This Student Handbook is intended to offer a framework of the intended learning environment provided by the COP faculty and staff. It is also provided to inform COP students of their rights as students, and equally important, their obligations and responsibilities. This Student Handbook does not constitute a contract, expressed or implied, between any applicant, student, faculty, or staff member and neither Mercer University nor the College of Pharmacy. Updates and changes are made as necessary to the Student Handbook and become effective whenever the University or College administration so determine and will apply to both prospective students and those already enrolled. Anyone with suggestions for amending or changing any of the information in this Student Handbook should make those suggestions in writing to the COP Office of Student Affairs and Admissions. The Mercer University College of Pharmacy reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

Detailed instructions on processes related to the Offices of the Registrar, Student Financial Planning, or Bursar can be obtained by contacting the respective office or visiting their websites.

Questions regarding this Handbook or the information contained may be addressed to the COP Office of Student Affairs and Admissions.

The Mercer University College of Pharmacy is committed to providing equal educational and employment opportunities to all qualified students, employees, and applicants, without discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, or disability, as a matter of policy and as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Pro. 75-50).
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Message from the Dean

Dear Students,

One of the great strengths of the College of Pharmacy is its student body.

I firmly believe that our students are among the best in the nation and have distinguished themselves on a national level. I am proud that students at the College of Pharmacy are so actively involved in professional organizations. This participation prepares our graduates to assume leadership roles in their communities and profession.

As this academic year commences, I am sure that the College of Pharmacy will continue to be a leader in healthcare education and that our students will maintain their love and enthusiasm for their chosen profession and the College. The entire faculty and administration are committed to the concept of excellence with a caring attitude and pledge our support to the student body in assisting them in achieving the maximum from their academic program. I believe the challenges that lie ahead in our profession provide all of us the opportunity to make significant contributions to the advancement of healthcare, research, and education.

Sincerely,

Hewitt W. “Ted” Matthews, PhD, RPh
Dean, College of Pharmacy
Senior Vice President for Health Sciences
## Calendars

### Fall 2013

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Pharmacy Orientation</td>
<td>August 15 – 16</td>
</tr>
<tr>
<td>Doctor of Pharmacy White Coat Ceremony</td>
<td>August 16</td>
</tr>
<tr>
<td>Classes Start</td>
<td>August 19</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>August 19-23</td>
</tr>
<tr>
<td>COP Fall Picnic</td>
<td>August 20</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 2</td>
</tr>
<tr>
<td>Pharmacy Residency Showcase</td>
<td>October 4</td>
</tr>
<tr>
<td>Pharmacy Honors Luncheon</td>
<td>October 24</td>
</tr>
<tr>
<td>Registration for Spring Begins</td>
<td>November 5</td>
</tr>
<tr>
<td>Healthcare Career/Interview Days</td>
<td>November 7 - 8</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 25 - 29</td>
</tr>
<tr>
<td>Classes End</td>
<td>December 6</td>
</tr>
<tr>
<td>Last Exams</td>
<td>December 9</td>
</tr>
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</table>

### Spring 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Classes Start</td>
<td>January 6</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>January 6 - 10</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 20</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 3- 7</td>
</tr>
<tr>
<td>Registration for Summer and Fall Begins</td>
<td>April 1</td>
</tr>
<tr>
<td>Good Friday</td>
<td>April 18</td>
</tr>
<tr>
<td>COP Spring Picnic</td>
<td>April 25</td>
</tr>
<tr>
<td>Classes and Exams End</td>
<td>May 2</td>
</tr>
<tr>
<td>End of Year Exams</td>
<td>May 5 - 6</td>
</tr>
<tr>
<td>Doctor of Pharmacy Pinning Ceremony</td>
<td>May 5</td>
</tr>
<tr>
<td>Hooding Ceremony</td>
<td>May 9</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 10</td>
</tr>
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### Summer 2014

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Classes Begin</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 12</td>
<td>June 23</td>
<td>May 12</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>Drop/Add</td>
<td>Drop/Add</td>
</tr>
<tr>
<td>May 12 - 16</td>
<td>June 23 - 27</td>
<td>May 12 - 16</td>
</tr>
<tr>
<td>Classes End</td>
<td>Classes End</td>
<td>Classes End</td>
</tr>
<tr>
<td>June 20</td>
<td>August 2</td>
<td>August 2</td>
</tr>
</tbody>
</table>

### Doctor of Pharmacy Fourth Professional Year 2013-2014

<table>
<thead>
<tr>
<th>APPE 1</th>
<th>APPE 2</th>
<th>APPE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13 – June 14</td>
<td>June 17 – July 19</td>
<td>July 29 – August 30</td>
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<tr>
<td>APPE 4</td>
<td>APPE 5</td>
<td>APPE 6</td>
</tr>
<tr>
<td>September 2 – October 4</td>
<td>October 7 – November 8</td>
<td>November 11 – December 13</td>
</tr>
<tr>
<td>APPE 7</td>
<td>APPE 8</td>
<td>APPE 9</td>
</tr>
<tr>
<td>January 6 – February 7</td>
<td>February 10 – March 14</td>
<td>March 17 – April 18</td>
</tr>
<tr>
<td>PHA 650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 21 – April 25</td>
<td></td>
<td>May 10</td>
</tr>
</tbody>
</table>

### Holidays and Special Events

- **Independence Day:** July 4
- **Doctor of Pharmacy White Coat Ceremony:** August 15
- **Doctor of Pharmacy Orientation:** August 15 - 16
- **COP Fall Picnic:** August 20
- **Labor Day:** September 2
- **Pharmacy Residency Showcase:** October 4
- **Pharmacy Honors Luncheon:** October 24
- **Healthcare Career/Interview Days:** November 7 - 8
- **Thanksgiving Break:** November 25 - 29
- **Martin Luther King, Jr. Day:** January 20
- **Spring Break:** March 3 - 7
- **Good Friday:** April 18
- **COP Spring Picnic:** April 25
- **Doctor of Pharmacy Pinning Ceremony:** May 5
- **Hooding Ceremony:** May 9
- **Commencement:** May 10
- **Memorial Day:** May 26
History of the College

The College of Pharmacy of Mercer University had its beginning in 1903 as an independent college in Atlanta and was first known as the Southern College of Pharmacy. The original charter was granted to Dr. R. C. Hood, Dr. Edgar A. Eberhart, and Dr. Hansell Crenshaw, all outstanding leaders in the fields of medicine and pharmacy.

In 1938 the College was transferred from private ownership to a board of trustees and was operated on this basis until July 1959, when a merger with Mercer University was consummated. Throughout its long history, the College has developed a tradition of excellence and a reputation for producing outstanding leaders in the profession of pharmacy throughout the U.S.

Mission of the College

The College of Pharmacy of Mercer University seeks to prepare its professional and postgraduate students to effectively contribute to and improve healthcare through excellence in patient-centered care and research.

Statement of College Goals

- Provide an education that is effective, innovative and comprehensive.
- Foster an environment that is caring and responsive toward all constituents.
- Ensure quality of programs through continuous evaluation and improvement.
- Encourage diversity and adhere to the values of the University’s Judeo-Christian heritage while respecting the pluralistic values of our society.
- Provide an environment where students participate in active learning and interprofessional education and develop critical thinking and problem solving skills.
- Foster personal and professional growth and a commitment to lifelong learning.
- Support a highly qualified faculty in their pursuit of teaching, scholarly activity, and service in recognition that these activities are integral components of continuing professional growth.
- Conduct basic, translational, and applied research emphasizing scientific advancement, educational methods, and improving healthcare outcomes.
- Prepare graduates to assume leadership roles in their communities and profession.
- Provide postgraduate education including graduate programs, residencies, fellowships, and certificate programs.
- Participate with other stakeholders in the development of new and improved practice models.
Vision of the College
The College of Pharmacy of Mercer University will be recognized nationally for outstanding contributions to the health sciences in teaching, service, and research.

Core Values of the College
The College of Pharmacy bases its educational program and position in the healthcare community upon certain core values. The core values of the College are excellence, integrity, caring, innovation, learning, professionalism, and commitment.

Mission of the Department of Pharmacy Practice
The mission of the Department of Pharmacy Practice at Mercer University is to educate and mentor students by engaging them in stimulating classroom activities, generate and encourage participation in innovative pedagogical and clinical research and scholarship, and provide exemplary practice experiences to ensure that, as professionals, they are fully competent to resolve and prevent medication-related problems and to provide optimal medication therapy management for individual patients and for society in general.

Mission of the Department of Pharmaceutical Sciences
The Department of Pharmaceutical Sciences seeks to be regionally and nationally recognized for the preparation of graduates to be competent pharmacy practitioners or pharmaceutical scientists.

- Our educational mission is to provide a high quality learning environment to foster learning for professional and graduate students.
- Our research mission is to contribute to the pursuit of knowledge in the pharmaceutical sciences and related fields.
- Our service mission is to make meaningful contributions to the profession, the College, the University, the scientific community, and the public.
Graduate Profiles

The MERCER Doctor of Pharmacy graduate will have both the breadth and depth of knowledge and skill to ensure successful entry into any of the wide variety of careers available to the Doctor of Pharmacy graduate. The graduate will:

- Demonstrate in-depth knowledge in biomedical, pharmaceutical, social, behavioral, administrative, and clinical sciences.
- Evaluate biomedical literature to make evidence based clinical decisions and recommendations.
- Solve problems and think critically.
- Pursue life-long professional development.

The MERCER Doctor of Pharmacy graduate will practice patient-centered pharmacy to optimize the use of medications to improve health, prevent disease, and improve quality of life. The graduate will:

- Seek the authority and autonomy to manage medication therapy and embrace the responsibility to ensure optimal therapeutic outcomes and patient safety as an integrated member of the healthcare team.
- Provide patient-centered and population-based care in multidisciplinary settings to culturally diverse populations.
- Foster the rational use of medication and promote health improvement, wellness, and disease prevention.
- Counsel patients while addressing health literacy.
- Manage human, financial, material, and informational resources.
- Adhere to laws and guidelines regulating the practice of pharmacy.
- Abide by professional and ethical standards of conduct.
- Advocate on behalf of patients and communities to achieve desired health outcomes and improve quality of life.

The MERCER Doctor of Pharmacy graduate will be an essential member of the patient’s health care team. The graduate will:

- Communicate and collaborate with patients, caregivers, healthcare professionals, and qualified support personnel.
- Educate the public and healthcare professionals.
- Serve as the primary resource for unbiased information and advice regarding the safe, appropriate, and cost-effective use of medications.
- Serve as a valued patient care provider whom health care systems and payers recognize as having responsibility for assuring the desired outcomes of medication use.
The MERCER Doctor of Pharmacy graduate will demonstrate the value of the profession to the achievement of health care goals in the community, nationally, and globally. The graduate will:

- Contribute to the elimination of healthcare disparities to benefit individual patients and society and to the achievement of medication-related public health goals.
- Address proactively changes in the healthcare delivery system.
- Participate in professional organizations and advocate for the advancement of the profession of pharmacy and its contributions to society.
- Ensure cost-effectiveness of medication therapy is optimized.

The MERCER Doctor of Philosophy graduate of the College of Pharmacy of Mercer University will be able to:

- Demonstrate a comprehensive knowledge of the core areas of the pharmaceutical sciences.
- Successfully conduct all aspects of research in the pharmaceutical sciences.
- Demonstrate knowledge of research methodology in their selected field of the pharmaceutical sciences.
- Demonstrate knowledge of scientific advances in their selected field of pharmaceutical sciences.
- Identify problems in the pharmaceutical sciences and formulate appropriate solutions to these problems.
- Communicate effectively in both written and oral forms.
- Appropriately gather and analyze data using various information technologies.
- Understand the importance of continuing professional development, self improvement, and lifelong learning.
- Adhere to professional and ethical responsibilities.
**Academic Administration**

President, Mercer University  
William D. Underwood, JD

Dean of the College of Pharmacy  
and Senior Vice President for Health Sciences  
Hewitt W. “Ted” Matthews, PhD

Executive Associate Dean  
Candace W. Barnett, PhD

Interim Associate Dean for Administration  
Gina J. Ryan, PharmD

Associate Dean for Student Affairs and Admissions  
James W. Bartling, PharmD

Interim Chair, Pharmacy Practice  
Susan W. Miller, PharmD

Chair, Pharmaceutical Sciences  
Ajay K. Banga, PhD

Vice Chair, Pharmaceutical Sciences  
J. Grady Strom, PhD
Dean’s Office

Matthews, Hewitt W., PhD
Littlejohn, Oliver M., PhD
Barnett, Candace W., PhD
Ryan, Gina J., PharmD, CDE
Hefner, David N., MS
Lamb, Robert, MBA
Menard, Terry
Proctor, Reid, MS
Johnson, Genice
Hill, Tamekic

Office of Student Affairs and Admissions

Bartling, James W., PharmD
Berry, Jordana, MBA
Greene, Faye
Jasmine Hardaway

Pharmaceutical Sciences

Bang, Ajay K., PhD
Strom, J. Grady, PhD
Bowen, J. Phillip, PhD
Burns, Rebecca, PharmD, PhD
D’Souza, Martin, PhD

Green, G. Ray, PhD
Hayslett Rowe, Renee, PhD
Holbrook, John M., PhD
Huang, Vanthida, PharmD
Knaack, Jennifer S., PhD
Lopez, Vincent, PhD
Matesic, Diane F., PhD
Matthews, Hewitt W., PhD
Momary, Kathryn M., PharmD, BCPS
Moniri, Nader H., PhD
Palaniappan, Ravi, PhD
Pollock, Stanley H., PhD
Tan, Chalet, PhD
Zhang, Hailing, PhD
Oder, Vivienne
Montague, Theresa
D’Souza, Cherilyn
Morris, Frank

Dean of the College of Pharmacy; Senior Vice President for Health Sciences
Dean Emeritus
Executive Associate Dean
Interim Associate Dean for Administration
Senior Director of Communications and Marketing
Director for Finance and Administration
Multimedia Designer
Director of Learning Technologies
Administrative Assistant to the Dean
Administrative Clerk

Associate Dean for Student Affairs and Admissions
Director of Admissions
Admissions Coordinator
Enrollment Associate
Student Affairs Specialist

Chair and Professor; Co-Director of the Center for Drug Delivery Research
Vice Chair and Associate Professor; Director of the Center for the Advancement of Teaching and Learning
Professor; Director of the Center for Drug Design
Assistant Professor
Professor; Director, Graduate Program; Director of the Clinical Laboratory; Co-Director of the Center for Drug Delivery Research
Associate Professor
Assistant Professor
Professor Emeritus
Associate Professor
Professor Emeritus
Associate Professor
Assistant Professor
Associate Professor
Associate Professor; Director of Vivarium
Professor
Associate Professor
Associate Professor
Senior Secretary
Program Specialist
Coordinator of Lab Services
Animal Care/Lab Assistant
Pharmacy Practice

Miller, Susan W., PharmD, CGP, FASCP
Advani, Ashish A., PharmD

Anderson, Robert J., PharmD
Ashworth, Laurel, PharmD
Barnett, Candace W., PhD
Bartling, James W., PharmD
Bonner, C. Lea, PharmD
Butler, Michell, PharmD.
Chaturvedula, Ayyappa, PhD
Chesson, Melissa M., PharmD, BCPS
Huang, Vantitha, PharmD
Jackson, Richard
Jacob, Bobby C., PharmD
Kennedy, W. Klugh, PharmD, FASHP
Klein, Christine M., PharmD
Liao, T. Vivian, PharmD
Lovett, Annesha White, PharmD, PhD
Lundquist, Lisa M., PharmD, BCPS
Manigault, Kendra, PharmD, BCPS
Marshall, Leisa L., PharmD, CGP
Metzger, Nicole L., PharmD, BCPS
Momary, Kathryn M., PharmD, BCPS
Moye, Pamela M., PharmD, BCPS
Nykamp, Diane, PharmD
Peasah, Samuel, PhD, MBA
Roskos, John, PharmD
Ryan, Gina J., PharmD, CDE

Shogbon, Angela, PharmD, BCPS
Syed, Lori, PharmD
Thurston, Maria M., PharmD
VanDenBerg, Chad M., PharmD, BCPP

Bexho, Bridget
Burrows, Dianne
Christie, Cynthia
Harris, Marlesia
Irving, Madelyn
Neal, Rosemary
Thomas-Barber, Renel
Young, Veronica

Vice Chair and Professor
Clinical Assistant Professor;
   Director of the Drug Information Center
Professor Emeritus
Professor Emeritus
Professor
Assistant Professor
Assistant Professor
Clinical Assistant Professor
Assistant Professor
Clinical Assistant Professor
Associate Professor
Professor Emeritus
Clinical Assistant Professor
Clinical Associate Professor
Clinical Assistant Professor
Clinical Assistant Professor
Clinical Assistant Professor
Assistant Professor
Clinical Assistant Professor
Professor
Visiting Research Assistant Professor
Professor Emeritus
Clinical Associate Professor ;
   Director of Continuing Education
Clinical Assistant Professor
Clinical Assistant Professor
Clinical Assistant Professor
Clinical Associate Professor;
   Director of the Center for Clinical Research
Clinical Research Coordinator
Senior Secretary
Administrative Clerk
Senior Secretary
Administrative Clerk
Clinical Skills Coordinator
Preceptorship Coordinator
Administrative Clerk
Student Policies

The following policies have been adopted by Mercer University and the College of Pharmacy for students. These policies describe what is expected of you as a student. It is your responsibility to familiarize yourself with the information presented in this Student Handbook, along with the other information available within your specific program of study.

The policies in this handbook have evolved through a continual process of feedback, discussion and exchange among students, faculty and administrators. Although no policy is considered totally inflexible, the present policies will be supported and adhered to by both students and faculty until changed or amended through appropriate channels. The Mercer University College of Pharmacy reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

University/College Policies That Apply to All COP Students

General Policy
A student whose deportment or scholarship is unsatisfactory may be dismissed from the College at any time. It is the policy of the College, reflected in the attitude of each member of the faculty, to spare no effort in helping each student to attain his/her objective, a successful career in healthcare.

Academic Honesty
Academic offenses that constitute violations of the College of Pharmacy Honor Code include plagiarism, cheating, lying and academic theft. Plagiarism is the copying of words, facts, or ideas belonging to another individual without proper acknowledgement. Failure to reference any such material used is both ethically and legally improper. Doctor of Pharmacy students are subject to the conditions and requirements of the Honor Code. The Honor Code is published as part of the Honor Council Constitution in this Student Handbook that is distributed to all students at the beginning of the fall term and made available electronically on the College’s website. Doctor of Philosophy students are subject to the conditions and requirements of the Graduate Honor System. The Graduate Honor System is available on the College’s website.
Attendance—Class
Attendance at all scheduled classes, laboratory sessions, reviews, recitations, examinations, practice experiences, experiential meetings, clinical rotations, or other curricular activities is expected. The following policy governs attendance:

Each professor is charged with the responsibility of establishing an absentee policy for his/her course subject to the approval of the Department Chairperson. This policy must be a part of the course syllabus distributed to students. In those cases in which the professor does not wish to establish an absentee policy, absenteeism cannot be considered in determining the grade for the course.

Attendance—Professional Meetings
The College acknowledges that viable professional organizations are essential to the wellbeing of the profession and contribute to the maintenance of high professional standards thereby assisting in assuring that healthcare professionals provide their patients with state-of-the-art health care. As a result, the College will endeavor to encourage its students to become actively involved in professional organizations and will provide them with the opportunity to do so. The College also recognizes that the primary responsibility of students is to achieve academic excellence and that any activity which hinders their pursuit of academic excellence is not in the best interest of the students or profession. Students must obtain, in writing at least one month prior to the meeting, approval from the course coordinator and Associate Dean for Student Affairs and Admissions (Doctor of Pharmacy) or Graduate Programs Director (Doctor of Philosophy), to be excused from classes/examinations. In such cases students will be required to meet the requirements of the course coordinator(s) whose examination(s) was (were) missed to satisfy the requirements for the course(s) involved.

Attitude and Conduct
The University expects students to conduct themselves in a manner that reflects their maturity and their awareness that matriculation at the University is a privilege accorded only to those who share the ideals of an academic community. Any conduct determined as having an adverse effect on the University community may result in disciplinary action, including dismissal. The Code of Professional Conduct is enforced both on University premises and at University-sponsored events held off campus. Students should familiarize themselves with the Code of Professional Conduct. The Code of Professional Conduct appears in its entirety in the Student Handbook Appendix.

Cell Phone
Out of courtesy for all those participating in the learning experience, all cell phones must be turned off before entering any classroom, lab, or formal academic or performance event.

