

ssup

TABLE OF CONTENTS

CUWSOP School of Pharmacy Contact Information	3
CUWSOP Academic Calendars	4
CUWSOP Mission, Vision and Values	5
Pharmacist Code of Ethics	6
GENERAL INFORMATION	7
Accreditation	8
Student Code of Conduct	8
Alcohol and Drug Abuse Policy – SOP Addendum	8
CUWSOP Student Professionalism	10
Computer Policy	12
Dress Code	12
Non-Discrimination Policies	13
Open Door Policy	13
Student Advising	13
ACADEMIC POLICIES	14
Academic Conduct Policy	15
Generative Artificial Intelligence (AI) Policy	16
Examination Integrity Policy	16
Academic Standards for CUWSOP	17
Academic Grievance Procedure	21
Classroom Etiquette	22
Dean’s List	22
Graduation Requirements	22
Time in the PharmD Program	23
Student Accessibility Services	23
Technical Standards for Admission and Fulfillment of the PharmD degree	23
EXPERIENTIAL POLICIES	25
Affiliation Agreements	26
Attendance	26
Background Checks	28
Blood Borne Pathogen Training	29
Cell Phones	29
Compensation	30
Computer Usage	30
Conflict of Interest	30
CPR Training	30
Dismissal from Experiential Sites	30
Evaluations	30
Experiential Expectations	30
Health Insurance Coverage	31
Housing	32
Immunizations	32
Immunization Injection Technique Training	32
Injury	32
Liability Insurance	33
Out of State Assignments	33
Parking	33
Physical Exam	33
Privacy Policy	33
Rotation Assignments	36
Rotation Requirements	36
Transportation	37
Urine Drug Screening	37
Violation of Policies	37
ADDITIONAL INFORMATION	38
CUWSOP Curriculum	39

CUWSOP SCHOOL OF PHARMACY CONTACT INFORMATION

Concordia University Wisconsin School of Pharmacy
12800 North Lake Shore Drive
Mequon, WI 53097
FAX: 262-243-2752

CUWSOP website: www.cuw.edu/pharmacy
Clinical Instructor Resources: www.cuw.edu/pharmacyclinicalinstructor

CUWSOP Office of the Deans

Erik Jorvig, PhD
Dean
erik.jorvig@cuw.edu
262-243-2753

Mike Brown, PharmD
Associate Dean for Academic Affairs
michael.brown@cuw.edu
262-243-2761

Melissa Theesfeld, PharmD
Assistant Dean for Clinical Affairs
melissa.theesfeld@cuw.edu
262-243-2769

CUWSOP Office of Student Affairs (OSA)

Lauren Dixon
Director of Student & Alumni Affairs
lauren.dixon@cuw.edu
262-243-2777

Tammy Biskobing
Administrative Assistant
tammy.biskobing@cuw.edu
262-243-2755

CUWSOP Office of Experiential Education

Melissa Theesfeld, PharmD
Director of Experiential Education
Professor of Pharmacy Practice
melissa.theesfeld@cuw.edu
262-243-2769

Sarah Peppard, PharmD, BCPS, BCCCP
Assistant Director of Experiential Education
Professor of Pharmacy Practice
sarah.peppard@cuw.edu
262-243-2757

Peggy Pfeiffer
Experiential Education Program Coordinator
peggy.pfeiffer@cuw.edu
262-243-2754

CUWSOP ACADEMIC CALENDARS

Class Schedules

	2024-2025	2025-2026
1 st Day of Fall Classes	August 26, 2024	August 25, 2025
Labor Day Holiday	September 2, 2024	September 1, 2025
Thanksgiving Holiday	November 27 - December 1, 2024	November 26-30, 2025
Fall Final Exams	December 9-13, 2024	December 8-12, 2025
1 st Day of Spring Classes	January 6, 2025	January 5, 2026
Martin Luther King Jr. Holiday	January 20, 2025	January 19, 2026
Spring Break (P1-P3 students)	March 3-9, 2025	March 2-8, 2026
Good Friday Holiday	April 18, 2025	April 3, 2026
Easter Monday Holiday	April 21, 2025	April 6, 2026
Spring Final Exams	April 28 – May 2, 2025	April 27 – May 1, 2026
Graduation	May 2, 2025	May 1, 2026

