

# DOCTOR OF PHARMACY (PharmD)

## STUDENT HANDBOOK

ARNOLD & MARIE SCHWARTZ COLLEGE OF  
PHARMACY AND HEALTH SCIENCES

LONG ISLAND UNIVERSITY

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FALL / SPRING 2018-2019

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PUBLISHED BY THE

Arnold & Marie Schwartz College of Pharmacy and Health Sciences

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#### **Disclaimer**

**Notice to Students.** The College of Pharmacy Student Handbook is an official publication of the Arnold & Marie Schwartz College of Pharmacy and Health Sciences. It is intended as a summary compilation of information that is commonly sought by students in the College's academic programs. It is not intended as a comprehensive publication of all information that may be required by students nor of the rules and regulations that apply to students in the College. Long Island University and/or the College of Pharmacy reserves the right to delete any course described in this publication for any reason and cannot guarantee enrollment into any specific sections of courses. The University and/or the College also reserves the right to effect any other changes in the curriculum, administration, tuition and fees, program offerings, or any other phase of school activity described in this handbook without notice. The College expects each student to have knowledge of the information presented in this handbook and other official publications of Long Island University, the College of Pharmacy and other applicable schools and campuses pertaining to his/her course of study. For further information or specific degree requirements, prospective students should call the Admissions Office and enrolled students should speak with their academic advisor.

## COLLEGE OF PHARMACY STUDENT HANDBOOK

LIU Pharmacy – the Arnold & Marie Schwartz College of Pharmacy and Health Sciences, the oldest unit of Long Island University, was established in 1886 as the “Brooklyn College of Pharmacy” by the Kings County Pharmaceutical Society. Objectives of the Society in creating the College included the following “...to improve the science and art of pharmacy by diffusing knowledge among the apothecaries and druggists, fostering pharmaceutical literature, developing talent for pharmaceutical pursuit and investigation, and stimulating discovery and invention in the several departments of the drug business.” The College has completed more than 125 years of service to the state and the nation in the education of more than 20,000 undergraduate, entry-level, and graduate students, many of whom have attained prominence in pharmacy and the other health professions.

We hope this Student Handbook will serve as a helpful guide that answers some of the questions frequently asked by pharmacy students. Additional policies and information pertaining to the University, as a whole, may be found at <http://www.liu.edu/Brooklyn/StudentLife>.

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## A. COLLEGE OF PHARMACY

### ACCREDITATION

LIU's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60603-4810, 312/664-3575; FAX 312/664-4652; Website: [www.acpeaccredit.org](http://www.acpeaccredit.org)

Long Island University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

### MISSION AND VISION

*The mission of LIU pharmacy is to educate, lead and serve.*

Our vision is to achieve preeminence in pharmacy education, research and service through our commitments to:

- Embrace, educate and empower individuals who seek to become pharmacists and pharmaceutical scientists;
- Lead and advance the profession of pharmacy and the pharmaceutical sciences through innovative practice, research and teaching and learning;
- Serve the greater community by utilizing our academic disciplines as avenues for dialogue and creation with the world outside.

Our vision is advanced through our dedication to:

- Create a supportive and nurturing environment that allows each student to succeed and flourish professionally;
- Develop analytically strong and empathetic new pharmacists that practice evidence-based pharmacy utilizing an interprofessional approach to patient-centered care and improved public health;
- Prepare graduate students for teaching, research and other careers in academia, the pharmaceutical industry and regulatory agencies;
- Provide academic, professional and co-curricular opportunities to empower students as intellectually vigorous life-long learners;
- Develop professionals and scientists with inquisitive minds who seek to advance the relevant body of knowledge through research and other scholarly pursuits;
- Foster the service of faculty, staff and students towards innovation in practice; advancement in basic, clinical and translational sciences; application of new educational strategies; and engagement of other health care professionals across the disciplines;
- Provide high-quality opportunities for continuing professional development to pharmacists, pharmaceutical scientists, pharmacy technicians as well as our faculty, staff and preceptors.