Chemical Dependence/Impairment
Health care professions exact a high standard of performance from individuals. Unfortunately, these pressures sometimes result in improper usage of drugs and/or alcohol. The College of Pharmacy seeks to respond with concern and care to assist students who have become chemically dependent, to facilitate treatment, and to encourage recovery. The College policy on this issue is outlined in the Student Handbook Appendix.
Children and Guests on Campus

The campuses and facilities of Mercer University are restricted to students, faculty, staff, and guests of the University, except when all or part of the campus, its buildings, or facilities are open to the general public for a designated time and purpose. A guest of the University is a person invited by an officer, employee or student to visit the campus at a specific time and place for a designated purpose. Personal guests of students are permitted as long as they restrict the length of their campus visits.

Arranging childcare off campus is the personal responsibility of students who have children. Students are not authorized to bring children to campus for extended periods of time. Frequent or lengthy visits of children are not permitted, as they may create disruptions and present liability to the University for their safety. Children may not attend classes or be left unattended on Mercer property.

Childcare issues frequently arise when Mercer holidays and those of a child’s school do not match, or when a child is sick and cannot attend school or daycare. Students must plan for these times in advance. Asking a faculty member to allow a child in class is not an option; faculty members are not authorized to allow children to attend class.

College-wide Assessment

As part of the ongoing assessment, evaluation, and review of each program’s curriculum, student information is used for evaluation and feedback to improve the educational program and to document student progress. Course evaluations, faculty evaluations, student progress assessment and feedback, surveys, videotaped encounters, and group work are included in this process. Data are primarily reported in the aggregate, and individual identification will be protected. There will be some instances when videotape review will be used to teach interviewing skills and group dynamics. All persons being videotaped will give their consent prior to any use of the videotaped material. When data are used for documenting and publishing about the curriculum and student outcomes, appropriate institutional review will occur and aggregate data used. If the use of identifying information is needed, appropriate student consent will be obtained.
Community of Respect

Mercer University strives to be a Community of Respect where everyone is held in mutual high regard. Because every human being is created in the image of God, all of us deserve to be treated with respect and civility. Our standards of conduct are based on values of mutual respect:

Respect for Academic Integrity: We value a community that encourages an academic atmosphere. We believe that honesty is important to learning.

Respect for other persons: We value the worth of every individual in the community, and we respect the dignity of each member in the community. We take responsibility for the consideration of the rights of others.

Respect for the University Community: We value showing respect for the rights and property of others. We take responsibility to act to maintain University property.

Respect for Community Authority: We acknowledge and value our privileges and rights as members of the University community. We take responsibility for acting to uphold community standards.

For more information about the Community of Respect, Student Rights, the Campus Code of Conduct and the Campus Judicial Process, please refer to the Atlanta Student Handbook Supplement, available on the web at: http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm.

Computer Accessibility/Information Technology Policy

Every student must have access to computer resources necessary to complete academic requirements. The prescribed electronic devices ensure that each student has the ability to access required course materials and policies on Moodle, various educational websites, databases, and software during the didactic and experiential education.

For more information about Mercer’s Information Technology Policy, please refer to the Mercer University Student Handbook available online at http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm.

Crime Awareness and Campus Security

Mercer University places a high priority on keeping its campuses safe for its students, employees, and visitors. For more information about Crime Awareness and Campus Security at Mercer, please refer to the Atlanta Student Handbook Supplement, available on the web at: http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm.

Disability Policy

All campuses and colleges/schools maintain facilities and make other accommodations for students with disabilities. For more information about Mercer’s Disability Policy, please refer to the Atlanta Student Handbook Supplement, available on the Mercer website at: http://atlstuaffairs.mercer.edu/dean/cecil-b-day-campus-student-handbook.cfm.
Drug-Free Workplace and Campus
Mercer University shares the widespread national concern with the serious threat to health, safety and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. For more information about Mercer’s Drug-Free Workplace and Campus policy, please refer to Mercer University Student Handbook available online at http://provost.mercer.edu/handbooks/studenthandbook.cfm.

Emergency Preparedness

Equal Opportunity
Mercer University is committed to providing equal opportunity for all student applicants and enrolled students, without discrimination on the basis of race, color, national or ethnic origin, sex, age, or disability, as a matter of University policy and as required by applicable state and federal laws such as Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning this policy may be directed to the Equal Opportunity/Affirmative Action Officer, located in the Human Resources Office; to the senior student affairs officer; to the dean of the student’s college or school; or to any member of the Discrimination and Harassment Prevention Board (names, addresses and phone numbers of Board members are available in the Human Resources Office).

Students who believe they have been subjected to discrimination in violation of this policy may use the University’s Student Grievance Procedures for Discrimination and Sexual Harassment Complaints, a copy of which is available from any of the offices above.

Examinations / Make-Up Exams
Students must report for examinations scheduled. Permission for a make-up examination due to illness or other emergency may be obtained from the Associate Dean for Student Affairs and Admissions (doctor of Pharmacy) or Graduate Programs Director (Doctor of Philosophy) and the coordinator of the course.

It is the responsibility of the coordinator of each class to describe in the syllabus the course policy for making up examinations that are cancelled due to inclement weather or some emergency.

Food in Classrooms
The consumption of food is not allowed in classrooms or laboratories. Exceptions may be made for organizational meetings and special events. Food may be consumed in the Cafeteria and designated spaces in University buildings.
**Fundraising**

Permission for students/organizations to sell any items on campus must first be obtained in advance from the Associate Dean for Student Affairs and Admissions. Guidelines for granting/denying requests for sales will be determined by whether the item to be offered for sale is presently being sold by some other entity under contract with the University and/or if the sale will adversely affect what is already being sold under contract.

**Grading**

*Grading System and Quality Points*

Cumulative grade point averages are computed on a quality point system. The interpretation of the letter grades and their quality point values is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent 4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Good 3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good 3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Average 2.5</td>
</tr>
<tr>
<td>C</td>
<td>Average 2.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure 0.0</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete 0.0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit 0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal 0.0</td>
</tr>
<tr>
<td>Z</td>
<td>Grade Not Reported 0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory 0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory 0.0</td>
</tr>
</tbody>
</table>

Hours earned with a Satisfactory grade will be added to the total required for graduation, but will not affect the grade point average; an Unsatisfactory grade will not carry hours earned and will carry no penalty to the grade point average. The grade of Incomplete (IC) may be assigned when students have not completed all required coursework and/or examinations for completion of a course. The IC should be removed no later than one year after it was assigned. If it is not removed within the stated time, the IC will automatically change to the grade of F. In cases of illnesses or extreme circumstances the IC will be changed to the grade of W with the approval of the Dean.

A student’s scholastic standing is normally determined by calculating a grade point average (GPA). This average, which is calculated for each semester and for the entire period of residence, is determined as follows: the total number of hours for which a grade is received is multiplied by the numerical equivalent for that grade. The results are added, and the sum is divided by the total number of hours for which grades have been assigned. Should a course be repeated, all grades received in that course are used in the computation of the grade point average.
Graduation

Application for Graduation
All students must apply for graduation. It is the student’s responsibility to be aware of all departmental, college, and university degree requirements as published in the catalog, and to ensure that such requirements have been met or that appropriate waivers have been secured and filed in the Registrar’s Office. The application for graduation must be filed with the Registrar’s Office one term prior to the expected date of graduation.

Awarding of Degrees
The College awards degrees at the end of the semester in which all degree requirements have been met. These requirements are outlined in each program of study’s individual policy sections in this Student Handbook.

Graduation Exercises
A commencement ceremony is held annually at the end of the spring semester. Only students who have met all degree requirements are eligible to participate.

Academic Regalia
The cap (mortar board) and gown—with or without an academic hood—are the formal academic attire for ceremonial events at Mercer University, including commencements. Mercer University provides cords and ribbons for graduates to wear indicating specific academic honors. Honor graduates are distinguished by the wearing of honor cords. A single orange cord shows academic honor; purple indicates membership in Rho Chi (Pharmacy academic honor society); green and gold represents membership in Phi Lambda Sigma (Pharmacy leadership society). A medallion signifies membership in the national Honor Society of Phi Kappa Phi. Traditional hoods of academic regalia are bestowed upon the Doctor of Pharmacy and Doctor of Philosophy at a special hooding ceremony held prior to commencement. The Doctor of Pharmacy hood is lined with the Mercer University colors of orange and black and is trimmed in olive green. The Doctor of Philosophy hood is lined with the Mercer University colors of orange and black and is trimmed in blue.
Hazing
The College of Pharmacy adheres to the State Code on Hazing (16-5-61).

(a) As used in this Code section, the term:

(1) Haze means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student’s willingness to participate in such activity.

(2) School means any school, college or university in this state.

(3) School organization means any club, society, fraternity, sorority, or a group living together that has students as its principal members.

(4) Student means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

Immunization and Insurance Requirements
All students are required to complete a Certificate of Immunization Form to be turned in with proof of required immunizations prior to enrollment. Incomplete or inaccurate information may result in student registration being delayed or blocked. All students living on campus will be required to show proof of the Meningitis vaccine or return a signed Meningococcal Disease Information Acknowledgment form. This is required by Georgia law.

Additionally, the University requires all students to maintain health insurance coverage. In order to enforce this policy, all students are automatically enrolled and charged for health insurance each semester. This health insurance is provided by the University’s sponsored student insurance plan. Students are provided the opportunity to waive the student insurance coverage and have this charge removed from their Mercer bill each semester if satisfactory evidence is submitted proving that primary health insurance coverage exists (through the Pearce & Pearce website at www.studentinsurance.com). Students who do not submit proof of primary health insurance are automatically signed up for coverage under the student insurance plan and are not required to enroll individually. A medical identification card and summary of benefits is mailed to the students once registration has closed and if the student has not waived coverage.
Inclement Weather

In the event of hazardous weather, the following policy will be in effect:

1. A decision as to whether or not school will be open or closed on the days in question will be made and announced. When official closings are announced, complete information for faculty, staff and students will be recorded on THE MERCER WEATHER HOTLINE—(678) 547-6111. Information about Mercer closings will also be aired on Atlanta area radio and television stations. The official stations are WSB Radio (AM 750) and WSBTV Channel 2. Students can also check the website (www.mercer.edu) for information.

2. If a student feels that conditions are so hazardous that coming to school would pose a danger, he/she is automatically excused from classes even if school should be open. In the event that a student should miss an exam, the professor in charge will give a make-up exam at the officially scheduled time for make-up exams.

3. If necessary, cancelled classes will be made-up on an appropriate Saturday.

Medical Emergency Procedure

The following steps should be followed when an accident, injury, or other related emergency on campus occurs:

- Notify the MERCER POLICE OFFICE immediately, by picking up a red phone nearest you or by dialing 6911 from ANY campus telephone nearest you. IF THE CALL IS PLACED FROM AN OUTSIDE PHONE, CALL MERCER POLICE AT (678) 547-6358 AFTER PLACING A 911 CALL TO ALERT THEM TO AN EMERGENCY ON CAMPUS. Give the location of the injured person and briefly describe the apparent injury. The MERCER POLICE OFFICE will then dispatch an officer to the scene, who will determine the appropriate emergency service to be notified, and direct any emergency vehicles to the scene on campus. No employee should assume the responsibility of transporting an injured or ill person.

- If there is difficulty in reaching the MERCER POLICE by telephone, send another person to the MERCER POLICE DEPARTMENT. Assist the MERCER POLICE in filling out an injury report after the injured or ill person has been treated.

- Any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.

- Remain with the injured party at all times until professional medical aid arrives. A police officer trained in first aid will be on hand as soon as possible to maintain order and render whatever assistance possible.

- After the injured person has been removed or treated by trained medical personnel, give the police officer on the scene as accurate a description as possible of the apparent cause of the accident and the nature of the injury.

By expediting professional medical treatment through a standard emergency procedure, the victim of a serious injury or illness stands a much greater chance of survival and avoidance of serious after-effects.
Mental and Physical Health and Welfare of Students

The mental and physical health of students can strongly affect their academic and social success at the University, as well as influencing the other members of the University community. Mercer staffs the Counseling Center office and the Campus Health Center with qualified medical and mental health professional who provide short-term health services to students seeking assistance. For some students, pre-existing conditions or severe stress during college may create a situation where the student must be referred out of community resources that can give long-term or in-patient care.


Additionally, Mercer University has a policy for providing assistance to students who have attempted suicide or who exhibit other life-threatening behavior. This policy is also available electronically in the Cecil B. Day Campus Student Handbook.

Name Badges

Name badges will be provided for students at the beginning of the first year. These name badges must be worn at all experiential learning sites and occasionally for on campus programs (for example, admissions interviews). Additional or replacement name badges can be ordered as necessary at cost by the Office of Student Affairs and Admissions.

Note-taking Services (Doctor of Pharmacy Program)

Anyone desiring to establish a note-taking service for classes offered at the College of Pharmacy must obtain the written permission of the instructor of each course for which notes will be taken. The faculty assumes no responsibility for the accuracy of notes distributed through such a service. The faculty reserves the right to withdraw permission for operation of the service at any time. Violators of this policy can be subject to legal action.

Official Communication

All students are assigned a Mercer email address. This is the address that will be used for official University and College email correspondence to students. It is the student’s responsibility to maintain the Mercer email account and understand any and all official communication sent to their Mercer email address.

Official Contact Information

Address changes must be submitted, in writing, to the Office of the Registrar. Please note that address changes submitted to program offices are not automatically transmitted to the Registrar.
Posting of Materials
Posting of signs, fliers, bulletins, announcements, etc. upon doors, walls, and windows is prohibited to prevent damage to campus physical facilities.

Bulletin Board Policy: Bulletin boards especially for the purposes of pharmacy student organizations are located in the hall of the Pharmacy Administration/Cafeteria building; bulletin boards for student-related announcements are also located in the Duvall and Research and Education Center buildings. Several bulletin boards are designated for specific use. All bulletin boards located in the Duvall and Education and Research Center buildings are maintained and monitored by the College of Pharmacy. Students should contact the Office of Student Affairs and Admissions for questions regarding bulletin boards; the office is located in the Pharmacy Administration/Cafeteria Building, Room 121.

Special notices and other information of interest may be posted only on “Public Notice” bulletin boards, located in various areas of the Cecil B. Day Campus. These boards are monitored and maintained by the Campus Student Life Office located in the Sheffield Center.

Registration
All students are required to register at the times prescribed in the Academic Calendar. Official enrollment, which includes the completion of satisfactory financial payments, is required for admission to any class or clinical experience. Students who register after the prescribed time are subject to a late registration fee.

IMPORTANT NOTE: To cancel a registration at any point after the Registrar’s Office has entered course selections in the computer, a student must complete a Course Withdrawal Form. If the appropriate official form is not completed and the student does not attend class, a grade of F will be assigned.

Course Load
All College of Pharmacy students are expected to carry the normal full-time course load each semester as defined in each program of study’s individual policy section.

Course Changes
Course changes (dropping and/or adding courses) must be done on or before dates specified in the calendar of the current catalog. For students enrolled in the College of Pharmacy, courses may be dropped or added only during the first week of the semester. To change courses during this period, a student must use the MyMercer online system. Courses dropped during this time will not appear on the student’s grade report or permanent record.

Residential Living Policy
Resignation from the University

Doctor of Pharmacy students must withdraw from all courses in order to resign officially from the University. A grade of W is assigned for the courses in which the student was enrolled before withdrawal, if the withdrawal takes place within the time limit prescribed in each semester of the academic calendar. Without official resignation, a student leaving the University forfeits refunds, and the grade of F is assigned to all courses taken in the semester. Withdrawal from all courses for which a student is registered constitutes resignation from the University.

Sexual Harassment

The University is committed to maintaining an environment in which the dignity and worth of all members of the institutional community are respected. Sexual harassment harms the environment the University seeks to maintain and is unequivocally prohibited. Moreover, sexual harassment is a form of sex discrimination and violates Federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or same sex, when the behavior falls within the following definition.

Definition

Sexual harassment is defined as unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or activity; or
- submission to or rejection of such conduct is used as a basis for an academic, employment or placement decision affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience or creates an intimidating, hostile, or offensive environment for working or learning.

Examples

Examples of conduct prohibited by this policy include, but are not limited to:

- persistent, unwelcome flirtation, advances or propositions of a sexual nature;
- repeated insults, jokes, anecdotes, or gestures that are commonly considered by people of a specific sex to be demeaning to that sex;
- repeated, unwelcome comments of a sexual nature about an individual’s body or clothing or about sexual activity or speculations about previous sexual experience;
- unnecessary or unwelcome touching, such as patting, pinching, hugging, or repeated brushing against an individual’s body;
- direct or implied threats that submission to or rejection of requests for sexual favors will affect decisions regarding such matters as an individual’s employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; and unwarranted use of sexually suggestive materials.
A faculty member’s choice of teaching techniques, selection of instructional materials, or other conduct through which the faculty member seeks to communicate with students in an instructional setting shall not be prohibited under this policy if the faculty member claims that the conduct is legitimately related to the subject matter of the course, unless the Discrimination and Harassment Prevention Board finds that the faculty member’s claim is clearly unreasonable.

_Counseling, Advice and Informal Resolution_

In many instances, informal discussion and mediation can be useful in resolving perceived instances of sexual harassment. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it.

Problems, questions and grievances may be discussed with any of the officials or Discrimination and Harassment Prevention Board members indicated in the Equal Opportunity Policy. Members of the Discrimination and Harassment Prevention Board are particularly well-informed and well-placed to help. They may be especially useful in advising and aiding a student’s own efforts to resolve a problem.

Such help may involve coaching the individual in preparation for a conversation with the person causing the problem or assisting the student in writing a letter to that person describing the offending behavior and requesting that it stop. Alternatively, the student may ask the Board member to meet with the person causing the problem. In other cases, it may be necessary to arrange for a change in section assignment or for a re-evaluation of work submitted for a grade.

Throughout the advising and informal resolution process, the information provided by the student will ordinarily be held in confidence unless and until the student agrees that another party or parties must be informed to facilitate a solution. The student’s identity will not be revealed to the person against whom the complaint is made without the consent of the student.

_Formal Grievance Procedures_

Any student who believes he or she has been subjected to sexual harassment may file a formal complaint with any member of the Discrimination and Harassment Prevention Board, either initially or after having sought informal resolution as described above, with the possible outcome of disciplinary action against the accused. The complaint must be in writing, signed by the complainant, and must describe the specific action(s) complained of. A complainant who wishes to pursue a formal complaint must be willing to be identified to the accused. The complaint will be investigated and resolved in accordance with the University’s Grievance Procedures for Discrimination and Sexual Harassment Complaints. Copies of these procedures are available from the Equal Opportunity/Affirmative Action Officer, located in the Personnel Office, or from the Office of the Associate Dean for Student Affairs and Admissions.
**Solicitation and Distribution of Literature**

Students may not solicit business of any type, including the selling of products or services, without having been invited or given permission by an official of the University. Students may distribute literature by posting on approved bulletin boards and kiosks. Distribution that includes placing literature/product samples on cars or in University mailboxes is strictly prohibited. Postings are approved through the Campus Student Life Office located in the Sheffield Center.

Any unauthorized persons soliciting or distributing on campus are to be immediately reported to Mercer Police.

**Student Health and Counseling Services**

Student Health and Counseling is designed to provide limited services to currently enrolled students for minor illnesses, accidents, and medications as needed, and offering referrals as requested. Services provided included administration of a variety of immunizations and TB tests. Appointments are encouraged but walk-ins are welcome.

Student Health is staffed by a registered nurse, by an adult health nurse practitioner three days a week, and by a physician three times a month. Student Counseling is staffed by licensed professional counselors, an associate counselor, and graduate interns who provide personal, career, and academic counseling through short-term individual and group counseling. Most services are provided free of charge, any costs incurred can be paid at time of service or billed to the student’s account.

In the event of a serious illness or accident when the clinic is closed, the student should report to the nearest Urgent Care Facility or Emergency room for immediate treatment. The Mercer Police must be notified of any injury occurring on campus. They may be reached at (678) 547-6358 or by using a Mercer phone and dialing 6911. Someone should stay with the injured person until the Mercer Police arrive.

Students completing pharmacy practice experiences off campus in metropolitan Atlanta are allowed continuous access to SHAC services. Students completing pharmacy practice experiences in Macon, Georgia have access to the Student Health Center and Counseling and Psychological Services on the University’s Macon Campus. Students completing pharmacy practice experiences in Savannah or Columbus or outside the state have the ability to seek healthcare using their insurance.
**Tobacco Use Policy**

Mercer University has been, and continues to be, committed to the health and well-being of the members of its student body, faculty and staff. The University not only has a vested interest in the vitality of its students and those who administer and operate the University’s programs of education, research and service, but also wishes to promote the advancement of health in general and the maintenance of a healthful environment. The University and its Medical, Nursing, Pharmacy, and Health Professions schools have substantial commitments to health-related research and teaching.

The following guidelines are designed to achieve a relatively smoke-free environment on the Mercer campuses:

- Smoking is prohibited in all indoor locations. All buildings on all campuses are smoke-free.
- Smoking is prohibited within 25 feet of all building entrances, air intakes, and windows.
- Residence hall public spaces (lobbies, hallways, lounges, recreation areas, restrooms) and rooms are smoke-free.
- Use of smokeless tobacco products is prohibited in all university facilities, except in individual resident hall rooms and apartments.