APPE Rotation Schedules

	2024-2025	2025-2026
Block 1	May 20 - June 28, 2024	May 19 - June 27, 2025
Block 2	July 1 - August 9, 2024	June 30 - August 8, 2025
Block 3	August 12 – September 20, 2024	August 11 - September 19, 2025
Block 4	September 23 – November 1, 2024	September 22 - October 31, 2025
Block 5	November 4 - December 20, 2024	November 3 - December 19, 2025
Block 6	January 6 – February 14, 2025	January 5 - February 13, 2026
Block 7	February 17 - March 28, 2025	February 16 - March 27, 2026
Block 8	March 31 - May 1, 2025	March 30 – April 30, 2026

IPPE Rotation Schedules

	2024-2025	2025-2026
IPPE-1 Week 1 for P1 students	Week of October 7, 2024	Week of October 6, 2025
IPPE-1 Week 2 for P1 students	Week of October 14, 2024	Week of October 13, 2025
IPPE-3 Week 1 for P2 students	Week of October 21, 2024	Week of October 20, 2025
IPPE-3 Week 2 for P2 students	Week of October 28, 2024	Week of October 27, 2025
IPPE-5 for P3 students	Weekly August 26 – December 6, 2024	

CUWSOP MISSION, VISION AND VALUES

Vision Statement



ACCREDITATION

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. Concordia University Wisconsin's Doctor of Pharmacy

Procedure during Experiential Rotations

This procedure must be followed at an experiential site where the student is under the direct or indirect supervision of a Clinical Instructor. In addition to these steps, Clinical Instructors should also follow their individual site policies. If a suspicious behavior is observed or reported, the following steps will be taken:

- 1.

- x **Professional Appearance** Maintains professional decorum at all times. Displays appropriate outward appearance, as defined by CUWSOP.
- x **Professional Communication:** Conveys information through written, verbal and non-verbal means in a professional and respectful manner.

Students who receive three or more PCFs will be referred to the Student Progression Committee for a review of the student's professional and academic status. Student Progression Committee may apply sanctions, up to and including program suspension and dismissal.

Appeal Process

Students may appeal the finding of the violation of professional behavior or the sanction by submitting a formal appeal to the Dean of the School of Pharmacy in writing or via email within 15 working days of the decision. Upon receiving an appeal, the Dean of the School of Pharmacy will review the student's records and documentation to render an appeal decision. A response to an appeal will be given to the student and the Director of Student and Alumni Affairs within 10

The following items do not constitute professional attire and shall not be worn by CUWSOP students during experiential rotations:

- | | |
|-------------------------------|--|
| x Miniskirts | x Sweatshirts |
| x Capri pants and/or shorts | x Ripped or torn clothing |
| x Leggings | x Revealing clothing (low-cut shirts, deep v-neck shirts, spaghetti straps, midriff/crop shirts) |
| x Jeans and/or denim clothing | x Open-toed shoes |
| x Tee shirts | x Tennis shoes |
| x Sweatpants | |

Attire for Professional Meetings, Conferences, and other CUW-Sponsored Events

1. Business casual dress for all interactions with others from the profession, including other students.
2. Exceptions may exist for events which call for school spirit or themed parties.

NON-DISCRIMINATION POLICIES

Concordia University Wisconsin School of Pharmacy does not discriminate on the basis of personal attributes including but not limited to race, color, national or ethnic origin, age, sex, religious affiliation, sexual orientation, physical or mental condition, or developmental disability in the administration of its admission policies, education policies, scholarship and loan programs, athletic and extra-curricular programs or other school-administered programs. Concordia University Wisconsin School of Pharmacy does not discriminate on the basis of handicap. (cf. Section 504 of the Rehabilitation Act of 1973). The School of Pharmacy will engage in an interactive process with students with disabilities. The School of Pharmacy reserves the right to not admit and/or dismiss any student who cannot meet the CUWSOP Technical Standards with reasonable accommodations.

OPENDOOR POLICY

The environment at CUWSOP is one of an open door policy. In an effort to promote effective communication, students are encouraged to speak directly to their instructors when they are faced with issues relative to a course.

