannah:
Students are encouraged to utilize the student lounge at the back of the health professions building by classroom 201 and 202 or the first floor of the pharmacy building across from classroom 308. Vending machines with snacks and drinks are available. Microwaves are available for student use.

South University, Columbia:
Students are encouraged to utilize the student lounge at the back of the first floor in the main campus building or room 146 in the pharmacy building. Vending machines with snacks and drinks are available. Microwaves are available for student use. Food and drink other than bottled water is not permitted in the classrooms.

Student Publications:
All student publications proposals must be submitted to the University Dean of Student Affairs for approval prior to the publication being published, posted, or circulated in any manner. South University reserves the right to deny any proposal for publication when it determines in its sole discretion that the publication does not serve the best interests of the students and/or South
University. The Dean of Student Affairs will review the proposal and notify the appropriate contact person regarding the approval or disapproval of the proposed student publication.

**Technology Support:**
South University students have access to Technical Support by calling: **1(866) 848-5515** to receive personalized assistance from a live tech support representative, *Monday through Saturday, from 8am to 10pm ET*. If preferred, or outside the listed hours, technical support is also available by e-mailing the technology support group at campus_support@southuniversity.edu. Please allow 24-48 hours for e-mail response. This support is available for the following:

- *My Campus* Student Portal username or password problems and navigation
- *Digital Bookshelf* and other digital resources setup and navigation (for online courses only)
- Gmail access
- Online classrooms (eCollege) or electronic file upload assistance
- Hardware requirements, software requirements, and computer configuration
- Operating system and browser issues

Students experiencing trouble with campus computers, printers, or the wireless network, submit a ticket through the SUITS (South University Information Technology Services) system at Inside.SouthUniversity.edu.

**Transcript Requests:**
Transcript request forms may be obtained at the reception desk. All outstanding financial balances must be cleared before transcripts are released. The first transcript request is free; there is a $10.00 fee for each subsequent request. Transcripts will be processed within two weeks of the transcript request. Please note that same day requests will not be honored. South University cannot guarantee the transfer of credits earned while attending this institution because each institution determines what transfer credits it will accept.

**Veterans Affairs:**
Assistance for veterans is available by contacting the veteran affairs coordinator in the financial aid office. Students need to be aware of the following veteran’s administration policies that apply to anyone using veterans’ educational benefits.

- Veterans must consult with the financial aid office prior to changing their major.
- **A debt is established on the student for tuition/fees/Yellow Ribbon when:**
  - The student withdrew after the first day of the term (FDOT)
  - The student reduced hours whether the reduction occurred before or during the term
  - If the student attended more than one day of any of the classes certified and a payment has been issued, any debt created by the withdrawal should be charged to the student
  - The school submitted a change in enrollment (1999b) and reported a reduction in tuition, fees, and/or Yellow Ribbon due to student action reducing or terminating training.
  - If a student drops a course and adds a course so that there is no net change in training time, any change to tuition, fees, and/or Yellow Ribbon is a student debt