Violations of this policy will be reported to Campus Student Affairs for students or Human Resources for employees.

**Traffic Regulations and Parking**

*Registration and Decals*

The Mercer Police are responsible for parking enforcement at Mercer University. All vehicles must be registered each year and each vehicle must display a parking decal (provided at no cost). You can register vehicles 24 hours a day, 7 days a week at the Mercer Police Department. You must provide your tag number to obtain a decal. If your car or tag number changes, you must notify Mercer Police the next business day. ALL DECALS MUST BE PLACED ON THE LOWER FRONT WINDSHIELD ON THE DRIVER’S SIDE.

*Handicapped Parking*

Mercer does not issue handicapped access parking decals. If you are permanently or temporarily disabled and require handicapped access, you must see your doctor about getting a permit issued by the State of Georgia. Your vehicle must be registered with Mercer Police even if you possess a handicapped permit. Drivers authorized by the state to use handicapped parking spaces can park in any area with a properly displayed state permit.

*Parking*

Possession of a decal does not guarantee you a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space, being late for class or work, parking illegally for a short time, leaving your flashers on, are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean you can park illegally. More information on the parking policies, tickets, and appeals is available from the departmental web site at [www.mercer.edu/police](http://www.mercer.edu/police). Mercer Police can be reached by dialing ext. 6358 from any campus phone.
Traffic Ticket Appeal Process

Students who feel they have been wrongfully ticketed may appeal to the Traffic Committee. The Traffic Committee is composed of a faculty member, a staff member, a student, a student alternate, and the Associate Director of Mercer Police on the Atlanta campus. Each will be asked by the Senior Vice-President of the Atlanta campus to serve a 1 year term, with the exception of the Assoc. Director of MERPO, who will be a standing member. All will be voting members, except for the Associate Director of MERPO, who will vote only in the case of a tie. Two of the three voting members must be present to establish a quorum. The committee will convene no later than the second week of the fall semester to select a chair. Meetings to hear appeals will be scheduled as needed.

A student wishing to initiate the appeal process must do so in writing by filling out an Appeal Form (obtained from the Mercer Police Office) and submitting it to their office. The appeal process must be initiated within 5 business days of receiving a ticket. The student will be notified of the time and place of the next meeting. Students appealing a ticket are required to attend this meeting.

If a student who is appealing a ticket is unable to attend the scheduled meeting, he/she has one opportunity to request to reschedule, providing the request is made 24 hours prior to the scheduled meeting. Failure to notify the Chair or Assoc. Director of MERPO of inability to attend will result in the students’ forfeiting the right to appeal.

There will be no formal hearing; rather, there will be a discussion by the members regarding each appeal. Committee members may ask questions of the student if the student is present at the meeting. Students may also ask questions of the committee members. The decision of the Traffic Committee shall be considered final.
Doctor of Pharmacy Program Policies

This section of the COP Student Handbook is specifically for students enrolled in the Doctor of Pharmacy Program in the College of Pharmacy at Mercer University. Students should also refer to the University/College policies included in this Student Handbook.

The Doctor of Pharmacy Program is accredited by The Accreditation Council for Pharmacy Education (ACPE), 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810; telephone (312) 664-3575; Website www.acpe-accredit.org. ACPE has an obligation to assure any institution holding accreditation status for its professional program conducts its affairs with honesty and frankness. Complaints may be filed with ACPE from other institutions, students, faculty, or the public about the College including tuition and fee policies, as related to ACPE standards, policies, or procedures.

Those who wish to file such a grievance may access the ACPE Complaint Policy by visiting the ACPE website (http://www.acpe-accredit.org/complaints/default.asp). The standards and procedures for filing a complaint with ACPE are included on the ACPE website.

Once a complaint has been submitted to ACPE, a course of action will be determined by ACPE, which may include communication with the College. The Associate Dean for Student Affairs and Admissions maintains all complaints and written documentation of actions related thereof securely. This complaints file is made available to ACPE representatives upon request.

Absence/Resignation

Leave of Absence: Doctor of Pharmacy students seeking a leave of absence must consult the Associate Dean for Student Affairs and Admissions.

Resignation from the University: Doctor of Pharmacy students must withdraw from all courses in order to resign officially from the University. A grade of W is assigned for the courses in which the student was enrolled before withdrawal, if the withdrawal takes place within the time limit prescribed in each semester of the academic calendar. Without official resignation, a student leaving the University forfeits refunds, and the grade of F is assigned to all courses taken in the semester. Withdrawal from all courses for which a student is registered constitutes resignation from the University.

A Doctor of Pharmacy student who is not attending classes at the time of withdrawal is required to meet with the Associate Dean for Student Affairs and Admissions to officially resign from the University.

Audio-Recording of Required Courses

All required courses for the Doctor of Pharmacy program are audio-recorded. These recordings are made available online for student review. The purpose of these recordings is to aid students in the learning process.
Background Checks and Drug Screening

Assessment of criminal background checks (CBC) and drug screening are considered important to help protect the public, regardless of the requirements of specific community or clinical sites. However, a clear background check or drug screening does not guarantee safety or predict an individual’s future behavior.

Accepted Students

All matriculating students undergo a criminal background check and drug screening after being offered admission to the Doctor of Pharmacy (Pharm.D.) Program. Students accepted into the Program are responsible for promptly reporting any future charges or the outcome of pending charges to the Associate Dean for Student Affairs and Admissions. If accepted into the program, our determination related to findings on the initial or subsequent criminal background check or drug screening does not guarantee that State Boards of Pharmacy will view the findings similarly. Students accepted into the program have the right to review their criminal background check and drug screening reports for accuracy by contacting the institution/company/agency conducting the search.

In addition to completing the criminal background check and drug screening per the policy requirements, newly accepted students with an adverse criminal background check or drug screening must also report this activity in writing and include the appropriate information (e.g., court documents, arrest records, etc.) to the Associate Dean for Student Affairs and Admissions with an original signature and date. The Associate Dean for Student Affairs and Admissions may request additional information from the student or request an additional criminal background check and/or drug screening. Students who fail to provide this information within the time frame will be subject to their offer of acceptance being withdrawn. Adverse information may lead to withdrawal of the offer of admission to the program. Appeals to decisions made regarding results of criminal background check and/or drug screening may be made in writing to the Associate Dean for Student Affairs and Admissions.

Enrolled Students

Pharmacy practice sites may require additional components of a criminal background check, additional drug screening, a certain company or laboratory to be used, and/or the tests being performed within certain time frames prior to beginning introductory or advanced pharmacy practice experiences. The expenses associated with any criminal background check or drug screening during matriculation into or during the Pharm.D. Program is entirely the responsibility of the student.

Information as to whether a facility offering introductory or advanced pharmacy practice experiences requires evidence of a negative drug screen and/or criminal background check can be obtained from the Director of Experiential Education. Be aware that requirements for specific introductory or advanced pharmacy practice sites may change at any moment prior to the student beginning at the site. It is the student’s responsibility to meet those requirements.
If allowed or required by the introductory or advanced pharmacy practice site, the student will provide the results of their criminal background check or drug screening directly to the appropriate representative. In the event that the site does not have a process to review results of a criminal background check or drug screening or will not accept them directly from the student, the Director of Experiential Education will provide information to the appropriate representative on charges resulting in a nolo contendre or conviction which are reported on a criminal background check and/or positive results of a drug screening test. The site’s representative is solely responsible to determine whether the results meet facility requirements. Mercer University, its faculty or representatives, is not responsible or liable for nor will they intervene with the decision made by a site to not accept a student based on the contents of the criminal background check or drug screening.

Students with adverse findings on a criminal background check or drug screening, as determined by an introductory or advanced pharmacy practice site, will be excluded from participation at that facility. In circumstances such as this, the program may require that students undergo a subsequent criminal background check or drug screening. If the Director of Experiential Education, in consultation with the Associate Dean for Student Affairs and Admissions, agree with the facility’s decision, the student will be excluded from continuing in the introductory or advanced pharmacy practice experience and subsequently will be removed from the program. Should the Director of Experiential Education, in consultation with the Associate Dean for Student Affairs and Admissions, disagree with the facility’s decision, the Director will make one attempt to place the student in an alternate facility. If that attempt is unsuccessful due to the adverse findings on the criminal background check or drug screening, the student is excluded from continuing in the introductory or advanced pharmacy practice experience and subsequently will be removed from the program.

Students arrested or charged for criminal activity at any time during their enrollment in the Doctor of Pharmacy Program must notify, in writing, the Associate Dean for Student Affairs and Admissions within 7 days of the arrest or issue of a citation. The Associate Dean for Student Affairs and Admissions will assume responsibility for the notification of additional College of Pharmacy offices as necessary. Students who fail to provide this information within the stated time frame will be subject to suspension/dismissal from the program.

Incorrect Records

Occasionally, a criminal background check may contain incorrect information. If a student finds that his/her record is incomplete, incorrect, contains errors and omissions, or misidentifies a student for someone else, the student should contact the criminal background check vendor with appropriate documentation to correct the errant information. The student should also notify the Associate Dean for Student Affairs and Admissions and/or Director of Experiential Education, who will make a request to the vendor to verify this information and supply a copy to the student and MUCOP. Depending on the circumstances, the student may or may not be suspended/dismissed from the program pending the outcome of the request.

Students who have a break in enrollment of at least one semester (e.g., leave of absence) will be required to repeat a criminal background check and drug screening prior to reentering the program.
Confidentiality and Recordkeeping

Results of background checks and drug screening are confidential and will be kept in a secure file separate from other academic records. This information contained in the criminal background check and drug screening section of the student's file may only be reviewed by university officials, the designated background check or drug screening provider, and affiliated clinical facilities in accordance with the Family Educational Rights and Privacy Act (FERPA).

Dean’s List
A first, second, or third professional year pharmacy student whose ratio of grade points to hours is 3.8 or better for 12 or more semester hours during a term is given Dean’s List standing at the end of the semester. Fourth professional year pharmacy students are given Dean’s List standing if they earn the requisite grade point average of 3.8 or better for 10 or more hours during a semester.

Degree Requirements
1. Completion of the Doctor of Pharmacy curriculum (totaling 149 semester hours) with a passing grade in each course and with a 2.0 cumulative grade point average.

2. Thirty-six months’ residence in an accredited college of pharmacy, the final eighteen months of which must be completed at the College of Pharmacy.

3. Recommendation by the faculty of the College of Pharmacy.

4. Payment of all financial obligations to the University.

Grade Appeal Procedure
A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. Concerns may relate, but are not limited to: failure to abide by stated requirements described in the course syllabus, a disputed test question, and discrimination based on age, sex, religion, race, marital status, national origin or disability.

The procedure for bringing an academic appeal is as follows:

1. A formal appeal must be initiated within 30 days following the date that course grades are posted. The appeal should be completed within 60 – 90 days following initiation of the process.

2. The student must initiate the process by presenting the appeal in writing to the faculty member in charge of the course. In the written appeal, the student must describe why a grade change is warranted and provide evidence to substantiate the appeal. The faculty member will render a decision in writing.

3. If the appeal is not resolved by the faculty member, the student may present it in writing to the appropriate department chairperson. The department chairperson will render a decision in writing.

4. If the appeal is not resolved by the department chairperson, the student may present it in writing to the chairperson of the Academic Performance and Standards Committee. The committee will render its decision in writing.
5. If the appeal is not resolved by the Academic Performance and Standards Committee, further appeal rights are limited. The student may present the appeal in writing to the Executive Associate Dean. This must be done within 10 days of the committee’s decision. The appeal must specify the grounds, as well as supporting facts and arguments. Disagreement with the substance of the committee’s decision shall not be an appropriate ground for appeal at this level. In reviewing the appeal, the Executive Associate Dean will limit review to alleged failure to adhere to procedures, rules and regulations governing the appeal process or new information that was unavailable to the Academic Performance and Standards Committee at the time of its determination. The Executive Associate Dean will render a final decision in writing.

6. Written documentation as it relates to the Grade Appeal will be maintained in the Office of Student Affairs and Admissions.

Graduation with Honors
Candidates for the Doctor of Pharmacy degree who earn a cumulative grade point ratio of 3.50 to 3.69 will receive their degree cum laude; those earning a ratio of 3.70 to 3.89, magna cum laude; those earning a ratio of 3.90 and above, summa cum laude. To be eligible for honors, a student must have been in residence at Mercer for two years, during which time he/she must have completed a minimum of 60 semester hours.

Immunization and Insurance Requirements
All Doctor of Pharmacy students are required to complete a Certificate of Immunization to be turned in with proof of required immunizations prior to enrollment. Incomplete or inaccurate information may result in student registration being delayed or blocked. All Doctor of Pharmacy students are required to show proof of the following immunizations/screening tests:

- Two MMR (Mumps, Measles, Rubella) vaccines (administered after 12/31/79) and positive IgG titer report that shows immunity to Measles, Mumps (Rubeola), and Rubella.
- Tetanus/Diphtheria/Acellular Pertussis adult booster (Tdap) and current tetanus vaccination.
- History of Varicella (chicken pox) disease or Varicella two vaccination series, and positive Varicella Zoster IgG titer report that shows immunity to Varicella.
- Hepatitis B series of vaccines and positive Hepatitis B Surface Antibody Quantitative titer report that proves immunity to Hepatitis B.
- A negative Mantoux STU PPD tuberculin skin test performed within six months prior to matriculation. In the event of a positive PPD, documentation must be provided of a normal chest x-ray within six months prior to matriculation and an annual IGRA test (QuanteFERON-TB Gold, Tspot). All Pharm.D. students are required to have an annual tuberculin (TB) screening while enrolled.
- Annual influenza vaccination is required of all students.
All students living on campus will be required to show proof of the Meningitis vaccine or return a signed Meningococcal Disease Information Acknowledgment form. This is required by Georgia law.

Additionally, the University requires all students to maintain health insurance coverage. In order to enforce this policy, all students will be automatically enrolled and charged for health insurance each semester. This health insurance will be provided by the University’s sponsored student insurance plan. Students are provided the opportunity to waive the student insurance coverage and have this charge removed from their Mercer bill each semester if satisfactory evidence is submitted proving that primary health insurance coverage exists (http://bursar.mercer.edu/atlanta/studenthealthins/student-health-insurance.cfm). Students who do not submit proof of primary health insurance will be automatically signed up for coverage under the student insurance plan and are not required to enroll individually.

**Professional Appearance/Attire**

Students who attend Mercer’s Doctor of Pharmacy Program should be aware that the College expects all students to maintain a neat and clean appearance.

As a College whose students are preparing primarily for careers in the health profession, objection is raised concerning students whose appearance is unkempt. During any time when participating in off campus experiential settings, all students are required to wear appropriate attire to that specific setting.

**Program Expectations**

*Standard of Performance*: Each candidate for a Doctor of Pharmacy degree must secure credit in the approved courses of the Pharmacy curriculum totaling 144 semester hours. In addition to the didactic curriculum, students are required to complete seven advanced pharmacy practice experiences. In securing this credit, each candidate must have a grade point average (GPA) of at least 2.0. Should a course be repeated for which a passing grade has been previously received, and the repeated grade is F, the course requirement for the curriculum has been satisfied.

*Academic Progression:*

Doctor of Pharmacy academic progression is defined as:

1. A minimum cumulative grade point average of 2.0; successful completion of all first professional year courses; and passing the P1 comprehensive progression examination are required for entry into the second professional year.

2. A minimum cumulative grade point average of 2.0; successful completion of all required first and second professional year courses; successful completion of a minimum of four semester hours of elective coursework; and passing the P2 comprehensive progression examination are required for entry into the third professional year.

3. A minimum cumulative grade point average of 2.0; successful completion of all required first, second, and third professional year courses; successful completion of at least eight semester hours of elective coursework; and passing the P3 comprehensive progression examination are required for entry into the fourth professional year.
Summer Remediation:
Summer remediation is only open to Doctor of Pharmacy students who have previously failed a required course. For a student who fails a required course during the fall or spring semester, an equivalent course outside the College's traditional Doctor of Pharmacy program will be sought for completion during the summer for review and approval by the course coordinator, the course coordinator's department chair, and the dean. In the event an equivalent course is not available, the course will be offered in the summer by the College of Pharmacy. The course must fulfill the same curriculum outcomes as during the regular academic year; however, the teaching plan, including methodology and daily schedule may vary as determined and documented by the course coordinator and the coordinator's department chair. A student may repeat only one course one time at another school or via summer remediation. Additional failed courses must be retaken during the subsequent academic year.

Probation/Dismissal:
A Doctor of Pharmacy student who fails to achieve a semester average of at least 2.0 will be placed on probation when his/her cumulative average at the school is less than 2.0.

A Doctor of Pharmacy student who makes an F or U in a course will be placed on probation. Any student who makes a second F or U in a course will be placed on academic dismissal.

Any Doctor of Pharmacy student who has been placed on academic dismissal may petition for readmission.

1. A dismissed student may petition the Academic Performance and Standards Committee.

2. The Committee will investigate the circumstances of dismissal.

3. If the student is readmitted by the Academic Performance and Standards Committee, there will be placed upon the readmission certain conditions and requirements designed to aid the student in attaining good standing within the College.

4. Breach of conditions or requirements will result in permanent dismissal of the student.

5. Any student who makes an F or U in a third course will be permanently dismissed.

6. The Committee will inform the faculty regarding its actions.

7. The decisions of the Committee may be appealed to the Executive Associate Dean.
Registration

Course Load:
Doctor of Pharmacy students are expected to carry the normal full-time course load, which is defined as 15–18 semester hours of credit. In special circumstances such as prior course failures or readmission, temporary part-time status may occur; however, continuous part-time study is not an option. A first, second, or third professional year student carrying less than 12 semester hours is considered a part-time student; a fourth professional year student carrying less than 10 semester hours is considered a part-time student.

Special Registration Regulations:
Course Overload. A course overload is defined as registration for any additional hours of credit above the number of credit hours outlined for each semester. In order to register for course overloads, students must have a grade point average of 2.5 or better. In addition, students must have the approval of 1) the Associate Dean for Student Affairs and Admissions; or 2) the faculty advisor designated for the student; or 3) the Director of the Pharm.D./MBA Program if the student is participating in this program.

Elective Courses: Students can register for more than the required number of elective courses if they have a grade point average of 2.5 or better.

Inter-Departmental Courses: In order to register for Project Development 548 or Introduction to Research 549, a student must have a grade point average of 2.5 or better and consent of the instructor.

Professional Credit for Graduate Coursework: Doctor of Pharmacy students may receive elective credit for graduate-level courses taken within the University outside of dual or joint degree programs. The following criteria apply:

1. Students should have a previous four-year (or higher) degree or an equivalent number of credit hours.
2. Students must have a minimum grade point average of 3.0.
3. Course prerequisites must be met.
4. Students must submit a letter to the appropriate graduate program director that states their interest and describes the benefits of this course to their professional goals.
5. Enrollment in the course must have the approval of the graduate program director.
6. Students will receive only professional-level credit for such courses.

Cross Registration. Mercer University is a member of the Atlanta Regional Consortium for Higher Education (ARCHE), a consortium of institutions in higher education in the Atlanta-Athens area. A Cross Registration Program permits a student at any member institution to register for an approved course at any ARCHE school and receive credit that may be applied to his/her degree program. Tuition costs are paid to the student’s home institution; the grade in the course is reflected on the student’s home institution transcript. To be eligible to participate, the Doctor of Pharmacy student must have the recommendation of the Associate Dean for Student Affairs and Admissions and the approval of the Registrar. A statement of policies and procedures is available from the Registrar’s Office.
Course Limits:
The decision of whether to offer a course (required or elective) will be based upon the availability of the faculty to teach the course, as determined by the department chair, and by a minimum number of six students enrolling in the course and being present on the first day of class.

Class Auditing Regulations:
An auditor is assumed to be seriously interested in the course being audited. An official entry of the audit on the student’s permanent academic record will be made only if the student attends 75 percent of the classes.

A full-time Doctor of Pharmacy student may audit any course with the consent of the instructor and the approval of the Associate Dean for Student Affairs and Admissions for which he/she is eligible to register. There is no special audit fee for full-time students.

Doctor of Pharmacy students not enrolled on a full-time day basis may audit appropriate courses with the consent of the instructor and the Associate Dean for Student Affairs and Admissions. The auditing fee for such auditors is one-half the tuition per semester hour plus a one-time application and matriculation fee.

Audited courses do not carry academic credit. An auditor is not responsible for daily assignments, tests, projects or examinations. Any student currently enrolled and in good standing at a college of Pharmacy or holding a Bachelor of Science degree in Pharmacy or a Doctor of Pharmacy degree may change an audit to a credit course only during the prescribed period for course changes. The student must have the approval of the instructor and the Associate Dean for Student Affairs and Admissions and pay all applicable fees for the course taken for credit.