STUDENT ADVISING

student is in an accelerated post-traditional program, the appropriate Center Director joins the ACB. If the student is a graduate student, the appropriate Program Director joins the ACB.

a.

ACADEMIC STANDARDS FOR CUWSOP

Pre-professional Courses, Professional Course Load, Grading and Schedule

All pre-professional courses must be successfully completed prior to entry into the professional program. The School of Pharmacy schedule of classes, assignments, experiential education, examinations, and other activities take precedence over outside employment or extracurricular activities.

Add/Drop Deadlines and Tuition Reimbursement

Required coursework in the Doctor of Pharmacy program may not be dropped without the written approval of the Associate Dean for Academic Affairs. As this is required coursework, any dropped required coursework must be taken later in a student's academic plan, as designed by the Associate Dean for Academic Affairs. Even with such approval, assignment of a grade as either a "W" or an "F" will occur by the university registrar as determined by university policy. Students are not permitted to "unofficially withdraw" by merely not attending classes and this may result in failing the course(s).

6. Religious Holidays:

Incomplete Course Work

Students who, for legitimate reasons, are unable to complete some portion of the required material in a professional course may receive a grade of "I" (Incomplete), at the discretion of the Deans' Office and in conjunction with the instructor. The Deans' Office must receive documentation that the reasons for the incomplete work are valid. Students must adhere to the plan created by the instructor to complete the coursework.

Courses with incomplete (I) grades at the end of the semester must be resolved in a timeframe consistent with university policy. If an "I" grade is not resolved in the designated time, the course grade is determined by completed work, with any

Calculation of PGPA will include all required professional courses and approved electives taken while enrolled in the PharmD program. Term PGPA will be calculated at the end of each semester. Students with a term PGPA under 2.00 will be placed on academic probation.

B. Course Grades

Students earning a D or F in any professional course within a given semester will be placed on academic probation.

Steps Taken In Addressing Academic Probation

1. Students who are on academic probation without receiving a D or F in a course must meet with the Dean's Office and/or their designee.
2. Students who have received a grade of less than a C- in a professional course will be informed of their right to

Step 4. Finally, the student may appeal a Step 3 decision in writing to the Academic Grievance Committee (AGC) who will meet with the student within ten (10) working days of receiving the grievance and render an immediate decision. For traditional undergraduate and graduate students the AGC includes the CAO or designee, the Registrar or designee, and the student's advisor or another faculty member in the student's program.

CLASSROOM ETIQUETTE

- A. Any individual faculty member may reserve the right to be more or less stringent with the rules for classroom etiquette, provided that the framework for those changes is made known through the syllabus for the course.
- B. Sustained conversation that impedes student learning may result in the student(s) being asked to end the conversation or leave the classroom.
- C. Student use of cell phones and other electronic devices (including, but not limited to: computers, smart watches or other smart devices, and iPads/tablets) is prohibited during class, unless specifically permitted by the instructor. Cell phones and other electronic devices should be set to a non-audible mode while a student is in class. If electronic devices are permitted by the instructor, students must limit their use to activities with an educational purpose (e.g. literature searches, drug information retrieval, patient care calculations, health care apps, etc). The unauthorized and/or distracting use of electronic devices will not be tolerated.
- D. Students are expected to be prepared for class at the designated start time and attentive during the lecture. Any

TIME IN THE PHARM D PROGRAM

While the CUWSOP Doctor of Pharmacy program is designed for completion in 4 years, in some instances students may require additional time for completion. In such instances, students may be required to complete coursework that was previously passed, if such coursework is deemed to be 1) dynamic in nature (e.g. therapeutics coursework, etc.) and 2) critical to future success in experiential education. The total amount of time in the Doctor of Pharmacy program cannot exceed 7 calendar years from the student's start date. If a student reaches the point where they cannot complete the PharmD program in the timeline stated above, the student will be resigned from the program. The student may reapply to the program and may seek advanced standing from the Deans' Office, if accepted.

STUDENT ACCESSIBILITY SERVICES

In accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAAA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured accessibility services and accommodations that provide equal access to the activities and programs of the University.