As it has been since our founding in 1886, the achievement of our vision and mission is enhanced and informed by the remarkable diversity of our students, faculty and other stakeholders and the rich mosaic of communities we serve.

## B. ACADEMIC PROGRAMS

### DOCTOR OF PHARMACY (PHARM.D.) PROGRAM

LIU Pharmacy (The Arnold & Marie Schwartz College of Pharmacy and Health Sciences) offers a Doctor of Pharmacy (Pharm.D.) degree program to prepare students for entry-level pharmacy practice. The program consists of two years of pre-professional studies (offered through LIU Brooklyn's Richard L. Conolly College of Liberal Arts and Sciences) and four years of professional studies (offered at the Arnold & Marie Schwartz College of Pharmacy and Health Sciences).

### BACHELOR OF PROFESSIONAL STUDIES (BPS) PROGRAM

The Bachelor of Professional Studies (B.P.S.) in Pharmaceutical Studies offers students appropriate preparation for entry into careers and/or graduate study in areas such as pharmaceutical and cosmetic manufacturing, marketing, insurance, regulatory affairs and sales. It is intended as a program that has wide applicability in pharmaceutical-related fields that do not require licensure as a pharmacist.

The B.P.S. in Pharmaceutical Studies is not intended for students wishing to become pharmacists and does not lead to license eligibility in the pharmacy profession. LIU Pharmacy PharmD students are eligible to apply to be awarded the B.P.S. in Pharmaceutical Studies en route toward the PharmD degree. The program consists of a total of 127 credits including 68 credits in liberal arts and sciences and 52 credits in the major. Curriculum and degree requirements are listed on the college website.

### DUAL DEGREE PROGRAM: PHARM D / MBA IN BUSINESS ADMINISTRATION (PHARM D/MBA)

LIU Pharmacy (the Arnold and Marie Schwartz College of Pharmacy and Health Sciences (AMSCOPHS)) in conjunction with the School of Business, Public Administration and Information Sciences (SBPAIS) offers a dual PharmD/MBA degree program. Graduates of the PharmD/MBA dual-degree program earn a PharmD from the AMSCOPHS and an MBA from the SBPAIS.

The PharmD/MBA dual degree program provides students with greater knowledge and skills in healthcare career development and business services. Students receiving the PharmD/MBA degree will be well-positioned for broader career opportunities in the fields of pharmacy practice, pharmacy administration and management, health care administration, careers in various sectors of the pharmaceutical industry, in research, advance business and studies in academia.

#### **Advantages of the LIU PharmD/MBA Program:**

- LIU Pharmacy (AMSCOPHS) students earn the doctor of pharmacy and the master of business administration degrees in four years
- Benefit from a reduced cost for the MBA degree
- MBA courses may have an online component

#### **Program Description**

The dual PharmD/MBA program is offered to students enrolled in the professional phase of the PharmD program. Students must complete the first professional year (P3) of the PharmD program then spend the last three years (P4-P6) completing the required and elective PharmD and MBA courses. Students would begin the MBA sequence in the summer session between their first professional year (P3) and second professional year (P4) and will take prescribed MBA courses in addition to all but four Pharm D courses (3 didactic electives and one Advanced Pharmacy Practice Experience). Students must be in good academic standing prior enrolling in the dual degree program and, if accepted, must meet the academic standards of both College of Pharmacy and the School of Business. PharmD students enrolled in the dual degree program will complete both degrees by the end of final pharmacy professional year (P6) and will graduate with their PharmD classmates.

**Program Requirements:**

Applicants must be full time first professional year (P3) students at the AMSCOPHS with a minimum of a 3.00 cumulative grade point average at the time of application AND at the end of the first professional year (P3).