Withdrawal from a Course:
A student may withdraw from a didactic class with a grade of W after the drop/add period and on or before one-half of the scheduled class days of the course have been completed. For these withdrawals, the grade of W will be recorded on the student’s grade report and on the permanent record. These withdrawals are not used to compute grade point averages. To withdraw officially, a student must complete a Withdrawal form (obtained from the Registrar’s Office). The Withdrawal form must be signed by the Associate Dean for Student Affairs and Admissions, a representative from the Bursar’s Office, and a representative from the Registrar’s Office.

If a student pursues a course beyond the last day for withdrawal, a grade will be recorded for that course and will be computed in the grade point average for that semester. If the official withdrawal is not completed within the time limits described, a grade of F will be assigned if the student discontinues class attendance and performance. After the last day for withdrawal, the grade of W can be recorded only in cases of illness or extreme circumstances that make it necessary for the student to completely withdraw from College.
Withdrawal from Fourth Professional Year:
A Doctor of Pharmacy student may withdraw from an advanced pharmacy practice experience, without receiving a grade, through the fifth day of the experience. If a student pursues a practice experience beyond the first five days of a semester, a grade will be recorded for that experience and will be computed in the grade point average for that semester.

After the first five days the grade of W can be recorded only in cases of illness or extreme circumstances that make it necessary for the student to completely withdraw from College.

Withdrawal from an International Practice Experience will cause the student to forfeit his/her stipend.

Transient Credit:
Academic credit may be given for courses successfully completed with a grade of C or better at other pharmacy, medical, medically-related professional schools and graduate schools subject to the approval of the appropriate department chairperson and Dean. In such cases no grade will appear on the student’s transcript, but credit hours will be awarded.

Transfer/transient credits are not utilized in determining a student’s grade point average.

Advanced Standing:
A Doctor of Pharmacy student who wants to be considered for advanced standing must indicate this desire to the Associate Dean for Student Affairs and Admissions. In determining advanced standing, the Associate Dean for Student Affairs and Admissions will consult with the appropriate Department Chairperson(s) to determine course equivalence. Based upon this evaluation, the Associate Dean for Student Affairs and Admissions will make a recommendation regarding transfer credit for advanced standing.
Professional Development Network

The Professional Development Network (PDN) for Doctor of Pharmacy students is under the direction of the Associate Dean for Student Affairs and Admissions. The PDN provides information for successful matriculation and professional development of students, and key faculty members are utilized as resource personnel.

Student Participation
Each entering Doctor of Pharmacy student is assigned to a Professional Development Network (PDN) group that is comprised of approximately 6 pharmacy students from each class, 1 faculty advisor, and 2 (or more) alumni mentors. Students are ultimately responsible for the academic and professional choices they make, but have the opportunity to engage with their peers, advisors, and mentors while pursuing their pharmacy education and benefit from their interaction with fellow PDN members.

Student PDN members are expected to:

- Communicate with their faculty advisors and alumni mentors using the electronic Moodle platform and face-to-face meetings.
- Participate in required PDN activities:
  - Develop Personal Creed during new student orientation
  - Write portfolio reflection after attending Pharmacy VIP Day at the Georgia State Capitol
  - Share their pharmacy career pathway interest and résumé/curriculum vitae with alumni mentors and ask questions regarding how to prepare for the specific pathway or other career-related questions
  - Attend PDN seminars throughout each semester

Faculty Advising
The faculty advisor will work with the students assigned to their Professional Development Network (PDN) group from matriculation to graduation, using the Moodle platform and face-to-face meetings. Faculty members are a resource for students and are advisors are asked to agree to the following responsibilities:

- Provide advising and mentoring to students regarding academic and professional issues.
- Log in to the Moodle portal periodically to respond to any emails and also log in when prompted by the Office of Student Affairs and Admissions to participate in specific activities (listed below).
- When practical, attend on-campus events designed for the PDN group.
- After a suitable period of association, consider serving as a reference for students seeking internships, employment, residencies, etc.
Specific Activities Required of Faculty Advisors:

As a required activity, students will be submitting items through the electronic E*Value system:

- Student’s Personal Creed developed during new student orientation
- Portfolio reflection written after students’ attendance at Pharmacy VIP Day at the Georgia State Capitol

Faculty advisors must be willing to respond in a timely manner when contacted by the students regarding the above two activities and utilize the E*Value system to provide written feedback to their student advisees.

Alumni – Student Mentoring

The purpose of alumni mentor participation in the Professional Development Network (PDN) is to provide Mercer’s Doctor of Pharmacy students with valuable career mentoring and assistance with professional development. Two (or more) alumni mentors will be assigned to each PDN group. The Moodle portal has been designed to facilitate communication between members of the PDN groups.

The Office of Student Affairs and Admissions provides oversight for the PDN programming and maintenance of the PDN groups. Alumni mentors are asked to agree to the following responsibilities:

- Log in to the Moodle portal periodically to respond to any emails and also log in when prompted by the Office of Student Affairs and Admissions to participate in specific activities (listed below).
- If located in the Atlanta vicinity and when practical, attend on-campus events designed for the PDN group.
- If located in the Atlanta vicinity, or the vicinity of a student’s hometown, and when practical, offer opportunities for students to shadow your practice, accompany you to a local professional pharmacy meeting, or if applicable participate in a health care related service project.
- After a suitable period of association, consider serving as a reference for students seeking internships, employment, residencies, etc.

Specific Activities Required of Alumni Mentors:

As a required activity, students will be emailing their alumni mentors through the Moodle portal with specific questions about the following:

- The student’s pharmacy career pathway interest and how best to prepare
- The student’s résumé/curriculum and interviewing

Alumni mentors must be willing to respond in a timely manner when contacted by the students regarding the above two activities and utilize the online Moodle portal. For completion of the above two electronic activities, alumni mentors can expect to be contacted by 3 first year pharmacy students regarding the pharmacy career pathway activity and 3 second year pharmacy students regarding the resume/interviewing activity.
PDN Seminars

PDN seminars are held throughout each semester and topics include, but are not limited to the areas of:

- Career Management Services
- Certificates of Achievement
- Stress Management
- Research Opportunities
- Pharmacy Practice Model Initiative
- Presentations on specific areas of pharmacy such as Drug Design

Student Complaints Policy

The College of Pharmacy has implemented the following policy and procedures for handling complaints on issues related to the Doctor of Pharmacy curriculum, faculty, student affairs, and other issues over which the College has jurisdiction, as well as those that are related to accreditation standards.

Students who have complaints about any issue may voice their concerns informally to the Associate Dean for Student Affairs and Admissions, the Dean, or through the Council of Students. They may also utilize the following procedures for submitting a formal complaint.

Procedures for Course-related Complaints

When a student feels there is a problem affecting their learning, the following process should be used. A course-related complaint should be reported first to the focus group for the course. The focus group will then take the complaint to their meeting with the faculty member in charge of the course (course coordinator). If the focus group is not able to resolve the complaint through a meeting with the course coordinator, the complaint will then be reported to the appropriate department chair.

An instructor-related complaint should be first addressed with the specific instructor. If the conflict is still unresolved after addressing it with the instructor, the student should then address the complaint to the course coordinator (if the instructor is not the course coordinator) or the appropriate department chair for further assistance. In cases where the issue needs further resolution, the student should address the conflict with the Executive Associate Dean.

Procedures for General Complaints

Student complaints regarding any aspect of the College’s programs should be discussed initially with the Associate Dean for Student Affairs and Admissions. Processes are in place through the College committee structure to review and act upon certain types of complaints, including those related to responsibilities of the following committees: Admissions, Academic Performance and Standards, Curriculum, Professionalism, and Chemical Dependence/Impairment. The Associate Dean for Student Affairs and Admissions may advise students on the appropriate procedures to follow regarding the resolving of complaints related to the above committees or complaints that do not specifically fall under the responsibilities of the committees listed above. The Associate Dean for Student Affairs and Admissions may also explain the appeal processes that are associated with decisions that are made with respect to student complaints.
To initiate a formal complaint, the student submitting the complaint must provide a written, signed and
dated statement and provide their full contact information to the College’s Office of Student Affairs and
Admissions. The complainant must provide adequate details regarding the exact nature of the complaint in
order to facilitate further processing; additional information may be required before any action can be
taken. To initiate a formal grade appeal/complaint, students should refer to and follow the steps outlined in
the policy regarding Grade Appeals found in the College’s Student Handbook. If a complaint is course- or
instructor-related, the student should refer to the procedures outlined in the previous section titled
“Course-related Complaints”.

The Associate Dean for Student Affairs and Admissions will review formal complaints upon receipt. The
complaint will be forwarded to the appropriate committee or administrative office for information, advice
and/or response. Complaints may require meetings or hearings with the person submitting the complaint,
College faculty and/or staff, or other members of the University administration. The person submitting the
complaint will receive a response or update from the Associate Dean for Student Affairs and Admissions,
the appropriate committee, or administrative office within 45 days. The time sensitivity of complaints will
be taken into consideration. The Associate Dean for Student Affairs and Admissions will maintain all
complaints and written documentation of actions related to the complaints securely. The outcomes of
complaints may be appealed to the Executive Associate Dean. The Executive Associate Dean will
subsequently make a decision regarding the complaint.

*Procedures for ACPE Complaints*
For information related to ACPE Complaints please refer to the Accreditation section of this Student
Handbook (page 32).

**Student Employment**

Students enrolled in the Doctor of Pharmacy degree program are expected to devote their maximum
efforts to successful completion of the professional curriculum. The College does not discourage part-time
employment provided it does not conflict with the student’s ability to maintain satisfactory academic
performance. Employment is not a consideration when scheduling classes, laboratories, reviews,
recitations, examinations, practice experiences, experiential meetings, or other curricular activities.

**Technical Standards**

All Doctor of Pharmacy students must meet all Technical Standards established by the Doctor of Pharmacy
Program throughout the student’s progress while enrolled in the Program. The Doctor of Pharmacy
Program’s Technical Standards are printed in the appendix of this Student Handbook.
Doctor of Philosophy Program Policies

This section of the COP Student Handbook is specifically for students enrolled in the Doctor of Philosophy Program in the College of Pharmacy at Mercer University. Students should also refer to the University/College policies included in this Student Handbook.

Absence/Resignation

Leave of Absence: Any Doctor of Philosophy students wishing to take up to one week off from laboratory work, coursework, or other school activities must get prior approval from their major professor and the Graduate Program Director. In the absence of a permanent major professor, the Graduate Program Director should be consulted.

When special circumstances arise, a student may make a request to the Graduate Program Director for an official leave of absence from the program. The student must submit the request in writing and state the reason for the request. A leave of absence may be granted for a maximum of one calendar year. If applicable, students on leave must complete coursework for which an incomplete (I) grade was awarded in a prior term and are expected to comply with the time limit for removing incomplete grades.

Students on stipends may be removed from payroll for the duration of their absence unless the Student Financial Planning office is notified otherwise by the Graduate Program Director.

Resignation from the University: Doctor of Philosophy students wishing to return to their program of study following withdrawal must apply for readmission. Previous admission to the Ph.D. Program does not guarantee readmission at a later date. No additional fee is charged for application for readmission. Students who have been enrolled at other institutions since their last attendance in the Ph.D. Program must submit official transcripts from those institutions at the time of application for readmission.

Degree Requirements

1. Completion of a minimum of 70 semester hours in the Doctor of Philosophy curriculum, including 35 hours of approved graduate-level coursework and 35 hours of dissertation research, with a 3.0 cumulative grade point average.

2. Successful completion of preliminary research protocol, preliminary examination, and successful completion of an original research project as evidenced by submission of the written dissertation and successful oral defense.

3. Two years in residence at Mercer University. Graduates must be in residence at the time of completion of the dissertation.

4. Payment of all financial obligations to the University.

Grading

Satisfactory/Unsatisfactory Grades for Specific Courses: Grades of Satisfactory (S) or Unsatisfactory (U) are awarded for the courses of Graduate Seminar 897 and Doctoral Research 899. No other courses in the Doctor of Philosophy degree program may be taken on a pass/fail or S/U basis. Those hours completed with a grade of S may be counted toward the required 35 credit hours in Doctoral Research 899.
Academic Appeal Procedure

Students in the PhD Program in the Pharmaceutical Sciences have the right to appeal academic decisions. The academic appeals process affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice or discrimination (e.g., based on age, gender, sexual orientation, religion, race, marital status, national origin, disability, or political affiliation), capricious evaluations (e.g., significant and unjustifiable deviation from grading procedures stated in the course syllabus or a grade assigned arbitrarily on the basis of whim or impulse and does not include disagreement with the subjective professional evaluation of the faculty member), mathematical or clerical error, or assignment of a grade inconsistent with those assigned other students.

1. A formal appeal must be initiated within 30 days after the student receives the grade. The student must begin the process by presenting the appeal in writing to the faculty member in charge of the course. The faculty member will render a decision in writing.

2. If the appeal is not resolved by the faculty member, the student may present it in writing to the appropriate department chairperson. The department chairperson will render a decision in writing.

3. If the appeal is not resolved by the department chairperson, the student may present it in writing to Program Director. The Program Director will form an Appeals Committee to review the appeal. The Appeals Committee consists of the Program Director, one departmental member and one non-departmental member from the University. The committee will forward a report in writing to the Executive Associate Dean.

4. The Executive Associate Dean will review the report to ensure that policies and procedures governing the appeal process were followed. The Executive Associate Dean will render a final decision in writing.

Pharmacy Teaching Certificate Program (PTCP)

Each student in the graduate program in Pharmaceutical Sciences is required to complete the Pharmacy Teaching Certificate Program (GSTP). Graduate students who are in their third year and beyond in the program are required to enroll and participate in this teaching certificate program conducted by the College of Pharmacy. The goal of this program is to help graduate students to improve on their teaching related skills and could help in their pursuit of academic careers.

This program is designed to provide graduate students and residents/fellows, an opportunity to gain teaching experience. This is a one year program available to students who are in their third year and beyond. Training Graduate students in teaching will help improve their skills for a career in academia.

The program consists of seminars, teaching experience, precepting experience (for Residents/Fellows only), and developing a teaching portfolio. The primary goal of the Pharmacy Teaching Certificate Program (PTCP) is to develop the participants’ skills required to function in an academic setting.

Program Expectations

Standard of Performance: Each candidate for the Doctor of Philosophy degree must secure credit for a minimum of 70 semester hours including 35 hours of approved graduate-level coursework and 35 hours of dissertation research. In securing this credit each candidate must have a cumulative grade point average
(GPA) of at least 3.0. Any student whose semester and/or cumulative GPA drops below 3.0 or who does not provide regular, documented evidence of progress in their research program is making unsatisfactory academic progress. In these cases, the student’s progress will be monitored. Additional details pertaining to specific academic requirements for Doctor of Philosophy students can be found in the College of Pharmacy Catalog and website.

**Academic Progression:** Doctor of Philosophy students should consult the COP Catalog for specific regulations regarding academic progression.

**Probation/Dismissal:** Doctor of Philosophy students are required to have cumulative grade point average (GPA) of at least 3.0 to graduate from the program. The semester and cumulative grade point averages are an indication of a student’s academic performance. A student whose semester and/or cumulative GPA drops below 3.0 or who does not provide regular, documented evidence of progress in their research program is making unsatisfactory academic progress. In these cases, the student’s progress will be monitored.

A. Academic Warning—A student will be placed on academic warning the first term that their semester or cumulative GPA is below 3.0, or if the student fails to attain a minimum grade of B or S in a graduate-level course. Additionally, a student will be placed on academic warning if the student fails to attain a minimum grade of B in an undergraduate course offered by the Department of Pharmaceutical Sciences.

B. Academic Exclusion—A student may be permanently excluded from the Ph.D. program for:

1. failure to maintain a cumulative GPA of 3.0 following previous academic warning; or
2. obtaining a grade lower than a B or a grade of U in more than two graduate-level courses; or
3. failing to pass their Preliminary Examinations after two attempts; or
4. obtaining a grade of lower than a B in more than two undergraduate courses offered by the Department of Pharmaceutical Sciences.

The final determination on exclusion from the Ph.D. program will be decided by the faculty of the Department of Pharmaceutical Sciences at the recommendation of the Graduate Program Director.

The Department expects that all graduate students will act responsibly and ethically in the laboratory and the classroom. Failure to uphold general standards of ethical conduct also is grounds of exclusion from the program.

**Registration**

**Course Load:** Doctor of Philosophy students are required to maintain a full-time load of 6 semester hours each semester (fall, spring and summer) until all degree requirements, including submission of the final copy of the dissertation, are completed. Part-time attendance is not permitted. If a student has not been officially enrolled for one semester or more, they must apply for readmission. If the student has been enrolled at another institution since the last attendance in the Ph.D. program, they must submit official transcripts from that institution to the department. A student on approved leave of absence from the program is not required to apply for readmission unless they are absent beyond the end of the approved leave period. Doctor of Philosophy students must complete all degree requirements within six years of the
initial date of matriculation. Two years must be completed in residence at Mercer University. A student must be in residence at the time of completion of the dissertation.

Cross Registration: Mercer University is a member of the Atlanta Regional Consortium for Higher Education (ARCHE), a consortium of institutions in higher education in the Atlanta-Athens area. A Cross Registration Program permits a student at any member institution to register for an approved course at any ARCHE school and receive credit that may be applied to his/her degree program. Tuition costs are paid to the student’s home institution; the grade in the course is reflected on the student’s home institution transcript. Doctor of Philosophy students must have the approval of the Graduate Program Director and registrar. A statement of policies and procedures is available from the Registrar’s Office.

External Courses - Transfer Credit: Upon approval by the Graduate Program Director, up to 15 semester hours of graduate-level credit may be transferred from other approved institutions. The student must supply a transcript and the necessary descriptive materials from each course to the graduate Program Director. The Graduate Program Director will determine the equivalent course and the number of credit hours accepted. Courses cannot be transferred for credit if: a) they have been applied in whole or in part toward another degree; b) they have been taken more than six years before admission into the Ph.D. Program; or c) a grade below B (or the equivalent) was earned.

External Courses - Transient Credit: Academic credit may be given for courses successfully completed with a grade of C or better at other pharmacy, medical, medically-related professional schools and graduate schools subject to the approval of the appropriate department chairperson and Dean. In such cases no grade will appear on the student’s transcript, but credit hours will be awarded.
Student Advising

The Ph.D. Student Advising Program is under the direction of the Graduate Program Director and is comprised of three parts:

A. Program of Study—The Program of Study Form serves a number of purposes. It permits the student, the advisor and the Department Chair/Graduate Program Director to engage in early planning of course offerings and it protects the student in the event of unexpected program or faculty changes. Every graduate student should file a Program of Study form with the Graduate Program Director at the earliest convenient date before the end of the second semester in residence. The form can be obtained from the Graduate Program Director or from the College’s website.

Courses included in the Program of Study will be listed on the Program of Study form. This form serves as the student’s permanent academic record form. In addition to coursework requirements and grades, the form also lists any other departmental requirements placed on the student and a record of courses for which transfer credit was granted. Any changes in the Program of Study (additions, deletions, or substitutions) must be submitted, with justification, to the Graduate Program Director.

B. Selection of Major Professor—Unless an advisor has been selected before beginning graduate study, the student must select a major professor before the end of the second semester of study. To help in the selection of an advisor, the Graduate Program Director will arrange interviews between the student and a minimum of three graduate faculty members. Normally these are faculty in the area of interest of the student, but this is not a requirement. If the student remains unclear about the choice of an advisor following the interviews, a two-week research rotation can be scheduled under the supervision of any or all of the faculty that had been interviewed. In addition, the student has the option to interview additional faculty members.

The final choice of a major professor will be contingent upon the mutual consent of the student and that faculty member. The faculty member will notify the Graduate Program Director of the student’s decision. The Graduate Program Director will inform the Graduate Coordinator of the selection of the major professor. A change of the major professor for justifiable reasons is possible.

The major professor will:

1. aid in the selection of coursework based on the student’s background;

2. serve as chair of the Student Advisory Committee (SAC) and aid in the selection of the remaining members;

3. endorse the student’s request to take the preliminary examination;

4. guide the student in the selection and development of the dissertation problem and direct that problem to a logical conclusion;


C. Ph.D. Student Advisory Committee (SAC)—This committee shall consist of five voting members. At least three committee members must be Mercer University Graduate Faculty Members, and at least one must be from outside the Department of Pharmaceutical Sciences. In addition to the major professor, at least one of the Mercer University Graduate Faculty Members must be from within the student’s discipline.
Two or more committee members must be Graduate Fellows of the Mercer University Graduate Faculty.

Because of the special knowledge and distinction in the area of the student’s work, additional individuals from outside the University may be appointed to the AAC with non-voting status. To appoint an individual from outside the University to a SAC, the major professor will submit a request with justification to the Graduate Program Director for approval. Appeals may be made to the COP Graduate Faculty.