A student with a documented disability who requires accessible accommodations in order to obtain equal access to the course content or experiential education rotations must inform the course coordinator as soon as possible and contact the Director of the Academic Resource Center (ARC) & Accessibility Services at 262-243-4299 or www.cuw.edu/arc

TECHNICAL STANDARDS FOR ADMISSION AND FULFILLMENT OF THE PHARM D DEGREE

The educational objective of the Concordia University Wisconsin School of Pharmacy (CUWSOP) is to ecTRe d199 (ity)-6.104 (-)-1.13 (1199

decisions based upon those communications may be made rapidly. They must be able to effectively communicate with and supervise technical support staff.

Motor: Candidates must possess the motor function sufficient to accurately compound and prepare prescription products for dispensing to patients. They must have sufficient motor function to elicit information from patients using basic patient assessment skills such as palpation, auscultation, percussion and other diagnostic maneuvers. They must possess the motor function sufficient to perform basic laboratory tests such as glucose monitoring or venipuncture for laboratory testing needed for therapeutic monitoring. They must be able to use computer-based information systems.

Interpretative, Conceptual and Quantitative: Candidates must have effective and efficient learning techniques and habits that allow mastery of the pharmacy curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. They must be able to memorize, measure, calculate, reason, analyze, and synthesize. They must also be able to comprehend spatial relationships and three-dimensional models.

Behavioral and Social Attributes: Candidates must understand the legal and ethical aspects of the practice of pharmacy and function within the guidelines established by the law and by the ethical standards of the pharmacy profession. They must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion and nondiscrimination in the care of their patients. They must at all times demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of al(h)-5.1 ()4.9 (y)-43.8963.002 (y)-3.795 ()-3 (b)-4.096 (e)3.102 2lg992 (a)-16r.902 ()- (rci)1.592i.201

AFFILIATION AGREEMENTS

In accordance with accreditation standards set forth by the Accreditation Council for Pharmacy Education (ACPE), a written affiliation agreement must be in place between the experiential site and CUWSOP on or before the student's first day of rotation. The Office of Experiential Education is responsible for coordinating appropriate documents and signatures for these agreements. In the event that an affiliation agreement cannot be completed on or before the student's first day of rotation, the student must be notified immediately.

If a student does not complete their rotation as originally scheduled, the rotation will be rescheduled in its entirety at a site/time at the discretion of Office of Experiential Education.

Long-term absences will be handled on a case-by-case basis. Students must contact the Director of Experiential Education as soon as possible to discuss their long-term absence.

Holidays

Students are not required to be at their experiential rotation sites on the following CUWSOP holidays:

Memorial Day	Christmas / Winter Break
Independence Day	Martin Luther King Jr. Day
Labor Day	Good Friday
Thanksgiving Wednesday - Friday	Easter Monday

Some experiential rotation sites may observe additional holidays throughout the year. Students must work with their Clinical Instructor to determine an attendance schedule that ensures they are meeting the hour requirements for their rotation. For more information, contact the Office of Experiential Education at (907) 485-1953 or email at oe@cu.edu.