Applicants must apply, to the dual-degree program, in the spring semester of their first professional year (P3) in the PharmD program:

- Submit a letter of good academic/professional standing in the PharmD program
- Submit a personal statement

All application materials must be submitted to the Office of Student and Professional Affairs (OSPA). Students accepted into the PharmD/MBA program must change their major from PharmD to PharmD/MBA by completing a Change of Major form (The Brooklyn Campus of LIU, Admissions Change of Status form).

**Program Information and Advisement:**

Students enrolled in the PharmD/MBA program will be advised by the College of Pharmacy on the PharmD program and PharmD courses and by the School of Business on the MBA program and MBA courses.

**For more information about the dual program, please contact:**

Dr. Kenza Benzeroual, Associate Dean for Academic and Student Affairs at 718-488-1253, [Kenza.benzeroual@liu.edu](mailto:Kenza.benzeroual@liu.edu)  
Jessica Coccozza, Pharmacy Academic Advisor at 718-246-6112, [Jessica.coccozza@liu.edu](mailto:Jessica.coccozza@liu.edu)

For more information regarding the MBA program and course registration, please contact the School of Business:  
Linette Williams, Assistant Dean at 718-488-1130, [linette.williams@liu.edu](mailto:linette.williams@liu.edu)

**Program Tuition**

PharmD/MBA students pay the standard pharmacy school tuition for the four years of PharmD education and pay the standard School of Business tuition for the MBA courses. Please refer to Enrollment Services for tuition for each program (<http://www.liu.net.edu/Brooklyn/Enrollment-Services/Tuition>).

**DUAL DEGREE PROGRAM: PHARMD / MASTER IN PUBLIC HEALTH (PHARMD/MPH)**

LIU Pharmacy (the Arnold and Marie Schwartz College of Pharmacy and Health Sciences) in conjunction with the LIU Brooklyn School of Health Professions (SHP), Department of Public Health offers a dual PharmD/Master in Public Health (MPH) degree program. Graduates of the PharmD/MPH dual-degree program earn a PharmD from the AMSCOPHS and a MPH from the SHP.

The PharmD/MPH dual degree program provides students with greater knowledge and skills in healthcare career development and public health. Students receiving the PharmD/MPH degree will be well positioned for broader career opportunities in pharmacy practice, community outreach organizations, public health agencies, and research institutions or in academia.

**Advantages of the LIU PharmD/MPH Program**

- LIU Pharmacy (AMSCOPHS) students earn the doctor of pharmacy and the master of Public Health degrees in four years
- Benefit from a reduced cost for the MPH degree
- MPH courses may offer an online component

**Program Description**

The dual PharmD/MPH program is offered to students enrolled in the professional phase of the PharmD program. Students must complete the first professional year (P3) of the PharmD program then spend the last three years (P4-P6) completing the required and elective PharmD and MPH courses. Students would begin the MPH sequence in the summer session between their first professional year (P3) and school professional year (P4). PharmD students must be in good academic standing prior enrolling in the dual degree program and, if accepted, must meet the minimum academic standards of both the PharmD and MPH programs. PharmD students enrolled in the dual degree program will complete both degrees by the end of final pharmacy professional year

(P6) and will graduate with their PharmD classmates.

### **Program Requirements**

Applicants must be full time first professional year (P3) students at the AMSCOPHS with a minimum of a 3.00 cumulative grade point average at the time of application AND at the end of the first professional year.

Applicants must apply, to the dual-degree program, in the spring semester of their first professional year (P3) in the PharmD program:

- Submit a letter of good academic/professional standing in the PharmD program
- Submit a personal statement

All application materials must be submitted to the School of Health Professions, Department of Public Health.

Students accepted into the PharmD/MPH program must change their major from PharmD to PharmD/MPH by completing a Change of Major form (The Brooklyn Campus of LIU, Admissions Change of Status from).

### **Program Information and Advisement**

Students enrolled in the PharmD/MPH program will be advised by the College of Pharmacy on the PharmD program and PharmD courses and by the School of Public Health on the MPH program and MPH courses.