The major responsibilities of the SAC are:

1. to suggest and review courses in the Program of Study;

2. to monitor the progress of the student through an annual meeting, or more frequently, if required;

3. to solicit questions, develop the scope and format, and grade the preliminary examination;

4. to approve the preliminary research protocol;

5. to provide advice during the conduct of the research;

6. to critically evaluate and approve the dissertation and final oral defense.

The Graduate Program director should be notified of the membership of this committee on the correct form (which may be obtained from the Graduate Program Director or the College’s website).
**Student Services**

**Atlanta Campus Bookstore**
The Atlanta Campus Bookstore serves the campus community with all educational needs. Considered the first choice to purchase or rent textbooks, school supplies, and spirit merchandise; the bookstore also provides services such as UPS shipping, document faxing, and book reservations.

Location: Pharmacy Administration/Cafeteria Building, Lower Level
Hours: Monday–Friday 8:30 a.m.–6:00 p.m.
Saturday 8:30 a.m.–2:00 p.m.
Contact: (678) 547-6350
Website: [http://www.bncollege.com/college-partners/](http://www.bncollege.com/college-partners/)

**Auxiliary Services / Bear Card**
Auxiliary Services is responsible for many different functions on campus including: the Bear Card (the campus identification card and debit card program), Mercer Food Services—Meal Memberships, Campus Vending Services, Mercer Copy Center/Postal Services, Mercer Laundry Services (washers and dryers for University housing), Mercer Alarm Services, and the Mercer Bookstore.

Location: Pharmacy Administration / Cafeteria Building, Lower Level (next to Bookstore)
Hours: Monday–Thursday 10:00 a.m.–5:30 p.m.
Friday 10:00 a.m.–2:00 p.m.
Contact: (678) 547-6144
Website: [http://departments.mercer.edu/auxiliary/](http://departments.mercer.edu/auxiliary/)

**Bursar’s Office**
The Bursar’s Office, under the direction of the University Bursar, serves as both business office and payment office for students. This office is responsible for student billing, fee payment, refunds and the collection of various forms of University revenue.

Location: Davis Building, Suite 104
Hours: Monday–Wednesday 9:00 a.m.–5:00 p.m.
Thursday 9:00 a.m.–1:00 p.m.
Friday 9:00 a.m.–4:30 p.m.
Contact: (678) 547-6121
Website: [http://bursar.mercer.edu/atlanta/](http://bursar.mercer.edu/atlanta/)
Career Services
Career services are provided by the Office of Career Management and are available to all Mercer students and alumni. Services provided on an individual basis include career exploration; assessments; resume, CV, and cover letter assistance; interview preparation and mock interviews; job search preparation and resources; career transitioning; and salary negotiation skills.

Internship opportunities and career resources are available online at http://www.mercerprofessional.org. Career opportunities are available through various resources including online databases, career fairs and networking events. All students are encouraged to participate in annual Career Day events.

Location: Administration & Conference Center (ACC), Suite 318 (3rd Floor)
Hours: Monday, Wednesday 9:00 a.m. – 3:00 p.m.
Tuesday, Thursday, Friday 9:00 a.m.–6:00 p.m. (or later by appointment)
Contact: (678) 547-6023
Website: http://www.mercer-professional.org/

Disability Services
All students are encouraged to contact the Disability Services Office in the early stages of their college planning. Disability Services is better able to help students by informing them of specific services available if students provide them with the most recent documentation of their learning/physical disability.

Location: Sheffield Student Center, Suite 212
Hours: Monday – Friday 9:00 a.m. – 5:00 p.m.
Contact: (678) 547-6823
Website: http://atlstuaffairs.mercer.edu/disability-services.cfm

Financial Aid
The Office of Student Financial Planning is available to provide information and assistance to students who need financial aid in order to attend the University. Financial aid may include a combination of loans, scholarships, grants and part-time employment. It is important that students apply for financial assistance as early as possible so that forms may be processed and the financial need of each applicant determined. All necessary forms and applications can be obtained from the Office of Student Financial Planning or at Mercer’s website. Students may speak with a financial aid advisor during office hours with no appointment necessary. Students who would like to make appointments may do so by calling (678) 547-6444.
Additional information is available online at http://atlanta.merceraid.com/.

Location: Davis Building, Suite
Hours: Monday – Thursday 9:00 a.m. – 5:00 p.m.
Friday 9:00 a.m. – 12:30 p.m.
Contact: (678) 547-6444
Website: http://atlanta.merceraid.com
Food Service / Cafeteria / Catering
Carlyle's Corporate Food Service currently operates in the Cafeteria building and provides catering for events on and off campus. Please call for the latest catering menus or go to our website at: www.carlylescatering.com.

Location: Pharmacy Administration / Cafeteria Building
Hours: Mercer Atlanta Cafeteria (MAC) Monday - Friday 7:00 a.m. - 2:00 p.m.
Starbucks Coffee (in MAC) Monday – Friday 7:00 a.m. – 3:00 p.m.
Evening Carts (ACC Bldg. & BE Bldg. Room 116) Monday – Thursday 4:00 p.m. – 8:00 p.m.
Hours of operation subject to change due to holidays and class schedules
Contact: Mary Atkinson, Catering Coordinator, (404) 872-4231, catering@carlylescatering.com
Website: http://www.carlylescatering.com/

Information Technology
The mission of Mercer University Information Technology is to support, develop, and maintain Mercer University's Information Technology environment in support of University endeavors and to provide leadership in the application of information technology and computer support.

Location: Swilley Library, Suite 108
IT Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.
Help Desk Hours: Monday – Thursday 8:30 a.m. – 9:00 p.m.
Friday 8:30 a.m. – 5:00 p.m.
Saturday Closed
Sunday 5:00 p.m. – 9:00 p.m.
Contact: (678) 547-8989; helpdesk@mercer.edu

Emergency Support: To reach IT Help Desk for after hours for emergency support, call (478) 301-2922 or (678) 547-6310 and press 2 to leave a message. The on-call technician will return your call. If you do not receive a call back within 15 minutes, please leave another message.

Website: http://it.mercer.edu/Student/
International Students and Scholars
The International Programs Office initiates, processes, and issues documents necessary for international students to enter, transfer and continue their studies at Mercer University. This office is staffed with an immigration specialist who is knowledgeable in the up-to-date laws and regulations that affect the international student.

International students who have questions or concerns are welcome to visit the International Programs Office anytime during their educational career at Mercer University. This office works closely with all departments of the University to ensure that international students’ needs are met and that they are compliant with immigration requirements.

Location: Davis Building, 2nd Floor
Hours: Monday – Friday 9:00 a.m. – 5:00 p.m. PLEASE CALL FOR APPOINTMENT
Contact: (678) 547-6109
Website: http://international.mercer.edu/

Library Services
The primary mission of the Mercer University Libraries is to serve as a gateway of information resources through strong collections and innovative, technology-rich patron services to support the present and future educational needs of the University community. The four Mercer libraries and four Regional Academic Center library collections offer a wide variety of print, non-print and electronic resources, including web-based library catalogs and remotely accessible full-text resources.

Location: Monroe F. Swilley Library
Hours and website: http://libraries.mercer.edu/
Circulation Desk Contact: (678) 547-6284
Reference Desk Contact: (678) 547-6282

Mercer Police
The Mercer Police is staffed with professionally trained police officers (P.O.S.T. certified) and qualified dispatchers 24 hours daily. In addition to conducting routine mobile and foot patrols for your safety and convenience, the Police Department offers escorts to your car, jump-starts and access to cars with keys locked inside. The Police Department completes reports of all criminal, accident and miscellaneous incidents that occur on Mercer University property.

Parking decals can be obtained at the Police Department. All students/faculty/staff members must register their vehicle(s) with the Police Department and place their decals on their vehicle(s). Residential students can pick up their decal through the Campus Life office. There is no charge for the parking decal. Decals enable you to park anywhere on campus except for visitor, handicap (unless you have a handicap decal), cycle and restricted parking areas. Parking at the on-campus apartments is restricted to residential students.

Location: Pharmacy Administration / Cafeteria Building, Lower Level
Hours: 24/7
Contact: (678) 547-6358 EMERGENCY NUMBER: (678) 547-6911
Registrar’s Office
The Registrar’s Office provides many services to students, faculty and staff of the University, including publication of the schedule of classes and University catalogs, coordination of the registration process, recording of semester grades, facilitation of degree audits and coordination of graduation. The Registrar’s Office also assists students with transcript requests, enrollment verifications (via the National Student Clearinghouse), name and address changes, transient and cross registration requests and the evaluation of transfer credit. Requests for Mercer transcripts are free, but must be in writing and signed by the student as required by the Family Educational Privacy Act of 1974.

Location: Davis Building, Suite 102
Hours: Monday – Thursday 9:30 a.m. – 5:30 p.m.
Friday 9:30 a.m. – 4:30 p.m.
Contact: (678) 547-6263
Website: http://www.mercer.edu/registrar

Student Health Clinic and Counseling Services
The staff of the Student Health Clinic and Counseling Services promotes Mercer students’ personal and educational success through health-related services and activities that support student learning and the academic environment.

Health Clinic Hours: Monday – Friday 8:00 a.m. – 4:00 p.m.
Student Counseling Hours: Monday Thursday 9:00 a.m.–5:00 p.m.; Friday 9:00 a.m.–3:00 p.m.

The Student Health Clinic and Counseling Services are closed on weekends and University holidays. Students who have serious health-related illnesses or emergencies during non-business hours should report to the nearest Urgent Care facility or Emergency Room for immediate treatment.

Contact Information:
Health Clinic: Sheffield Student Center, Suite 206
Counseling Services: Sheffield Student Center, Suite 215
Mercer University Atlanta Campus
3001 Mercer University Drive
Atlanta, GA 30341

Health Clinic Phone: (678) 547-6130
Counseling Services Phone: (678) 547-6060
Fax: (678) 547-6054
Website: http://atlstuaffairs.mercer.edu/shac/
University Housing
University Housing on Mercer’s Atlanta Campus includes three buildings that house 184 students in one-, two- or four-bedroom units. Each apartment has separate telephone, internet, and basic cable. These services along with all utilities are included in each month’s rent. Apartments are furnished and include an all-electric kitchen. The apartments are located directly across the street from the Sheffield Student Center. More details and a Housing Application are available on the University Housing website: http://atlstuaffairs.mercer.edu/housing/.

Location: Sheffield Student Center, Suite 212
Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.
Contact: (678) 547-6104
Website: http://atlstuaffairs.mercer.edu/housing/

Wellness and Recreation
Wellness & Recreation is located in the lower level of the Sheffield Student Center. It is comprised of four major program areas: fitness/wellness, sport clubs, aquatics, and employee wellness benefits. The space includes a basketball court, pool and weight room with many cardio, free weights and strength training machines. A variety of fitness classes are also offered each semester to help promote a healthy lifestyle.

The Department also offers sports clubs and outdoor recreation opportunities throughout the year for students. The Sheffield gym is available for use by Mercer University students, faculty, and staff who hold a valid Mercer ID (Bear card) and their immediate family members. Members of the community may pay to use the gym on a space available basis. Guests may accompany bear card or membership card holders for $5.00 per visit.

Use of the facility is governed by the rules posted at the check-in desk. Each patron is responsible for reading and adhering to the rules.

Location: Sheffield Student Center, Lower Level
Sheffield Gym Hours: Monday – Friday 6:00 a.m. – 9:00 p.m.
Saturday 8:00 a.m. – 2:00 p.m.
Sunday Closed
Contact: (678) 547-6415
Website: http://atlstuaffairs.mercer.edu/wellness/
Student Organizations

Mercer University recognizes the significant role of students in institutional decision-making. Students in the University’s schools and colleges serve with faculty and staff on many committees. Various student government organizations serve as the voice of the students and are liaisons with the administration and faculty. Students at the College of Pharmacy are encouraged to cultivate involvement in professional organizations and extracurricular activities while enrolled. A variety of student organizations are available:

Academy of Managed Care Pharmacy (AMCP)
The mission of the student chapter of the Academy of Managed Care Pharmacy is to encourage education, development, and promotion of the principles and practices of managed care pharmacy. The Mercer chapter was founded in 1997. All Doctor of Pharmacy students, Pharmacy residents, and Pharmaceutical Sciences graduate students at Mercer are eligible for membership.

American Association of Pharmaceutical Scientists (AAPS)
The AAPS-Mercer University Student Chapter was established in the summer of 2003 with several goals: Actively participate in the activities of AAPS at the local, regional and national levels; Conduct regional level conferences related to pharmaceutical research and prove the leadership qualities of the graduate program; Increase student awareness of career opportunities in the pharmaceutical sciences by conducting seminars with experts in the pharmaceutical industry; To keep students abreast with the latest developments in the research of pharmaceutical sciences by conducting seminars with experts in academia; Maintain good social relations with the pharmacy community at the university by conducting recreational and competitive activities; Provide students in the pharmaceutical sciences with opportunities for professional advancement and leadership development; and participate in outreach activities that further the goals and objectives of AAPS.

American Pharmacists Association (APhA) Academy of Student Pharmacists (ASP)
Membership in the Academy of Student Pharmacists is open to all students in the Department of Pharmacy, and is encouraged to promote professional unity. Its purpose is to provide the pharmacy student/pharmacist with a forum to express his/her views concerning pharmacy and to insure that he/she has a voice in determining the future directions that the profession will take.

Members keep abreast of professional information by meetings, by reading and discussing the bulletins issued from the Washington headquarters of the American Pharmacists Association, and by reading the Journal of the Association that each member receives. Many members also attend regional and national conventions that place them in contact with peer practitioners.

Student members of ASP also receive membership in the Georgia Pharmacy Association (GPhA). In conjunction with the Academy of Student Pharmacists, students have an opportunity to discuss both national and local issues pertaining to pharmacy. Members are encouraged to read the various state publications and to participate in the activities of the parent organization. GPhA, and the national organization, APhA, strives to provide representation for pharmacists in all practice settings.
American Society of Consultant Pharmacists (ASCP)
Also known as America’s Senior Care Pharmacists, this organization is dedicated to the advancement of the practice of pharmaceutical care for the senior population and people with chronic illness. The year 2000 marked the first year for the ASCP student chapter at Mercer. All Doctor of Pharmacy students, residents, fellows, and graduate students are welcome to join.

Christian Pharmacists Fellowship International (CPFI)
The Mercer chapter of CPFI is an interdenominational organization that provides an opportunity for students and faculty to meet together and help each other deal with problems that they face in and/or outside school. A variety of speakers are presented at meetings including ministers from local churches, pharmacists, faculty members, and students. The regularly scheduled fellowship gatherings are open to all students, staff and faculty, regardless of religious affiliation.

Council of Students (COS)
The Council of Students is an organization of elected COP students working for the furtherment of existing programs set forth by the preceding councils and for the attainment of various new goals set forth by the present council. All students of the College of Pharmacy are included in the student body organization. The Council of Students meets twice a month and acts as the official voice of the student body. Its objectives include establishing two-way communication expressing views on pharmaceutical education between students and educators. The Council strives to promote and perpetuate professionalism in all endeavors with adherence to the principles of ethical practice in all fields of healthcare. COS is available to all students for consultation and advice when needed and endeavors to consider all student opinions. Student involvement in institutional decision processes is also sought by student participation on various college committees. Activities sponsored by the organization include the Fall Welcome to Atlanta Party and the Spring Picnic.

Georgia Society of Health-System Pharmacists (GSHP)
The student chapter of the Georgia Society of Health-System Pharmacists is an affiliate of the American Society of Health-System Pharmacists, which was formed to provide opportunities for pharmacy students to become informed about institutional pharmacy practice; to encourage postgraduate involvement in pharmacy organizations; and to provide a forum for interchange of information among students interested in institutional practice. Student members of GSHP also receive membership in the American Society of Health-System Pharmacists (ASHP).

ASHP is a pharmacy association that places emphasis on the hospital pharmacy practice setting as well as clinical pharmacy and pharmaceutical care. This organization is responsible for accrediting pharmacy residency programs. Many pharmacy students plan to extend their training beyond the Doctor of Pharmacy level by completing one or more residencies.

Inter-Fraternity Council
The Inter-Fraternity Council, consisting of three members from each of the professional pharmaceutical fraternities on the campus, is the student regulatory body for all member fraternities at the College. Its purpose is to provide for the general welfare, promote scholastic, professional, social and recreational activities and insure the cooperation of its member fraternities. The IFC also acts to interpret the fraternity system of this College to the administration and faculty and to the community in order that the fraternities function in an atmosphere of healthy approval from the College authorities and the general public.
International Society for Pharmacoeconomics and Outcomes Research (ISPOR) Student Chapter
The Mercer University International Society for Pharmacoeconomics and Outcomes Research (MU-ISPOR) promotes the science of pharmacoeconomics (health economics) and outcomes research (the scientific discipline that evaluates the effect of health care interventions on patient well-being including clinical, economic, and patient-centered outcomes) and facilitates the translation of this research into useful information for healthcare decision-makers to increase the efficiency, effectiveness, and fairness of health care to improve health. The Mercer chapter, MU-ISPOR, was founded in 2012.

Kappa Epsilon
Kappa Epsilon is a national pharmacy fraternity for women that was founded at the State University of Iowa in Iowa City in 1921. The Alpha Delta chapter was installed at the College of Pharmacy in May 1960. Kappa Epsilon was organized to advance scholarship among women students of pharmacy, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship.

Kappa Psi
The Kappa Psi pharmaceutical fraternity was founded in 1879. It seeks to improve the moral, ethical and scholastic standards of its members. The Gamma Psi chapter was chartered at the College of Pharmacy in 1953. In addition to sports participation and social activities, the chapter sponsors projects for the betterment of the College.

National Community Pharmacists Association (NCPA), Student Chapter
This organization is dedicated to preserving the practice of independent community pharmacy. The Mercer chapter of American College of Apothecaries (ACA) was chartered in 1978 as the first student chapter. In 1991, the Mercer chapter became the first combined ACA/NARD (National Association of Retail Druggists) Chapter. In 1996, the chapter adopted the NCPA name. All students are encouraged to become members and participate in activities which include visiting local independent community pharmacies; providing community health services; and bridging the gap between the academic and practical aspects of pharmacy.

Members are kept aware of current topics in the practice of pharmacy through numerous publications from the parent organization.

Phi Delta Chi
The Phi Delta Chi fraternity was founded in 1883. It strives to promote professionalism, scholarship and brotherhood among its members and to foster the advancement of the profession of pharmacy. The Alpha Rho Chapter was chartered at the College of Pharmacy in 1951. The Chapter participates in sports, social activities and special local, state and national projects, and encourages professional and fraternity achievements by presentation of awards to outstanding members and other students each year.
Phi Kappa Phi
The Honor Society of Phi Kappa Phi, founded in 1897, has as its primary objective the recognition and encouragement of superior scholastic endeavor in all academic disciplines. Membership is open to men and women in all academic fields with eligibility being based on excellence of scholarship and integrity of character. Selection for membership in the Honor Society of Phi Kappa Phi is the highest honor that can be earned by a student at Mercer University. In order to be eligible for selection, students in the College of Pharmacy must rank scholastically in the upper ten percent of all students currently enrolled in the College. The student must have an outstanding pre-pharmacy scholastic record as evaluated by the chapter selection committee, must have been registered as a student in the College on a full-time basis for at least one academic year, or its equivalent, or must have been a former post-baccalaureate student who has been awarded an advanced degree by the University subsequent to the last previous election of members to the chapter.

Phi Lambda Sigma
Phi Lambda Sigma pharmacy leadership society was organized at Auburn University in March 1965 to recognize those individuals in the student body who, through leadership and conscientious service have contributed to the professional advancement of pharmacy. The second chapter was established at Samford University in March 1971, and the third, Gamma Chapter, was established in 1974 at Mercer University College of Pharmacy. The Society seeks to identify not only those students who achieve a leadership role while in College but also those who demonstrate potential for answering a leadership role in the profession upon graduation. Criteria considered for membership includes grade point average, professional activities, church activities and community and civic involvement. Membership is granted to a nominee when the nominee receives a minimum seventy-five percent positive vote of the membership.

Rho Chi Society, Gamma Alpha Chapter
The Gamma Alpha Chapter of Rho Chi was established at Mercer University in 1967. Charters for chapters of this organization are granted only to groups in schools or colleges that are members in good standing of the American Association of Colleges of Pharmacy. Eligibility for membership in the society is based on high attainment in scholarship, character, personality, and leadership. To be selected for membership in the chapter is the highest scholastic honor awarded to a student of the profession of pharmacy. All candidates selected for membership must have completed seven semesters or their equivalent of scholastic work applicable toward a professional pharmacy degree. They must be in the top 20 percent of their class and have attained a B average in both their overall university work and their professional coursework.