PSW Legislative Day

1. CUWSOP shall maintain completed Background Information Disclosure (BID) forms for all students, as well as the information that results from caregiver background checks.
2. Student background checks will occur at the beginning of the fall P1 semester (prior to IPPE-1) and again during the P3 year, prior to beginning APPE rotations.
3. Students are responsible for notifying the Director of Student & Alumni Affairs and the Associate Dean for Academic Affairs of any incidents that would potentially impact their background check, including any arrest.
4. CUWSOP agrees to notify the practice site/facility of any information contained on a BID form or in background check results about a student that would appear on Wisconsin DSPS Form #2252. At the facility's request and with the consent of the student, the CUWSOP shall arrange to provide the site with a copy of a completed BID form for each student scheduled for program participation at the site. In addition, if feasible, CUWSOP will arrange at the facility's request, and with the consent of the student, to provide the site with access to the information that results from a student's background check.
 - a. Prior to initial IPPE placement but after admission, all students need to have their background information reviewed by the Executive Committee to determine what, if any, of the information needs to be disclosed to experiential sites consistent with their affiliation agreements.
 - b. The Office of Experiential Education shall notify the student of what is planned to be disclosed to the site along with a request for consent from the student and a reminder that this disclosure is being done in order to comply with the site's affiliation agreement. A student should have the right to add a written statement as he or she elects to accompany the disclosure to the site to explain the record. This statement should be clearly labeled as being from the student and not from CUWSOP.
 - c. A student may decline to provide consent for this disclosure, as this is their right to privacy. If a student declines consent to a specific site, an attempt will be made to obtain the student's consent to disclose to a different site. If a student declines consent to disclose to a second site, they cannot be placed in an experiential site and will be dismissed from the Doctor of Pharmacy program.
 - d. The student may appeal the disclosure to the Academic Dean.
 - e. If at any point new information is obtained from a student, the disclosure about the student will be reviewed to confirm accuracy.
2. The practice site shall make the final determination whether a student may have regular, direct contact with its patients. Nevertheless, the site shall consult with the Director of Experiential Education before barring any such student from regular, direct contact with patients. If the facility determines that a student may not have regular, direct contact with patients, the CUWSOP agrees that the student shall not begin participation, or continue participation that was properly allowed, pending the results of the caregiver background check.
 - a. The Office of Experiential Education will attempt to assign or re-assign students to another experiential site if a given site determines that the student cannot complete a rotation in their facility. If, after reasonable effort and attempts, it is determined that the student cannot be successfully assigned to an experiential site, the student will be dismissed from the Doctor of Pharmacy program.
3. CUWSOP agrees to inform the facility/site of allegations of caregiver misconduct as defined in Wis. Admin. Code Ch. HFS 13 that come to the CUWSOP's attention.

BLOODBORNE PATHOGEN TRAINING

Students will complete bloodborne pathogen training and provide documentation of completion before their first IPPE

COMPENSATION

Students may not receive any monetary or other compensation for time spent at an experiential rotation site. This is a requirement of the American Council on Pharmacy Education (ACPE). It also includes any expectation of compensation. Compensation can include money, food, parking fees, or other incidentals.

COMPUTER USAGE

Use of computers at an experiential site (either the student's laptop or a facility computer) is limited to rotation-related activities. Students shall not check personal email or social networking accounts (Facebook, Twitter, LinkedIn, etc.) during rotation hours. (a) 3.8.95.2-

- x Provide daily contact with the Clinical Instructor or a qualified designee to ensure that students receive feedback

HOUSING

CUWSOP does not provide housing to students during experiential rotations. Students must coordinate and pay for their own housing and travel arrangements for all experiential rotations. Experiential sites may offer housing options to students; this will be delineated within eValue for students to consider.

|

examination, or analysis of PHI for purposes internal or external to the health care facility and may or may not include release to a third party. Disclosure is the release, transfer, provision of access to, or divulging in any other manner of PHI to persons or organizations outside of the facility holding the information. The examples below do not represent all possible violations of this Policy:

- x Use of patient identifiers for scholarly papers and presentations
- x Use of clinical test results (radiology scans, pathology reports, etc.) in class for scholarly papers or presentations without it being de-identified OR without obtaining appropriate authorization from the patient and the Health Information Management/Medical Records department.
- x Misuse of PHI for personal use
- x Sale of PHI
- x Faxing PHI to the incorrect fax number
- x Talking about patients within an inappropriate area (elevators, hallways, etc.)
- x Failure to provide a private environment to discuss PHI
- x Inappropriate disclosure of PHI to an unauthorized individual without authorization (family, friends, students, vendors, patients, and other healthcare professionals without a need to know)
- x Texting or sending PHI via email; inappropriately forwarding an email containing PHI
- x Posting information about patients or photos of patients on social media sites or blogs
- x Making comments on social media sites or blogs that contain inappropriate PHI
- x Not properly verifying individuals by phone, in person, or in writing before providing PHI
- x

Classification and Sanctions for Privacy Policy Violations

Example Level One Violations

with these rotation requirements are the students' responsibility. Failure to complete these requirements may result in cancellation of the rotation, which may impact the student's ability to complete the curriculum as scheduled.

TRANSPORTATION

All students must have reliable transportation for experiential rotations. Students may want to consider coordinating carpooling with classmates in similar geographic areas. Whenever possible, efforts will be made to assign students to rotation sites close to campus, based on student preferences. Traveling approximately 60 miles one way is considered

ADDITIONAL INFORMATION