For more information about the dual program, please contact:

Dr. Kenza Benzeroual, Associate Dean for Academic and Student Affairs at 718-488-1253, [Kenza.benzeroual@liu.edu](mailto:Kenza.benzeroual@liu.edu)

Jessica Coccozza, Pharmacy Academic Advisor at 718-246-6112, [Jessica.coccozza@liu.edu](mailto:Jessica.coccozza@liu.edu)

For more information regarding the MPH program and course registration, please contact the School of Health Professions, Department of Public Health:

Dr. Bojana M. Beric-Stojic, Associate Professor and Chair at 718-246-6312, [bojana.Beric@liu.edu](mailto:bojana.Beric@liu.edu)

### **Program Tuition**

PharmD/MPH students pay the standard pharmacy school tuition for the four years of PharmD education and pay the standard School of Health Professions tuition for MPH courses. Please refer to Enrollment Services for tuition for each program. (<http://www.liu.net.edu/Brooklyn/Enrollment-Services/Tuition>)

## **C. DOCTOR OF PHARMACY (PHARM.D.) DEGREE REQUIREMENTS**

Upon recommendation of the Faculty, and approval by the Board of Trustees, the degree of Doctor of Pharmacy is conferred by Long Island University upon a candidate who has completed the required curriculum, containing a minimum of 217-218 academic credits (depending upon admission status). Matriculants must maintain a cumulative and a professional phase grade-point average of at least 2.33 (students entering prior fall 2017) and 2.00 (students entering in or after fall 2017) to remain in good academic standing.

In addition, all students of LIU Brooklyn, including pharmacy students, are required to demonstrate computer proficiency as a requirement towards the attainment of a degree. All entering first-year students are encouraged to take the LIU Brooklyn proficiency examinations in computer literacy before registering. The examinations are administered by the LIU Brooklyn Testing Center and all students must successfully complete these examinations as part of the requirements for a degree. Transfer students are also required to pass these examinations or will be granted appropriate waivers at the time of the evaluation of their transfer credits.

All students of LIU Brooklyn must satisfy the requirements of the Writing Across the Curriculum Program (WAC). To fulfill the minimum WAC requirements, students must complete, in addition to English 16 and Core Seminar 50, at least one writing-intensive course in their discipline. The writing-intensive course for the Doctor of Pharmacy program is PHM 420 Principles of Health Behavior and Patient-provider Communication.

Satisfactory Completion of the Pharmacy Curriculum Outcomes Assessment (PCOA), Pre-APPEs, Co-Curriculum, Portfolios, and InterProfessional Education activities.

## LEARNING OUTCOMES

LIU Pharmacy—The Arnold & Marie Schwartz College of Pharmacy and Health Sciences—has been a leader in pharmacy education since its founding in 1886. The college attracts a diverse student population and provides quality pharmacy education through its pursuit of excellence and innovation in teaching, scholarship, and service. The campus environment encourages and promotes creativity, innovation, and collegiality.

Consistent with the mission of Long Island University, the college maintains a strong commitment to access and excellence. In an effort to be consistent with national benchmarks and standards, the Curriculum Committee of the college periodically engages in a process of reviewing the learning outcomes of the program and ensuring that it adheres to these national benchmarks, guidelines and standards.

In July 2013, at the annual meeting of the American Association of Colleges of Pharmacy, members of the Center for the Advancement of Pharmacy Education (CAPE) presented the fourth iteration of the Educational Outcomes, titled as CAPE Educational Outcomes 2013 (prior iterations are CAPE Educational Outcomes 1992, 1998, and 2004). These Educational Outcomes are intended to be the target toward which the evolving pharmacy curricula are to be aimed at by colleges/schools of pharmacy and are part of the 2016 standards of the Accreditation Council for Pharmacy Education. Immediately after the publishing of the CAPE Educational Outcomes 2013, the college's Curriculum Committee engaged in a process of reviewing the CAPE Educational Outcomes 2013 and utilized it for developing new learning outcomes for the college. In a significant departure from prior years where the focus was solely on curricular endpoints, it was realized that the new learning outcomes will not only have to be "curriculum" based but also will need to include outcomes that can be achieved through co-curricular and extracurricular activities. During committee deliberations, it was identified that a detailed glossary of terms would be needed to assist stakeholders in defining specific terminologies. The glossary follows the learning outcomes.