Student National Pharmaceutical Association (SNPhA)
The Student National Pharmaceutical Association is an educational and service association of students who are concerned about pharmacy issues, professional development, and the emphasis on minority representation in pharmacy and other health-related professions. The Mercer Chapter was chartered in 1982 with the expressed purpose to plan, organize, coordinate and execute programs geared toward the improvement of health, education and the social environment of minority communities.
Student Organization Officers

Council of Students (COS)
President—Liza Pirofsky
President-Elect—Obinna Ojiaku
Secretary—Neal Patel
Treasurer—Mandi Such White
Parliamentarian—Trey Thompson

Academy of Managed Care Pharmacy (AMCP)
President—Geoffrey Fenich
President-Elect—Ahroom Youk
Secretary—Nicholas Barker
Treasurer—Mina Yoo
Historian—Sana Shah
Fundraising Chair—Eunice Wang
COS Representative—Irene (Emily) Park

Academy of Student Pharmacists (ASP/APhA)
President—Tyler Bryant
President-Elect—Chris Persons
Executive Secretary—Ali Quraishi
Recording Secretary—Jimena Baron
Treasurer—Kyle Brown
COS Representative—Samantha Ellingson
Historian—
Membership Vice President—Mandy Bauerle
Member-at-Large—Chase Bishop

American Association of Pharmaceutical Scientists (AAPS)
Mercer University Student Chapter Association (MUSCA)
Chair—Prathap Nagaraja Shastri
Chair Elect—Lipika Chablani
Vice Chair—Piyush Jain
Treasurer/Secretary—Neha Dinesh Singh

American Society of Consultant Pharmacists (ASCP)
President—Mandy Bauerle
President-Elect—Ashley Daly
Vice President—Brenna Clayton
Secretary—Hannah Thomas
Treasurer—Justin Lawson
Historian—Mandi Such White
COS Representative—Olivia Dubberly
Christian Pharmacists Fellowship International (CPFI)
President—Christie Clemens
Vice President—Justin Kyei-Frimpong
Secretary—Jane Oh
Treasurer—Brittney Nobles
Historian—Jane Oh
COS Representative—Kathryn (Tatum) Daniel
Service/Social Co-Chairs—Ashley Daly, Sarah Clifton, Dustin Comstock

Georgia Society of Health-System Pharmacists (GSHP/SSHP)
President—Matthew Wallace
President-Elect—Caitlin Jenkins
Vice President—Katherine Brumfield
Secretary—Megan Tibbitts
Treasurer—Obinna Ojiaku
Education Liaison—Lynnly Assavavallop
Fundraising Co-Chairs—Ava Afshar and Elizabeth (Claire) Walker
Membership Chair—Anna Schwanbeck
Publicist—Hye Jin Kim
COS Representative—Mieraf Getnet

Inter-Fraternity Council (IFC)
President—James Rodgers
Vice-President—Ellie Kamarjian
Secretary/Treasurer—Trent Sappe

International Society for Pharmacoeconomics and Outcomes Research
President—Francois Cherestal
Vice President—Nisreen Shamseddine

Kappa Epsilon
President—Tennille Collins
Vice President of Committees—Kellie Vickery
Vice President of Membership—Omeka Sanders
Treasurer—Aderonke Adeboye
Recording Secretary—Mandi Such White
Corresponding Secretary—Tyler Bryant
Chaplain—Tamera Hughes
Alumni Liaison—Mandy Bauerle
COS Representative—Shannon Giddens
Kappa Psi
Regent—Blake Meeks
Vice-Regent—Justin Kyei-Frimpong
Secretary—Nicholas Barker
Treasurer—Trey Thompson
Historian—Alastair Hay
Chaplain—Francois Cherestal
COS Representative—Rasheed Anifowoshe
Sergeant-at-Arms—Obinna Ojiaku
Pledge Master—Neal Patel
Newsletter Editor—Obinna Ojiaku
Webmaster—Trent Sappe
Alumni Liaison—Joseph Walker and Chris Shumans
IFC Representatives—Neal Patel and Jeremiah Detchemendy

National Community Pharmacists Association (NCPA)
President—Thomas Sherrer
President-Elect—Alastair Hay
Secretary—Tennille Collins
Treasurer—Nicholas Barker
COS Representative—Chris Waters

Phi Delta Chi
Worthy Chief Counselor—Alissa Dower
Worthy Vice Counselor—Ali Quraishi
Worthy Keeper of Records and Seals—Justin Lawson
Worthy Keeper of Finance—Irene (Emily) Park
Worthy Correspondent—Caitlin Jenkins
Worthy Prelate—Eunice Wang
Worthy Alumni Liaison—Kelli Barnes
Worthy Masters-at-Arms—Phu Tran
Assistant WMA—Disa Patel
Worthy Inner Guard—Shayne Kreutzer
COS Representative—Caitlin Adams
IFC Representatives—Ava Afshar and Julie Patel

Phi Lambda Sigma
President—Nicholas Barker
Vice President—Brian Donahue
Secretary—Jacqueline McRae
Treasurer—Alissa Dower

Rho Chi
President—Zach Elliott
Vice President—Justin Lawson
Secretary—Sridevi Sambhara
Treasurer—Nicholas Barker
Historian/COS Representative—Julia Coluccio
Get Smart Coordinator—Megan Tibbitts
Student National Pharmaceutical Association (SNPhA)
President—Omeka Sanders
President-Elect—Kyle Brown
Vice President—Ashley Wilkerson
Corresponding Secretary—Alecia Oliver
Recording Secretary—Adrian Lawrence
Treasurer—Adapo Fagbohun
Historian—Arielle Orridge
COS Representative—Aderonke Adeboye
Chaplain—Angelina Agyemang
CKD Chair—Aderonke Adeboye
Education Chair—Elizabeth Lai
Diabetes Co-Chairs—Rasheed Anifowoshe and Courtney Mathis
HIV/AIDS Co-Chairs—Michelle Smith and Kamilah Rashid
Class Officers – Doctor of Pharmacy

Doctor of Pharmacy—Class of 2014
Joseph Walker—President
Steven Valdes—Vice President
Amanda Conkling—Secretary
Kelly Kiefer—Treasurer
Chris Shumans—Historian
Rozita Tebyanian—COS Representative
Amie Darke, Annie Hahn, and Chris Shumans—Honor Council Representatives
Dr. Stanley Pollock—Class Advisor

Doctor of Pharmacy—Class of 2015
Spenser Harris—President
Tennille Collins—Vice President
Trey Thompson—Secretary
TJ Geers—Treasurer
Mandy Bauerle—Historian
Ashley Bridges—COS Representative
Nicholas Barker, Julia Coluccio, and Amber Grubbs—Honor Council Representatives
Dr. Ray Green—Faculty Advisor

Doctor of Pharmacy—Class of 2016
Nadya Jammal—President
Chris Persons—Vice President
Alastair Hay—Secretary
Dure Kim—Treasurer
Drew Umberger—Historian
Lowell Sanders—COS Representative
Brent Coble, Danyae Lee, and Neal Patel—Honor Council Representatives
Dr. Bobby Jacob—Faculty Advisor

Doctor of Pharmacy—Class of 2017
Tennille Collins—President Pro-Tem
Blake Shay, Shaun Soderstrom, and Megan Tibbitts—Honor Council Representatives Pro-Tem
Rebecca Burns—Faculty Advisor
**Campus Student Organizations and Activities**

There are a variety of organizations on campus specific to each college/school. There are a growing number of campus-wide groups that you can also join, which include the Baptist Student Union (BSU), the Program Council and Delta Sigma Theta. To get involved, share a program idea, or if you are interested in starting a new organization that would be open to the campus community, please contact the Assistant Dean for Campus Life.

**Baptist Collegiate Ministry (BCM)**
The Baptist Collegiate Ministry was initially formed in the College of Nursing and now has membership representing most of the schools and colleges. The group is interdenominational and provides many opportunities for fellowship.

**Program Council**
The Program Council is student run and was formed in fall 2003. The Council is composed of students who represent the different schools and colleges on the Atlanta campus. It is designed to bring together students, faculty and staff from across campus in activities that have value for everyone. Students with experience in planning activities, or who have ideas of fun and interesting activities, should consider participating on the Program Council.

**Delta Sigma Theta**
Delta Sigma Theta is a University recognized sorority. Established in 1913 at Howard University, Delta Sigma Theta has clearly established itself as a public service organization that strives to confront the problems of African Americans and, hence, all Americans. This organization invites any undergraduate women to apply for membership.

**Wellness and Recreation**
Wellness and Recreation classes can be taken at the Sheffield Center. The Center houses a basketball court, swimming pool and weight room with many exercise and weightlifting machines. A variety of fitness classes are also offered each semester in order to help students maintain a healthy lifestyle.
The Mercer Alma Mater

On the city’s western border
Reared against the sky
Proudly stands our Alma Mater
As the years roll by

(Chorus)
Forward ever be thy watchword
Conquer and prevail.
Hail to thee, O Alma Mater!
Mercer, Hail, all Hail!

Cherished by thy sons and daughters
Mem’ries sweet shall throng
Round our hearts, O Alma Mater
As we sing our song.
Quick Reference

Where do I go if I have a question about...?

Atlanta attractions and activities
Campus Life Office in Sheffield Center; www.accessatlanta.com, www.creativeloafing.com

Campus recreational facilities (Gym, tennis court, softball field, soccer field)
Wellness/Recreation Office, Lower Level Sheffield Center

Enrollment verification (proof of enrollment)
myMercer portal (https://my.mercer.edu/) Instructions available online

Health Services
Student Health Services (SHS), 206 Sheffield Center

Housing, on- or off-campus
Housing/Campus Life Office, 212 Sheffield Center

Identification Card (Bear Card ID)
Auxiliary Services; Lower Level Pharmacy Administration/Cafeteria Building

International student/immigration issues
International Programs Office, Davis Administration Building

Internship Applications (Pharmacy)
Georgia Board of Pharmacy (http://www.sos.state.ga.us/plb/pharmacy/); COP Office of Student Affairs and Admissions

Lockers in Pharmacy Building
COP Office of Student Affairs and Admissions

Messages

Getting a message to a professor
Department Secretary; COP Office of Student Affairs & Admissions

Getting a message to you from off-campus source
COP Office of Student Affairs & Admissions

Name badges
COP Office of Student Affairs & Admissions

Notary
COP Office of Student Affairs and Admissions: Jim Bartling, Jordana Berry

Parking decals; vehicle problems (keys locked in, headlights left on)
Mercer Police Department, Lower Level, Pharmacy Administration/Cafeteria Building

Photocopies
Swilley Library; Copy Center/Mailroom
Postage stamps
Copy Center/Mailroom, Lower Level, Pharmacy Administration/Cafeteria Building

Student comment, concern, suggestion
Council of Students meeting; COP Office of Student Affairs and Admissions

Transcripts
Registrar’s Office, 102 Davis Administration Building

Tuition (payments, deferment, questions about bill)
Bursar’s Office
Appendix

Chemical Dependence/Impairment Policy

Position Statement
The Mercer University College of Pharmacy: recognizes that chemical dependency (including alcoholism) is a disease that affects all of society.

- attempts to assist chemically impaired students and their immediate families towards recovery.
- attempts to support students in their recovery from co-dependent relationships with chemically impaired individuals.
- advocates referral of chemically impaired students to recovery programs in the state when possible and other support programs, which may include counseling or formal treatment programs, for appropriate evaluation and referral for treatment.
- recognizes the need for cooperation with the Georgia Board of Pharmacy wherever public safety may be endangered by impaired students.
- accepts responsibility for providing professional education concerning chemical dependency disease in entry-level programs of the College.
- encourages research in chemical dependency in healthcare.
- encourages school participation in public education and prevention programs concerning chemical dependency diseases.
- accepts responsibility for restricting alcohol use promotions within the College
- accepts responsibility for the development and dissemination of policies which prohibit illicit drug use by students enrolled in the College.

General Goals for the Chemical Impairment Programs

1. Provide compassionate assistance for chemically impaired or co-dependent students and their families.
2. Afford recovering students who are not legally restricted and are no longer chemically-impaired the opportunity to continue their professional education without stigma or penalty.
3. Protect society from harm that impaired students may cause.
Definitions

As used in these Policies and Procedures, unless the context otherwise requires:

1. Chemical dependence or chemical impairment shall mean a chronic, progressive illness which involves the use of alcohol and/or other drugs to a degree that it interferes in the functional life of an individual as manifested by health, family, job, legal, financial or emotional problems.

2. Chemically impaired student shall mean a student suffering from chemical impairment whose use of alcohol or other drugs diminishes or affects his or her ability to perform the duties of his or her profession to an extent likely to be harmful to the public health, safety, or welfare or threatens the student’s normal academic progression.

3. Drug shall mean a chemical substance alone, or in combination, including alcohol.

Procedures

1. It is the intent of the College to assist any student chemically impaired by reason of improper use of drugs and/or alcohol from such dependency. Successful recovery will assure re-entry to the College at a time deemed appropriate by the College. Conditions may be placed on re-entry.

2. A student who voluntarily seeks such assistance will be afforded the opportunity to enter a drug treatment program. Upon the recommendation of the addictionologist, the student will be granted re-entry to College.

3. Any student who does not voluntarily seek such assistance or who resists such assistance will be subject to the following procedure:
   
a. The College will first discuss the problem with the student.
   
b. If this discussion is not fruitful, the College will discuss this situation with the student’s spouse and/or parents or guardian.
   
c. The College will require an evaluation by an appropriate health care professional.
   
d. The student must adhere to the recommendation of the health care professional or be dismissed from College.
   
e. The College may notify the appropriate licensing board.
   
f. Notifying other colleges of pharmacy should the student seek to transfer to such colleges.
   
g. Successful recovery will allow for re-entry to College

4. Students may be required to sign a form signifying that they understand these policies and procedures and agree to abide by them, but failure to sign such a form does not affect the College’s right to act in accordance with these policies.
5. The College will establish a drug intervention committee which will investigate all cases of suspected chemical dependence/impairment and which will have authority to discuss suspected cases of chemical dependence/impairment with the student, the student’s parents and/or spouse and/or guardian, to require the student to undergo a drug screen and/or require the student to submit to appropriate (inpatient, outpatient) therapy. The committee shall also accept and evaluate the committee shall also accept and evaluate the recommendations of the attending health professionals in such cases.

The student may appeal any decision of the committee to the dean. In cases of appeal, the dean’s decision is final.

6. A condition for re-entry shall be that the student shall not again misuse and/or abuse drugs. Violation of this condition will result in the permanent dismissal of the student from College.

7. Chemical Dependence/Impairment Intervention Committee: Associate Dean for Student Affairs and Admissions, Chair Two Faculty Members Appointed by Dean One Student Member Appointed by Dean.

All members are voting members. Three or more positive votes are required for action by the committee. The committee shall report all of its actions to the Dean, but the Dean shall not overrule any committee action which allows the student to continue in and/or return to College if the committee affirms that the student has met whatever conditions demanded by the committee.

8. Students may be suspected of improperly using and/or abusing drugs on the basis of one or more of the following:

a. Possession of an illegal substance(s).

b. Conviction of a drug related crime.

c. Theft of a drug product of abuse potential.

d. Alcohol intoxication at school or a school-sponsored function.

e. Unexplained decrease in class attendance.

f. Concern expressed by a faculty member, staff member, fellow student, preceptor, health professional, police authority etc.

9. A preliminary investigation of available evidence will be undertaken, without involving the suspected student. If in the opinion of the committee there is not sufficient reason to justify further action, the investigation will cease and no further action will be taken. If the preliminary investigation indicates probable cause for improper use and/or abuse of drugs, an in-depth investigation will commence including an interview with the student.

10. The College will establish a liaison with:

a. A psychologist and/or psychiatrist and/or firm qualified to evaluate individuals as to chemical dependence and/or the need for in-patient or outpatient treatment.
b. Should the report of the above addictionologist indicate the need for treatment, the student shall be required to submit to such treatment at the student’s expense.

11. In those cases in which outpatient treatment is recommended, the student will be allowed to continue his/her academic program if such is deemed appropriate and in the best interest of both the student and College. The chemical dependence/impairment intervention committee will have the authority to allow the student to continue or not continue his/her academic program. In reaching a decision, the committee will give major consideration to the report and recommendation of the attending addictionologist.

12. In those cases in which in-patient treatment is recommended, the student must agree to such treatment, successfully complete such treatment, and obtain a recommendation for return to College from the attending addictionologist as conditions for consideration for readmission to College. Petitions for readmission shall be made to the chemical dependence/impairment intervention committee which shall have the authority to re-admit or deny re-admission.
Code of Professional Conduct

I. Preamble

The students, faculty and administration of the Mercer University College of Pharmacy cultivate professional and ethical standards by upholding the core values which are: caring, commitment, excellence, innovation, integrity, learning, and professionalism. The vision and goals of the College are intended to create an atmosphere conducive to the professionalism of all members of the community. That atmosphere is supported and promoted by mutual respect and trust between students, faculty and administration. This code, set by administration, faculty and students, is a set of professional and ethical behaviors befitting a member of our community. Everyone in this community is responsible for upholding the standards in this Code of Professional Conduct. Therefore, any conduct determined as having an adverse effect on the Mercer community may be subject to disciplinary action.

II. Professional Conduct

As members of the College of Pharmacy and the professional healthcare community, students are expected to create and sustain a professional identity founded on our core values. Adherence to these principles is vital to the assurance of the development of a professional relationship between the healthcare provider and society. These principles must become a part of a student’s everyday life.

To accomplish the goals of professional development, students must:

- Develop a sense of loyalty, duty, and accept accountability to their chosen healthcare profession and accept accountability for membership in the profession.

- Recognize the confidentiality of healthcare information provided by patients and recorded on their behalf.

- Hold as their primary responsibility the health, safety, welfare and dignity of all human beings.

- Respect and promote the value of diversity while ensuring equal treatment of all people who seek their care.

- Foster professional competency through life-long learning, creativity, and innovation in practice and by striving for high ideals, teamwork, and unity within the profession in order to provide compassionate and effective patient care.

- Commit themselves and actively encourage their professional colleagues’ commitment to ethical practices as set forth by the healthcare professions.

- Dedicate their lives and practice to excellence, which includes ongoing assessment of personal and professional values.

Faculty and administration are responsible for upholding similar professional standards as applicable to their roles within the community.
A. Conduct in College-related Activities in the Classroom and On Campus

The classroom and campus environment are primary settings for teaching and learning. As such, it is the responsibility of students and faculty to maintain an atmosphere that is conducive to teaching and learning. Behavior is expected to adhere to professional standards and to contribute in a positive way to the learning process. Behaviors that are rude, disruptive, or that infringe on the rights of faculty or other students to effectively engage in the teaching/learning process will not be tolerated.

B. Conduct in College-related Activities Off Campus

This Code of Professional Conduct extends beyond the classroom and campus to hospitals, community pharmacies, and various other practice settings where our students and faculty may engage in professional activities. Patient confidentiality and sensitivity of the needs of all patients, including those with different cultural backgrounds, are critical in order to contribute maximally to patient care. In practice settings, preceptors are treated as members of the community, and as such, are also responsible for upholding the standards included in this Code.

C. Professional Appearance/Attire

Additional professional standards include appropriate dress and proper attention to personal hygiene. As students who are preparing for careers primarily in a health profession, objection is raised concerning students whose appearance is unkempt. Specific activities and settings require particular attire and appearance. Students must be aware of and adhere to these expectations and requirements.

D. Academic Integrity

Mutual trust is a basic component of any community. Mercer University expects students, as members of the academic community, to take seriously their position in that community. Students are expected to insure the continuance of trust among themselves and the faculty by accepting responsibility for their own work. The University considers breaches of this trust and responsibility to be serious offenses. A student who engages in academic dishonesty is subject to disciplinary action under the Honor Code, which is published in this handbook appendix.

E. Chemical Dependence/Impairment

Chemical dependency is a disease that affects all of society. Healthcare professionals are faced with the challenges of chemical impairment. Students need to be aware of these challenges and acknowledge that the College of Pharmacy administration will take steps to assist chemically impaired students. The College’s Chemical Dependence and Impairment Policy is published in this handbook.

F. Non-Academic Disciplinary Procedures

Any student who violates the Code of Professionalism is subject to disciplinary action under the Non-Academic Judicial Policies, which are published in this handbook.

Any student who violates the University Code of Conduct is subject to disciplinary action under the Judicial System Handbook. Both documents are published on the Mercer University website: http://provost.mercer.edu/handbooks/studenthandbook.cfm.
III. Non-Academic Judicial Procedures

A. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Associate Dean for Student Affairs and Admissions. Any charge should be submitted as soon as possible after the event takes place. In certain circumstances involving a student’s actions that may seriously affect the safety, health, or general welfare of the student, other students, patients, University community members, or University affiliates, the Associate Dean for Student Affairs and Admissions may, in consultation with the appropriate faculty, immediately suspend the student from further University-related activities. The suspension shall remain in place until a complete investigation or resolution has been reached.

B. The Associate Dean for Student Affairs and Admissions may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Associate Dean for Student Affairs and Admissions. Any such administrative disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Associate Dean for Student Affairs and Admissions will convene a Professionalism Committee to hear the matter and render a decision.

C. All charges shall be presented to the accused student in written form. A hearing shall be set at a time no less than five days after the student has been notified of the charges.

D. Hearings shall be conducted by the Professionalism Committee according to the following guidelines:

1. Hearings normally shall be conducted in private.

2. Admission of any person to the hearing shall be at the discretion of the Professionalism Committee.

3. The complainant and the accused may present written evidence and witnesses, subject to cross-examination by the Professionalism Committee.

4. Hearings shall be conducted under informal procedures. All procedural questions are subject to the final determination of the chair of the Professionalism Committee.

5. After the hearing, the Professionalism Committee shall determine by majority vote whether the student has violated the Code of Professional Conduct, and if so what sanction(s) should be imposed. The Professionalism Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code.

E. A single verbatim record, such as a tape recording, shall be made of all hearings before the Professionalism Committee. The record shall be the property of the University.

F. The following sanctions may be imposed for violations of the Code of Professional Conduct:

1. Warning—a written notice that the student has violated institutional regulations.

2. Probation—a written reprimand for violation of specified regulations, with notice that further violations during the probationary period include the probability of more severe sanctions.
3. Loss of Privilege—denial of specific privileges.

4. Fines.

5. Restitution—compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.

6. Discretionary Sanctions—work assignment, service to the University, other community service, or other creative sanctions.

7. Suspension—temporary separation of the student from the University for a specified period of time. Conditions for readmission may be specified.

8. Expulsion—permanent separation of the student from the University.

G. Non-Academic disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation, the student’s confidential record shall be expunged of disciplinary actions other than suspension or expulsion. Suspension or expulsion shall be expunged from the student’s confidential record five years after final disposition of the case.

IV. Appeals

A. A decision reached or a sanction imposed by the Professionalism Committee may be appealed by the accused student or the complainant to the Executive Associate Dean. Such appeals shall be in writing, stating the reasons (s) for the appeal, and shall be delivered to the Executive Associate Dean within two days of the student’s receipt of notice of the decision.

B. An appeal shall be limited to review of the record of the hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented in accordance with prescribed procedures.

2. To determine whether the evidence presented at the hearing was sufficient to support the decision.

3. To determine whether the sanction(s) imposed were appropriate for the violation.

4. To consider new evidence or facts not brought out in the original hearing because they were not known to the appealing party at the time of the hearing.

C. In cases involving appeals by a student accused of violating the Code of Professional Conduct, review of the sanction(s) upon appeal may not result in more severe sanctions for the accused student than those imposed by the Professionalism Committee.

D. In cases involving appeals by a complainant, the Executive Associate Dean may, upon review of the case, reduce or increase the sanctions imposed by the Professionalism Committee or remand the case to the Professionalism Committee for reconsideration.
Social Media and Social Networking

Online blogs, public mailing lists and social network sites and applications including but not limited to Facebook, Twitter, MySpace, Pinterest, LinkedIn (hereafter collectively referred to as social media) are increasingly popular tools for professional communication and social interaction. Mercer University College of Pharmacy (MUCOP) recognizes social media as excellent opportunities for students, faculty and staff to interact both personally and professionally with the latter known as e-Professionalism. While these sites have become a great means of communicating, as health care professionals, MUCOP students have the responsibility of being fully aware that use of social media is a potential forum for lapses in professional and ethical conduct.

Online social network sites are not a place where someone can say and do whatever they want without repercussions. Internet postings may be traceable forever.

It is the responsibility of each MUCOP student to understand that posting certain information is not only unprofessional and/or unethical, but can also be illegal. Public postings on social media may have legal ramifications if comments are made by students concerning patients or if students portray themselves, other students, faculty, staff, clinical instructors, or other colleagues in an unprofessional manner. Postings can be used by the courts or professional licensing boards in the process of decision making. Students must be aware that violation of existing statues and administrative regulations may expose the offender to criminal and/or civil liability, and punishment for violations may include fines and imprisonment. Students must also be aware that offenders may be subject to adverse actions including, but not limited to, a Code of Professional Conduct violation, removal from a clinical/ experiential site, and failure of a course.

MUCOP does not actively monitor online activities of the student body; however, unprofessional issues could be, and have been, brought to the attention of the Office of Student Affairs and Admissions through a variety of mechanisms. The MUCOP student must understand that by identifying themselves publically using social media, they are creating perceptions about MUCOP, a clinical/experiential site, and their chosen health profession, and thereby must assure that all content is consistent with the values and professional standards of Mercer University, the COP and their profession. Internet postings

The following actions are strictly forbidden:

- Reporting personal health information of other individuals. Removal of an individual's name does not constitute proper-de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, photographs, or type of treatment may still allow the reader to recognize the identity of a specific individual.

- Reporting private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course grades, narrative evaluations, examination scores, or adverse academic actions.

- Representing one’s self inappropriately or as another person.

- Utilizing websites and/or applications in a manner that interferes with learning while on a clinical/experiential site.

- Posting any information that could identify a clinical/experiential site, a preceptor, or a patient at a site.
• Knowingly distribute false evidence, statements or charges against another student, faculty, staff, preceptor, or a clinical/experiential site of MUCOP.

• Using social media as a means of communicating inappropriate, uncivil or insulting comments or threats of violence regarding peers, faculty, staff, preceptors, or a clinical/experiential site of MUCOP.

Social Media Guidelines of Mercer University are accessible at http://socialmedia.mercer.edu/
Council of Students Constitution

ARTICLE I
NAME

Section 1. The name of this organization shall be formally recognized as the COUNCIL OF STUDENTS.

ARTICLE II
NATURE

Section 1. The Council of Students is an organization of elected COP students working for the furtherment of existing programs set forth by the preceding councils and for the attainment of various new goals set forth by the present council. Each member shall perform his/her specific duty according to his/her conscience and understanding of the Constitution and Bylaws of the Council of Students.

ARTICLE III
OBJECTIVES

Section 1. The objectives of the Council of Students shall be:

(a) To participate in and contribute to the accomplishments of the aims and purposes of the Council of Students;
(b) To promote and perpetuate professionalism in all endeavors pertaining to the students of Mercer’s College of Pharmacy;
(c) To inculcate a sense of individual obligation to the community, state, and nation, transmitting to posterity the principles of ethical practice in all healthcare fields;
(d) To be available to students for consultation and advice when needed, and to consider all student opinions;
(e) To establish two-way communication expressing views on healthcare education between students and educators.

ARTICLE IV
MEMBERSHIP AND ORGANIZATION

Section 1. Eligibility

Membership in the Council of Students shall be limited to students with an overall grade point standing of 2.25 or better, with conduct in accordance with the code of conduct contained in the Constitution and Bylaws of the Council of Students.

Section 2. Membership

The membership of the Council of Students shall consist of no more than those listed below, constituted by each representative group and/or office.

(a) There shall be no more than five offices, and the number of these offices shall not be expanded for the purpose of governing the Council of Students;
(b) Delegates-at-Large shall be composed of the presidents of each of the fraternities, classes or recognized organizations, and a member selected at the discretion of the organization he/she is to represent;

OFFICERS:  
President  
President-Elect  
Secretary  
Treasurer  
Parliamentarian

Section 3. Faculty Advisor

The faculty advisor shall have a seat on the Council of Students serving in an advisory capacity only; i.e., a non-voting member. He/she should be available for consultation with any Council of Students representative, and should be at all Council of Students meetings.

Section 4. Judgment

The Council of Students shall be the judge of its own membership, with the reservation that expulsion of a member may take place only if the member’s qualifications no longer comply with the eligibility requirements or the code of conduct set forth by the Constitution and Bylaws of the Council of Students, or said member stands in neglect of his duties.

Attendance is mandatory at all Council of Students meetings. No one is allowed more than one unexcused absence from the scheduled meetings per semester. If a member has two unexcused absences, the organization is responsible for replacing the member or forgoing their seat on the Council of Students.

Section 5. New Organization Approval

Each prospective new organization shall be evaluated by the Council of Students in the same manner, based on the following guidelines:

(a) There should be a parent organization that formally recognizes student chapters.

(b) The organization should be pharmacy-related.

(c) The survival of the organization needs to be long term. It should not be based on a mission of an individual.

(d) The organization should reaffirm the mission of the College of Pharmacy.

(e) There should be a unique reason for the organization’s existence that cannot be met by other organizations.

(f) The organization should strengthen the Council of Students.

(g) The organization’s membership in COS should not establish an undesired precedent.
ARTICLE V
STUDENT BODY ELECTIONS

Section 1. Student Council Elections

(a) The length of the offices listed above will be from May 1 to April 30, one year in length;

(b) Council of Students officers shall be nominated on the first Monday of the ninth week of classes the spring semester. Each candidate shall obtain, that day, a copy of the Constitution and Bylaws of the Council of Students from the Council of Students Parliamentarian;

(c) Elections shall be the following Monday. All students enrolled at Mercer’s College of Pharmacy are eligible to vote;

(d) If necessary, a run-off election may be held on the first Thursday following the initial election day;

(e) All Council of Students’ officers must have an overall grade point standing of 2.25 or better;

(f) All Council of Students’ officers shall have obtained a majority of votes; i.e., over 50 percent of the votes cast, in order to be elected. There shall be at least two hours available for the casting of ballots in Council of Students elections;

(g) The offices of Secretary, Treasurer, and Parliamentarian respectively may be held by the same person for a maximum of two years;

(h) No officers on the council shall hold the office of President or Council of Students Representative in any other organization in the College of Pharmacy;

(i) Write-in candidates are prohibited;

(j) If only one person runs for office, they automatically hold that office.

Section 2. Class Officers

(a) Elections of officers of fraternities, organizations, and/or recognized societies shall be held at a time designated by that particular organization, etc., with the reservation that it fall at a date subsequent to the above elections.

(b) Nominations/elections/run-off elections of first year pharmacy (P1) begin in the second full week of spring semester.

(c) Elected Vice President of third year pharmacy (P3) will serve as president pro-tem of (P1). The term of president pro-tem will end upon election of (P1) class officers.

(d) Nomination/elections/run-off for pharmacy class officers will begin the tenth week of spring semester.

(e) P1 officers serve from spring semester elections to April 30. P2, P3, and P4 officers serve from May 1 to April 30.

(f) Grade point standing for officers shall be the same as for COS officers [See Article V, Section 1, (f)].
Section 3. Verification of All Student Elections

(a) The Council of Students’ Parliamentarian shall be available to provide information to all student organizations prior to nominations and elections of officers. They shall directly oversee elections for all classes.

(b) It shall be the responsibility of the current President of the council, class, fraternity and recognized societies to submit a list of candidates to the Parliamentarian for verification of each candidate’s grade point average prior to the said election with the Associate Dean for Student Affairs. In case of an unqualified candidate, he shall be asked to withdraw his name from the ballot prior to the election.

(c) Any and all election results involving students shall be submitted to the Parliamentarian of the Council within seven days after the election. A listing of all officers and their phone numbers shall be compiled and held by the Council during each year for each organization.

(d) No student shall hold the office of President and/or Council of Students Representative for more than one organization.

(e) A list of all organization officers shall be submitted to the Dean’s Office.

(f) To win an election, a candidate must have over 50 percent of the votes cast.

(g) In the event of an elected officer’s not enrolling in College during his/her term of office or vacancy of his/her office due to any reason, the Council of Students shall have the authority to call a special election for the purpose of filling the vacant office. The elected officer of the organization must meet the eligibility requirements of the council in order to serve in that capacity; i.e., have a seat on the council.

(h) There shall be no campaigning the day of the election; i.e., poster, fliers, speech making, etc. All campaign material shall be removed the day before the election.

(i) A voter must be present during the appointed election time in order to cast a ballot; proxy voting or absentee ballots via US mail, email, etc. will not be allowed.

(j) No student will be allowed to run for more than one office within the same organization/class during the same College year.

(k) A candidate must be present, or have someone present to speak for him/her at time of nomination to be eligible for election.

ARTICLE VI
QUORUM

Section 1. A quorum for the Council of Students shall be constituted by three officers of the council and fifteen delegates-at-large representing at least five of the organizations. A quorum must be present for the COS to conduct business.

ARTICLE VII
DUTIES OF THE OFFICERS
Section 1. President

It shall be the duty of the President of the Council of Students to preside at all meetings of the Council of Students. He/she shall chair the Executive Committee, appoint members of standing committees and create such other committee and appoint members thereon as he deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Council of Students Executive Committee. He/she shall be an ex-officio member of all standing Council of Students committees.

The President shall recommend student(s) to the Associate Dean for Student Affairs and Admissions for College committees.

He/she shall be charged with the responsibility of executing the mandates of the Council of Students. He/she shall not waive his/her rights to any other officer or person having a seat on the council. It shall be the duty of the President of the Council of Students to serve as a liaison in all matters involving the student body as a whole and the faculty and/or administration of Mercer University.

It shall be the duty of the President to provide a skeleton budget for the coming fiscal year to be presented to the Finance Committee by or at the first Council of Students meeting of the academic year.

It shall be the duty of the outgoing President to transfer to the newly elected council all papers and information concerning any business of the previous Council of Students.

Section 2. President-Elect

The President-Elect of the Council of Students shall assume the duties of the President in the President’s absence, after his/her dismissal or after his/her resignation from the council. He/she shall be Chairman of the Activities Committee and shall have monthly reports to the Council of Students as to the activities planned or scheduled by that committee. He/she shall keep a calendar (up-to-date) of all events posted on the student bulletin board as to the activities scheduled by that committee and COS member organizations.

Section 3. Secretary

The Secretary of the Council of Students shall conduct all official correspondence under the direction of the President of the Council of Students. The Secretary shall also keep a record of the proceedings of the council and the Executive Committee meetings. He/she shall transmit reports and bulletins of all council standing committees, and send out all literature and calls of meetings, as well as e-mail the minutes of each COS meeting to the student body and post them on the student bulletin board. The Secretary shall maintain records of attendance for all meetings and shall notify the Parliamentarian of unexcused absence(s) of any COS member. The Secretary shall keep all records and perform all other duties incidental to the office.

Section 4. Treasurer

The Treasurer of the Council of Students shall be the custodian of the funds of the Council of Students, and he/she shall account for the same. He/she shall sign all requests for funds for distribution from the Council of Students. It will also be the responsibility of the Treasurer to provide reports upon the condition of the treasury when called upon to do so.

It will be the duty of the Treasurer and the faculty advisor to request all funds through the university to finance the activities of the council and any of their supported activities. He/she shall turn over to his/her successor all vouchers, books and papers belonging to the council at the end of his term of office.
Section 5. Parliamentarian

The Parliamentarian of the Council of Students shall be responsible for obtaining adequate knowledge of parliamentary procedure according to Robert’s Rules of Order. He/she shall also be custodian and guardian of the Constitution and Bylaws of the Council of Students. It will be his/her responsibility to pass the Constitution to the following council each May.

The Parliamentarian shall derive all his duties insofar as overseeing any elections from the Constitution, Article V.

The Parliamentarian shall be charged with keeping order at all times during the meetings of the Council.

ARTICLE VIII
STANDING COMMITTEE OF THE COUNCIL OF STUDENTS

Section 1. Executive Committee

This committee shall be composed of the officers of the Council of Students. It shall be chaired by the President of the council. The Executive Committee shall be the legislative branch of the council. It shall have the power to make decisions and perform acts between sessions of the full Council of Students.

Section 2. Activities Committee

The Activities Committee shall be charged with the responsibility of creating worthwhile cultural, educational, and entertaining programs and/or activities for the benefit of each student of Mercer University College of Pharmacy. This committee shall keep its activities within the guidelines of the university’s rules and regulations. This committee is also charged with the responsibility of trying to keep close ties with the other campuses of Mercer University.

Section 3. Finances

(a) Council funds shall be used for council-sponsored activities. Funds shall also be available to member organizations as set forth and approved in each new academic year’s budget. The following conditions apply:

(b) The COS budget year will run from July 1st to June 30th.

(c) COS will pay for COS sponsored events that are open to the entire student body. Original receipts are necessary and COS will not pay for alcoholic beverages nor sales tax.

(d) No miscellaneous categories will be allowed in budgets.

(e) All budgets shall be itemized and detailed.

(f) Original receipts must be submitted for reimbursement. Neither tax nor alcohol purchases will be reimbursed.

(g) The expenses necessary for the performance of official duties shall be paid by the council funds according to the rules prescribed by the University for reimbursement.
(h) Reimbursement for convention expenses is at the discretion of the Dean of the College of Pharmacy.

**ARTICLE IX**  
**PARLIAMENTARY RULING**

Section 1. The Council of Students shall be governed by Robert’s Rules of Order, Revised in all points not covered by this Constitution and Bylaws.

**ARTICLE X**  
**RESOLUTIONS**

Section 1. All resolutions presented to the Council of Students for action must be in the hands of the Executive Committee one week prior to the meeting of the council.

Section 2. Enough copies of the resolution(s) for all members of the council shall be required and these must bear the signature of at least three members of the council.

Section 3. Resolutions concerning business deemed by the President and President-elect as being of an emergency nature may be presented to the council for action with no notice.

Section 4. All resolutions presented to the council relative to the expenditure of money shall be submitted at least one week in advance to the Treasurer of the council for study by the Finance Committee. Resolutions should be within reason and if possible documented.

**ARTICLE XI**  
**AMENDMENTS**

Section 1. The Bylaws of the Council of Students may be amended at any meeting of the Council of Students by a vote of a two-thirds majority with a quorum of members present.

All proposed amendments must be a subject to a reading at the previous council meeting prior to the meeting in which the amendment is being voted on.

**ARTICLE XII**  
**DELEGATE RESPONSIBILITIES**

Section 1. It shall be the responsibility of each delegate to report to the Council of Students any and all questions and concerns brought forth by their constituents, and report back to their organization pertinent information regarding actions of the Council of Students.

Section 2. It shall be the responsibility of each delegate to attend all COS meetings as delineated in Article IV, Section 4.
Council of Students Constitution

ARTICLE I
NAME

Section 1. The name of this organization shall be formally recognized as the COUNCIL OF STUDENTS.

ARTICLE II
NATURE

Section 1. The Council of Students is an organization of elected COP students working for the advancement of existing programs set forth by the preceding councils and for the attainment of various new goals set forth by the present council. Each member shall perform his/her specific duty according to his/her conscience and understanding of the Constitution and Bylaws of the Council of Students.

ARTICLE III
OBJECTIVES

Section 1. The objectives of the Council of Students shall be:

(f) To participate in and contribute to the accomplishments of the aims and purposes of the Council of Students;

(g) To promote and perpetuate professionalism in all endeavors pertaining to the students of Mercer’s College of Pharmacy;

(h) To inculcate a sense of individual obligation to the community, state, and nation, transmitting to posterity the principles of ethical practice in all healthcare fields;

(i) To be available to students for consultation and advice when needed, and to consider all student opinions;

(j) To establish two-way communication expressing views on healthcare education between students and educators.

ARTICLE IV
MEMBERSHIP AND ORGANIZATION

Section 1. Eligibility

Membership in the Council of Students shall be limited to students who are in good academic standing and have an overall grade point average of 3.0 or better. Members must maintain this grade point average if elected to office. Members must also conduct themselves in accordance with the College’s Code of Professional Conduct.
Section 2. Membership

The membership of the Council of Students shall consist of no more than those listed below, constituted by each representative group and/or office.

(a) Delegates-at-Large shall be composed of the presidents of each of the fraternities, classes or recognized organizations, and a member selected at the discretion of the organization he/she is to represent;

OFFICERS: President
President-Elect
Secretary
Treasurer
Parliamentarian
Historian

Section 3. Faculty Advisor

The faculty advisor shall have a seat on the Council of Students serving in an advisory capacity only; i.e., a non-voting member. He/She should be available for consultation with any Council of Students representative, and should be at all Council of Students meetings.

Section 4. Judgment

The Council of Students shall be the judge of its own membership, with the reservation that expulsion of a member may take place only if the member’s qualifications no longer comply with the eligibility requirements or the code of conduct set forth by the Constitution and Bylaws of the Council of Students, or said member stands in neglect of his duties.

Attendance is mandatory at all Council of Students meetings. No one is allowed more than one unexcused absence from the scheduled meetings per semester. If a member has two unexcused absences, the organization is responsible for replacing the member or forgoing their seat on the Council of Students.

Section 5. New Organization Approval

Each prospective new organization shall be evaluated by the Council of Students in the same manner, based on the following guidelines:

(a) There should be a parent organization that recognizes student chapters.

(b) The organization should be pharmacy-related.

(c) The survival of the organization needs to be long term. It should not be based on a mission of an individual.

(d) The organization should reaffirm the mission of the College of Pharmacy.