The learning outcomes serve as the guiding framework for course/curricular review, development of co-curricular and extracurricular activities, mapping, assessment, and remediation efforts of the college. The outcomes are presented in four domains as outlined below.

### **Domain 1—Foundational Knowledge**

### **Domain 2—Essentials for Practice and Care**

### **Domain 3—Approach to Practice and Care**

### **Domain 4—Personal and Professional Development**

As reflected in these learning outcomes, LIU Pharmacy has defined the general educational and professional outcomes and abilities expected of today's graduates. The curriculum was designed to prepare students for an entry-level position in any aspect of the profession— e.g., community practice, hospital practice, long-term care, managed care and the pharmaceutical industry. Moreover, the curriculum prepares students to continue their education through the pursuit of a graduate degree or by participating in residency and/or fellowship programs.

*Please visit the LIU Pharmacy Bulletin (<http://liu.edu/~media/RedesignFiles/LIU%20Pharmacy/Academics/Bulletins/PH-Bulletin.ashx?la=en>) for additional information.*

## CURRICULUM

Embracing the philosophy of pharmaceutical care as a patient-centered, outcomes-oriented pharmacy practice, the Doctor of Pharmacy Degree Program utilizes innovative teaching methods to encourage active learning and the development of critical thinking and problem-solving skills. The curriculum is designed to prepare students for the general practice of pharmacy in all practice settings, while also providing them with the tools to adapt to a rapidly changing and evolving health-care system.

**Professional Phase Course of Study:** The professional segment of the Doctor of Pharmacy program consists of six semesters of didactic and early experiential course work and an extramural sixth year of 40 weeks of advanced practice experiences, which students complete in hospital, community and other pharmacy-practice settings. The professional program provides the specialized education necessary to develop expertise in the ever-broadening field of pharmacy and prepares the student for professional licensure examinations. All professional courses must be taken in residence. There is no transfer credit for any professional-level course.

## CO- CURRICULUM

The co-curriculum is designed to provide students with opportunities to participate in public service and improve access to health services, health information and care for a broad array of the culturally diverse population in the New York metropolitan area. In doing so, our students will be leading advocates, navigators and providers for the general public and will collaborate with other health professionals and members of the community to facilitate improved access to healthcare and address important health issues in the community.

The co-curricular requirements are unique to each professional year. Students are required to log into an online platform (CompMS) and complete an evaluation for each requirement. Additionally, students will complete an annual evaluation specific to the overall co-curricular experience.

AMSCOP Co-Curriculum Progression Policy:

In addition to completing curriculum requirements, students must also complete all co-curricular requirements.

- Deadline for completion each academic year: May 1<sup>st</sup>
- Requirements vary each professional school year. Students will be informed of requirements for their year in the professional program.
- All assessments, self-reflections, and artifact/document uploads must be completed in addition to the completing the required activities.
- Any false documentation violates LIU Pharmacy Student Code of Conduct and will be subject to disciplinary actions.
- Activities completed after the deadline will count toward the next academic year requirements, if applicable.
- Cases of failure to adequately complete the annual co-curricular requirements will be reviewed by the Co-Curriculum Committee and referred to the Office of Student and Academic Affairs for appropriate action.

## RESEARCH OPPORTUNITIES (PHM599 AND SELECTIVE RESEARCH APPE)

The College of Pharmacy seeks to broaden the professional horizons of students in areas such as scientific inquiry and scholarly concern for the profession. Students are encouraged to collaborate with faculty and/or administrators in scholarly pursuits. Students may learn from faculty about opportunities for collaboration while enrolled in didactic or experiential courses. In addition, students interested in participating in professional projects and/or research may wish to enroll in Independent Research / Special Project Work (PHM599 and/or Selective Research APPE).

### PHM 599 - Independent Research / Special Projects Course

This elective provides students with an opportunity to pursue their specific areas of interest in pharmacy, through working with one of the faculty members on a special project. As most of these independent studies and projects are research oriented, this course will provide students opportunities to develop critical thinking and problem-solving skills by doing one or more of the following: developing a study hypothesis, designing a study, researching a topic, collecting data, and analyzing as well as presenting the data. Through working with faculty members in their area of interest, students also are able to explore in greater depth the knowledge base in that particular area of pharmacy.

Students may apply to take the special projects elective during the P4 or P5 year. Any student in good academic standings interested in taking this course must:

1. Submit a research proposal for a project mutually agreed upon by the student and the faculty member.
2. Faculty member should outline what will be expected of the student and the way in which the student will be assessed.
3. Submit a statement on the interest in research and its relation to future career goals.
4. Complete a PHM 599 Special Projects form that may be obtained from the Office of Student and Professional Affairs.
5. The proposal, statement, and completed special projects form must be submitted to the Office of Student and Professional Affairs.
6. The proposal must to be approved by the Associate Dean for Academic and Student Affairs before a student may participate in the proposed project.

Students should be aware that depending on the type of research they are participating in, Institutional Review Board (IRB) approval may be necessary from LIU. Once approval has been granted, both the student and the faculty member will be notified and the student will be required to register for PHM 599 during the appropriate semester.

All paperwork should be submitted at least four weeks prior the start of the semester in which the student will register for the course.

## ELECTIVES

Generally, students are expected to enroll in elective offerings of Doctor of Pharmacy program of LIU Pharmacy to fulfill the elective requirements for the degree. On occasion, students may be granted permission to take graduate course offerings of LIU Pharmacy and/or course offerings from other colleges and schools of LIU Brooklyn. Students wishing to receive credit for the fulfillment of professional elective requirements for courses outside of those offered as professional electives must seek permission from the Associate Dean of Academic and Student Affairs in advance of enrolling in such courses. Students are expected to present written statements indicating their reasoning for enrollment in electives other than those offered through the Doctor of Pharmacy degree program. In elective courses, the student has the option of choosing his or her course grade on a P-F basis or on the regular letter grade basis. This choice must be made and indicated to the instructor no later than the official withdrawal date for the course. Certain required courses must be taken on a Pass-Fail basis. Grades in Special Projects courses and certain experiential courses are P and F.

### List of Elective Offerings

#### **PHM 470 – Pharmaceutical Biotechnology**

This course is designed to introduce students to the use of biotechnology and biotechnology-related techniques in the development of pharmacotherapeutic agents. Students will obtain expertise in the basic concepts of molecular biotechnology, the preparation of recombinant molecules (cytokines, insulin, and growth factors), RNA interference, antisense technology, monoclonal antibody-based pharmaceuticals. Students will also explore the placebo effect and cannabis therapy. After completing this course, students will be able to explain the procedures involved in the development of biotechnology-related pharmaceuticals and be familiar with the spectrum of pharmacotherapeutic agents that are produced using biotechnology and biotechnology-related techniques. This course will involve the use of video presentations, and digital experimental demonstrations to reinforce key concepts about the preparation and applications of biotechnology-derived products in the treatment of serious diseases. This is a blended course with approximately 50% of the content delivered in an online format.