(e) There should be a unique reason for the organization’s existence that cannot be met by other organizations.

(f) The organization should strengthen the Council of Students.

(g) The organization’s membership in COS should not establish an undesired precedent.
ARTICLE V
STUDENT BODY ELECTIONS

Section 1. Student Council Elections

(a) The length of the offices listed above will be from May 1 to April 30, one year in length;

(b) Council of Students officers shall be nominated on the first Monday of the ninth week of classes the spring semester. Each candidate shall obtain, that day, a copy of the Constitution and Bylaws of the Council of Students from the Council of Students Parliamentarian;

(c) Elections shall be the following Monday. All students enrolled at Mercer’s College of Pharmacy are eligible to vote;

(d) If necessary, a run-off election may be held on the first Thursday following the initial election day;

(e) All Council of Students’ officers must be in good academic standing and have an overall grade point average of 3.0 or better. Each officer must maintain a 3.0 grade point average during his/her term of office.

(f) All Council of Students’ officers shall have obtained a majority of votes; i.e., over 50 percent of the votes cast, in order to be elected. There shall be at least two hours available for the casting of ballots in Council of Students elections;

(g) The offices of Secretary, Treasurer, Parliamentarian, and Historian respectively may be held by the same person for a maximum of two consecutive years;

(h) No officers on the council shall hold the office of President or Council of Students Representative in any other organization in the College of Pharmacy;

(i) Write-in candidates are prohibited;

(j) If only one person runs for office, he/she automatically hold that office.

Section 2. Class/Organization Officers

(a) Elections of officers of fraternities, organizations, and/or recognized societies shall be held at a time designated by that particular organization.

(b) Nominations/elections/run-off elections of first year pharmacy (P1) begin in the third full week of spring semester.

(c) Elected Vice President of third year pharmacy (P3) will serve as president pro-tem of (P1). The term of president pro-tem will end upon election of (P1) class officers.

(d) Nomination/elections/run-off for pharmacy class officers will begin the tenth week of spring semester.

(e) P1 officers serve from spring semester elections to April 30. P2, P3, and P4 officers serve from May 1 to April 30.
(k) All organization officers and committee chairs shall be limited to students who are in good academic standing and have an overall grade point average of 3.0 or better. Each member must maintain a 3.0 grade point average during his/her term of office. Members must also conduct themselves in accordance with the College’s Code of Professional Conduct.

Section 3. Verification of All Student Elections

(a) The Council of Students’ Parliamentarian shall be available to provide information to all student organizations prior to nominations and elections of officers. He/She shall directly oversee elections for all classes.

(b) It shall be the responsibility of the current President of the council, class, fraternity and recognized societies to submit a list of candidates to the Parliamentarian for verification of each candidate’s grade point average prior to the said election with the Associate Dean for Student Affairs. In case of an unqualified candidate, he/she shall be asked to withdraw his name from the ballot prior to the election.

(c) Any and all election results involving students shall be submitted to the COS President and the Parliamentarian of the Council within seven days after the election. A listing of all officers, their emails, and their phone numbers shall be compiled by the Parliamentarian and Historian and held by the Council during each year for each organization.

(d) No student shall hold the office of President and/or Council of Students Representative for more than one organization.

(e) The Historian should submit a list of all organization officers to the Office of Student Affairs and Admissions and Dean’s Office.

(f) To win an election, a candidate must have over 50 percent of the votes cast.

(g) In the event of an elected officer’s not enrolling in College during his/her term of office or vacancy of his/her office due to any reason, the Council of Students shall have the authority to call a special election for the purpose of filling the vacant office. The elected officer of the organization must meet the eligibility requirements of the council in order to serve in that capacity; i.e., have a seat on the council.

(h) There shall be no campaigning the day of the election; i.e., poster, fliers, speech making, etc. All campaign material shall be removed the day before the election.

(i) A voter must be present during the appointed election time in order to cast a ballot; proxy voting or absentee ballots via US mail, email, etc. will not be allowed.

(j) No student will be allowed to hold for more than one office within the same organization/class during the same College year.

(k) A candidate must be present, or have someone present to speak for him/her at time of nomination to be eligible for election. In the event of a proxy, he/she cannot represent more than one candidate.
ARTICLE VI
QUORUM

Section 1. A quorum for the Council of Students shall be constituted by three officers of the council and fifteen delegates-at-large representing at least five of the organizations. A quorum must be present for the COS to conduct business.

ARTICLE VII
DUTIES OF THE OFFICERS

Section 1. President

It shall be the duty of the President of the Council of Students to preside at all meetings of the Council of Students. He/She shall chair the Executive Committee, appoint members of standing committees and create such other committee and appoint members thereon as he/she deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Council of Students Executive Committee. He/She shall be an ex-officio member of all standing Council of Students committees.

The President shall recommend student(s) to the Associate Dean for Student Affairs and Admissions for College committees.

He/She shall be charged with the responsibility of executing the mandates of the Council of Students. He/She shall not waive his/her rights to any other officer or person having a seat on the council. It shall be the duty of the President of the Council of Students to serve as a liaison in all matters involving the student body as a whole and the faculty and/or administration of Mercer University.

It shall be the duty of the President to provide a budget for the coming fiscal year to be presented to the Finance Committee by or at the first Council of Students meeting of the academic year.

It shall be the duty of the outgoing President to transfer to the newly elected council all papers and information concerning any business of the previous Council of Students.

Section 2. President-Elect

The President-Elect of the Council of Students shall assume the duties of the President in the President’s absence, after his/her dismissal or after his/her resignation from the council. He/She shall be Chairman of the Activities Committee and shall have monthly reports to the Council of Students as to the activities planned or scheduled by that committee. He/She shall keep a calendar (up-to-date) of all events posted on the student bulletin board as to the activities scheduled by that committee and COS member organizations. Platforms of technology (website and kiosks) for all organizations should be upheld by the President-Elect and Historian.

Section 3. Secretary

The Secretary of the Council of Students shall conduct all official correspondence under the direction of the President of the Council of Students. The Secretary shall also keep a record of the proceedings of the council and the Executive Committee meetings. He/She shall transmit reports and bulletins of all council standing committees, and send out all literature and calls of meetings, as well as e-mail the minutes of each COS meeting to the student body and post them on the student bulletin board. The Secretary shall maintain records of attendance for all meetings and shall notify the President and Parliamentarian of unexcused
absence(s) of any COS member. The Secretary shall keep all records and perform all other duties incidental to the office.

Section 4. Treasurer

The Treasurer of the Council of Students shall be the custodian of the funds of the Council of Students. He/She shall sign all requests for funds for distribution from the Council of Students. It will also be the responsibility of the Treasurer to provide reports upon the condition of the treasury when called upon to do so. The Treasurer shall derive his/her duties insofar as overseeing any financial business as outlined in Article VIII Section 3.

It will be the duty of the Treasurer and the faculty advisor to request all funds through the university to finance the activities of the council and any of their supported activities. He/She shall turn over to his/her successor all vouchers, books and papers belonging to the council at the end of his term of office.

Section 5. Parliamentarian

The Parliamentarian of the Council of Students shall be responsible for obtaining adequate knowledge of parliamentary procedure according to Robert’s Rules of Order. He/She shall also be custodian and guardian of the Constitution and Bylaws of the Council of Students. It will be his/her responsibility to pass the Constitution to the following council each May.

The Parliamentarian shall derive all his duties insofar as overseeing any elections from the Constitution, Article V.

The Parliamentarian shall be charged with keeping order at all times during the meetings of the Council.

Section 6. Historian

The COS Historian shall have primary responsibility for coordinating documentation of all COS events and accomplishments. He/She shall work with the President-Elect to keep the platforms of technology up to date for all of the student organizations. He/She must submit a list of all organization officers to the Office of Student Affairs and Admissions and Dean’s Office after all student elections.

He/She must perform all other duties that may arise to the office that would apply under the position of Historian.

ARTICLE VIII
STANDING COMMITTEE OF THE COUNCIL OF STUDENTS

Section 1. Executive Committee

This committee shall be composed of the officers of the Council of Students. It shall be chaired by the President of the council. The Executive Committee shall be the legislative branch of the council. It shall have the power to make decisions and perform acts between sessions of the full Council of Students.
Section 2. Activities Committee

The Activities Committee shall be charged with the responsibility of creating worthwhile cultural, educational, and entertaining programs and/or activities for the benefit of each student of Mercer University College of Pharmacy. This committee shall keep its activities within the guidelines of the university’s rules and regulations. This committee is also charged with the responsibility of trying to keep close ties with the other campuses of Mercer University.

Section 3. Finances

Council funds shall be used for Council-sponsored activities. Funds shall also be available to member organizations as set forth and approved in each new academic year’s budget. The following conditions apply:

(a) The COS budget year will run from July 1st to June 30th.
(b) COS will pay for COS-sponsored events that are open to the entire student body.
(c) Original forms and receipts are necessary for reimbursement and COS will not pay for alcoholic beverages nor sales tax.
(d) No miscellaneous categories will be allowed in budgets.
(e) All budgets shall be itemized and detailed.
(f) The expenses necessary for the performance of official duties shall be paid by the Council funds according to the rules prescribed by the University for reimbursement.
(g) Reimbursement for convention expenses is at the discretion of the Dean of the College of Pharmacy.

ARTICLE IX
PARLIAMENTARY RULING

Section 1. The Council of Students shall be governed by Robert’s Rules of Order, Revised in all points not covered by this Constitution and Bylaws.

ARTICLE X
RESOLUTIONS

Section 1. All resolutions presented to the Council of Students for action must be in the hands of the Executive Committee one week prior to the meeting of the council.

Section 2. Enough copies of the resolution(s) for all members of the council shall be required and these must bear the signature of at least three members of the council.

Section 3. Resolutions concerning business deemed by the President and President-elect as being of an emergency nature may be presented to the council for action with no notice.

Section 4. All resolutions presented to the council relative to the expenditure of money shall be submitted at least one week in advance to the Treasurer of the council for study by the Finance Committee. Resolutions should be within reason and if possible documented.
ARTICLE XI
AMENDMENTS

Section 1. The Bylaws of the Council of Students may be amended at any meeting of the Council of Students by a vote of a two-thirds majority with a quorum of members present.

All proposed amendments must be a subject to a reading at the previous council meeting prior to the meeting in which the amendment is being voted on.

ARTICLE XII
DELEGATE RESPONSIBILITIES

Section 1. It shall be the responsibility of each delegate to report to the Council of Students any and all questions and concerns brought forth by their constituents, and report back to their organization pertinent information regarding actions of the Council of Students.

Section 2. It shall be the responsibility of each delegate to attend all COS meetings as delineated in Article IV, Section 4.
Doctor of Pharmacy Program Technical Standards for Admission, Promotion, and Graduation

The mission of the College of Pharmacy is to prepare its professional and postgraduate students to effectively contribute to and improve healthcare through excellence in patient-centered care and research. These technical standards describe the non-academic abilities and skills required, in addition to academic performance standards, which the College faculty consider essential for admission, promotion, and graduation in the Doctor of Pharmacy (Pharm.D.) degree program. These standards include skills and attributes that are necessary for the practice of pharmacy.

The College acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL-336, the 1993 Americans with Disabilities Act (ADA) and is committed to enabling students with identified disabilities by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree. The College reserves the right, however, not to admit any applicant is who unable meet the Technical Standards with reasonable accommodations.

The applicant should evaluate him or herself in regards to compliance with these technical standards prior to submission of an application.

Behavioral, Social, and Ethical Attributes

Students must possess the emotional and mental health required for full use of their intellectual abilities, to exercise sound judgment, and to promptly and carefully complete all responsibilities pertaining to pharmacy practice. Students must also be able to develop and maintain mature, sensitive, and effective relationships with people of diverse backgrounds and cultures.

Students also must understand and use the power, special privileges, and trust inherent in the patient/healthcare provider relationship for the patient’s benefit and know how to avoid the behaviors that constitute misuse of this power. Students are expected to uphold ethical standards set forth by the pharmacy profession. Good moral character, values, and principled judgment are vital attributes for being a professional.

Students must possess adequate endurance and flexibility to be able to tolerate physically, intellectually, and emotionally taxing workloads and to function effectively under stress or with distracting situations. Students must cultivate and maintain a professional demeanor that is not affected by long hours, personal fatigue, dissatisfied patients, or unreasonable colleagues. As part of this professional demeanor, students must also be able to accept appropriate suggestions and constructive criticism and, if necessary, modify their behavior accordingly.

Communication Skills

Appropriate communication between a patient and members of the healthcare team demonstrates respect and empowers the patient to make healthcare decisions. Students must be able to communicate effectively, sensitively, clearly, and efficiently with patients, caregivers, preceptors, faculty, and other members of the healthcare team.

Effective communication skills include the ability to ask questions, to receive information perceptively, to record and disseminate information. Students must understand the impact of verbal and non-verbal communication and be able to decipher changes in mood, activity, and posture. Communication skills
include not only the ability to speak, but also the ability to read and write proficiently in English. Students must develop the ability to provide appropriate care for all patients, irrespective of nationality and ability to speak English and understand that issues such as empowerment, advocacy and confidentiality need to be considered in relation to caring for non-English-speaking patients.

**Intellectual Skills**

Students must be able to possess a sufficient range of intellectual skills, including conceptual, integrative, and quantitative abilities that allow him/her to complete a rigorous and complex didactic and experiential curriculum.

Problem solving and critical skills involving measurement, calculation reasoning, analysis, synthesis and evaluation are essential to appropriately and efficiently develop effective treatment plans to improve drug therapy and patient outcomes. The ability to incorporate new information from peers, faculty, and other professional or scholarly sources in formulating pharmaceutical care plans is vital, as is the practice of sound judgment in patient assessment and therapeutic planning.

Students must be able to identify and remedy the limits of their knowledge where appropriate. Students must be able to learn effectively through a variety of educational methods including, but not limited to: classroom instruction, small group discussion, individual study, preparation and presentation of written and oral reports, and use of technology.

**Visual, Auditory, Tactile and Motor Competencies**

Students must possess sufficient visual, auditory, tactile and motor abilities to allow him/her to gather data from printed and electronic resources, from oral presentations, and from observation of demonstrations and experiments in the basic, pharmaceutical, and applied sciences. Additionally, students must be able to accurately observe a patient at a distance and close at hand. This requires students be alert and attentive at all times in all pharmacy educational settings.
Student Records and Right of Privacy

In accordance with the Family Education Rights and Privacy Act of 1974, Mercer University (1) permits students to inspect their education records, (2) limits disclosure to others of personally identifiable information from education records without the student’s prior written consent to such disclosure, and (3) provides students the opportunity to seek correction of their education records where appropriate.

I. Definitions

A. Student means an individual who is or who has been in attendance at Mercer University. It does not include individuals who were applicants for admission to the University but did not matriculate.

B. Education records include those records which contain information directly related to a student and which are maintained as official working files by the University.

The following are not education records:

1. Records about students made by professors and administrators for their own use and not shown to others;

2. Campus police records maintained solely for law enforcement purposes and kept separated from the education records described above;

3. Employment records, except where currently enrolled students are employed as a result of their status as students;

4. Records of physicians, psychologists, or other recognized professionals or paraprofessionals made or used only for treatment purposes and available only to persons providing treatment (however, these records may be reviewed by an appropriate professional of the student’s choice); and

5. Records which contain only information relating to a person’s activities after graduation or withdrawal from the University.

II. Mercer University permits students to inspect their education records.

A. Right of Access. Students have the right to access to their education records, except financial records of parents and confidential letters of recommendation received prior to January 1, 1975.

B. Waiver. Students may waive their right of access to confidential recommendations in three areas: admission to an educational institution, job placement, and receipt of honors and awards. The University does not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If students choose to waive their right of access, they will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations are used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time, and the revocation will apply to all subsequent recommendations.
C. **Types and Locations of Education Records.**

Registrar’s Office. Undergraduate and Graduate Academic records, Computer files (biographical data, course information).

Office of Student Financial Planning. Application for financial assistance, needs analysis statements, awards made. Note: Students do not have access to parents’ confidential statements.

Bursar’s Office. Records of financial payments. Promissory notes and copies of correspondence.

Colleges, Schools and Academic Departments. Records kept vary with departments but may include results of certain examinations and other advisory information.

D. **Procedure to be Followed.** Requests for access specifying the records to be inspected should be made in writing to the Registrar. The University will comply with requests within a reasonable time, at most within 45 days. Arrangements normally are made for students to read their records in the presence of a staff member. Students may also obtain copies of their records by paying reproduction costs of $0.25 per page. However, the University may refuse to release copies of records of students who have not settled their accounts with the University. The University does not provide copies of official transcripts from other colleges.

III. **Mercer University limits disclosure of personally identifiable information from education records without the student’s prior written consent to such disclosure.**

A. **Directory Information.**

1. The following categories of information have been designated as directory information:

   Name
   Addresses
   Telephone listing
   Date and place of birth
   Photograph
   Major field of study
   Participation in officially recognized activities and sports
   Weight and height of members of athletic teams
   Dates of attendance
   Degrees and awards received
   The most recent previous education institution attended

2. The University gives annual public notice to students of the categories of information designated as directory information, and allows a reasonable period of time after such notice for the student to inform the University that the information should not be considered directory information.

3. Directory information may appear in public documents and may otherwise be disclosed without the student’s consent unless the student objects as provided above. However, it is the policy of Mercer University to refuse to disclose directory information over the telephone except for purposes of financial aid verification.
B. *Prior Consent Not Required.* Prior consent is not required for disclosure of education records to the following parties.

1. College officials of Mercer University who have been determined to have legitimate educational interests.

2. College officials include instructional personnel, administrative personnel, and members of duty constituted University committees and boards, who are or may be in a position to use the information in furtherance of a legitimate objective.

3. Legitimate educational interests include those interests reasonably related to the academic environment.

4. Officials of other colleges in which students seek to or intend to enroll or are enrolled. Upon request, and at the student’s expense, students will be provided with a copy of the records that have been transferred.

5. Authorized representatives of federal and state educational authorities, but only in connection with the audit or evaluation of federally or state supported educational programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above.

6. In connection with a student’s application for or receipt of financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions.

7. State and local officials to whom such information is specifically required to be reported by effective state law adopted prior to November 19, 1974.

8. Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information will be destroyed when no longer needed for these purposes.

9. Accrediting organizations for purposes necessary to carry out their functions.

10. Parents of students who are dependents for income tax purposes. Parents may see the academic records of their son or daughter when the student gives permission in writing or when the parents can demonstrate that the student is their dependent as defined by the Internal Revenue Service.

11. Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of students or other individuals.

12. In response to a court order or subpoena. The University will make reasonable efforts to notify students before complying with the court order.
13. The results of a Disciplinary proceeding by the University in connection with an alleged crime of violence may be disclosed to the alleged victim of the crime.

C. **Prior Consent Required.** In no other cases will the University release personally identifiable information in education records or allow access to those records without the prior consent of the student. The consent must be written, signed, and dated, and must specify the records to be disclosed and the identity of the recipient. A copy of the record disclosed will be provided to the student upon request and at the student’s expense.

D. **Record of Disclosures.** The University maintains with the student’s records a record of each request and each disclosure, except disclosures:

1. To the student;
2. Pursuant to the written consent of the student;
3. To instructional or administrative officials of Mercer University; or
4. Of directory information.

The records of disclosures may be inspected by the student, the official custodian of the records, and other University and governmental officials.

IV. Mercer University provides students with the opportunity to seek correction of their education records.

A. **Request to Amend Records.** Students who believe that information contained in their education records is inaccurate, misleading, or otherwise in violation of their privacy or other rights may submit a written request to the Office of the Registrar, specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the responsible person at the origin of the record in question. Within a reasonable time of receipt of the request, the University will decide whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and may submit a request for a hearing.

B. **Right to a Hearing.** Upon request by a student, the University will provide an opportunity for a hearing to challenge the content of the student’s records. A request for a hearing should be submitted in writing to the Office of the Registrar.

Within a reasonable time, the student will be notified in writing of the date, place, and time reasonably in advance of the hearing.

1. **Conduct of the Hearing.** The hearing will be conducted by a University official who does not have a direct interest in the outcome. The student will have a fair and full opportunity to present evidence relevant to the issues raised, and may be assisted or represented by individuals of the student’s choice, including an attorney, at the student’s own expense. The University official conducting the hearing will, after considering all relevant information, make a recommendation to the Registrar.


2. Decision. Within reasonable period of time after the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely upon evidence present at the gearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information in the student’s record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, the University will amend the records accordingly.

C. Right to Place an Explanation in the Records. If, as a result of the hearing, the University decides that the information is not accurate, misleading, or otherwise in violation of the student’s rights, it will inform the student of the right to place in the record a statement commenting on the information and/or explaining any reasons for disagreeing with the University’s decision. Any such explanation will be kept as part of the student’s record as long as the contested portion of the record is kept, and will be disclosed whenever the contested portion of the record is disclosed.