**Prerequisite Courses:** PHM310, PHM313, PHM320 and PHM321

### **PHM 472 – History of Pharmacy**

The goal of the history of pharmacy course is to give students an introduction to the history of their profession and the origins of the medicines that have been and are being dispensed. The information presented will help provide students with a general chronology of the development of the profession of pharmacy, its literature and the tools of the trade. In addition to understanding the historical foundations of pharmacy, which inform the present, and guide the future, students will learn that pharmacy is part of a bigger picture of the social, cultural, and economic environment. The course will provide a historical analysis covering over 6,000 years. Information will be presented in chronological order and follow the development of Western pharmacy and therapeutics. It will flow from prehistory to Egypt, Greece, Rome, and the Arab-Jewish periods to Europe. Much of the course time will focus on the American experience, 1600-2000. The education and training of neophyte pharmacists, discovery of new drugs and dosage forms, institutions including guilds, associations, and regulatory bodies, will be discussed and related to the present state of the profession. Development of medicines and pharmacy in the East will give students insight into how religion and various worldviews created different approaches to healing. Throughout the course, pharmacotherapy will be a key element of the history of pharmacy. From the 1630s, when quinine was proven to prevent and cure a disease to the over 100 effective medicines of the 20th century the impact of these medicines will be covered in some depth. In addition to lectures (including those given by notable guest lecturers), four hands-on labs will be devoted to preparing historical dosage forms and formulas that will help bring the history of pharmacy to life. Written prescriptions from 1880 to 1970 will be discussed as examples of how pharmacotherapy rapidly changed during the period. Students will also have the challenge of reading 19th and 20th century prescriptions.

**Prerequisite Courses:** None

### **PHM 473 – Introduction to Pharmaceutical Industry**

This course is designed to provide pharmacy students with an overview of the pharmaceutical industry. In particular, the student will gain an understanding of the discovery, development and marketing of new pharmaceuticals, as well as an appreciation for the role that various company departments and functions play in providing support for pharmaceutical products. A secondary goal is to raise the student awareness of the role of the pharmacists in the pharmaceutical industry.

**Prerequisite Courses:** None

### **PHM 474 – Principles of Drug Design**

This course introduces students to the process of drug design during the preclinical stages. The focus of the proposed course is to engage students in the drug design and discovery process. Students will be educated on the fundamentals of medicinal chemistry and molecular pharmacology in order to understand rational drug design. The course will examine several cases of drugs and drug candidates that were successfully designed using medicinal chemistry, structure-based drug design, and computer-aided drug design. Students will also learn molecular modeling software through tutorials in order to examine drug-target interactions. Drug design problems such as toxicity, off-target binding, thermodynamics, ADME issues, and drug resistance will also be considered and examined at the molecular level. By the end of the course, students will be able to use these fundamentals to rationally design a hypothetical drug based on a proposed pharmacophore and target structure.

**Prerequisite Courses:** 4th or 5th year standing

### **PHM 476 – Introduction to Regulatory Affairs of Medical Devices**

This course is designed to introduce students to a general understanding of Medical Device Regulatory Affairs. It will prepare students to explore potential opportunities in the Medical Device Industry. The course includes an overview of the medical device industry, medical device products and device classifications. It explores industry-recognized standards, FDA guidances and reviews the content of FDA databases. Students will also gain an insight on the collaboration of product development and quality assurance teams to ensure safe and effective medical devices are developed. FDA submission and regulatory pathways/strategies for premarket notifications, pre-market approvals and labeling requirements will also be reviewed. Students will also be able understand the importance of meeting regulatory compliance through post market surveillance activities, addressing observational letters (483's), corrective and preventable actions (CAPA) and recall activities.

**Prerequisite Courses:** None

### **PHM 477 – Cannabis: Pharmacology, Therapy, and Controversy**

Cannabis is now legal as therapy for specific diseases in 28 states and the District of Columbia. It is also legal for recreational use in Colorado, Oregon, Washington, Alaska and District of Columbia. Additionally, based on the 2016 election results, recreational use will be legal in California, Nevada, Maine, and Massachusetts. These developments force the need for an educated population who understand that consumption of cannabis has both benefits and pitfalls both as therapy and recreational use. Pharmacists as health care professionals must occupy leadership roles in ensuring that patients understand the benefits and risks of using cannabis and its

derivatives, especially in combination with other forms of conventional therapeutic agents. This course will explore current research on the endocannabinoid system and its role in maintaining homeostasis. It will also focus on the many dosage forms of cannabis and the effects of these forms on health and wellness. These dosage forms will include the application of cannabinoid products approved for disease states/conditions like Alzheimer's, multiple sclerosis, Epilepsy, Glaucoma and nausea from chemotherapy. Students will also explore the historical and political issues that resulted in the classification of cannabis as a schedule I agent. The classroom sessions will include interactive learning exercises and case studies.

**Prerequisite Courses:** PHM 313 and PHM 321

#### **PHM 518 – Introduction to Research**

This course will provide a basic and broad overview of different areas of research ranging from basic sciences, pharmaceuticals, clinical practice, and social administrative sciences. Students will learn about the different types of research done at LIU, learn the basics of experimental design, and propose an original research project. The course integrates didactic lecture material, laboratory observations, and in-class assignments over the semester. Students will work in small groups to develop an original research proposal. The student teams will present the proposal to their peers and faculty. This course is intended to prepare students for potential continuation of the research experience and to increase student awareness of research opportunities at LIU.

**Prerequisites:** PHM 414

#### **PHM 519 – Addiction and Substance Use Disorders**

This course is designed to provide students with an overview of the principles of addiction medicine and Substance Use Disorders (SUDs). At the end of this course, students will be able to describe non-pharmacological and pharmacological treatments for various SUDs. While the emphasis of the course will be on opioid use disorders, the course will discuss amphetamine, alcohol, cocaine, and nicotine use disorders. Students will understand the societal impact of SUDs and describe the various roles pharmacist plays in SUDs.

**Prerequisite Courses:** None

#### **PHM 520 – Applied Pharmacokinetics with Computer Laboratory**

Pharmacokinetics as presented in undergraduate classes is aimed to provide the basic understanding of the processes of drug absorption, distribution, metabolism, and elimination of drugs. However, there is not enough time to familiarize the students with the skills necessary to perform the actual data analysis on real data and to build an understanding of the associated statistical analysis. A friendly and, at the same time, rigorous guide throughout these difficult concepts will lower students' anxiety about pursuing careers in academia, industry or governmental agencies. Indeed, the course will confer the fundamental skills necessary to perform professional pharmacokinetic data analysis. It will provide hands-on experience with state of the art pharmacokinetic software packages that use nonlinear regression and statistical methods. In conclusion, this course will broaden the student's career opportunities, improve their confidence in solving "real-world" problems, and provide a better understanding of clinical literature.

**Prerequisites:** PHM 323 and PHM 324

#### **PHM 526 – Introduction to Critical Care: A Case Study Approach**

Students will be introduced to the concepts and approaches in the care of critically ill adult patients. This course will explore selected topics commonly encountered in critical care settings with a focus on diagnostic tests, treatment choices, monitoring parameters, and therapeutic outcomes. This course will use a combination of classroom-based presentations and case-based small group activities. Students will exercise judgment in the care of patients, apply knowledge learned in the classroom, and develop teamwork skills. Students will also gain an in-depth understanding of the pharmacists' role in the treatment of critically ill patients.

**Prerequisites:** PHM 411, PHM 412, PHM 413, PHM 424, and PHM 425

#### **PHM 527 – From Petri Dish to Pharmacy: Where Do Medications Come From?**

Students will explore the process of drug development through a case study of one or more individual drugs. This iteration of the course will focus on the story of Spinraza (nusinersen), a drug to treat Spinal Muscular Atrophy that was approved by the FDA in December 2016. Spinraza was the product of basic research done in Adrian Krainer's lab at Cold Spring Harbor Laboratory, where Dr. Novatt was a postdoc. Students will be able to trace the path of this new drug from when clinicians first identified the disease-causing mutation in patients to the initial biochemistry experiments to try to fix the problem in vitro, to developing the drug in mouse models, to the clinical trials and the application to the FDA. This is a rare opportunity for students to follow a drug from its very beginning through FDA approval, using a combination of published literature and personal observations.

**Prerequisites:** PHM 320

### **PHM 530 – Evidenced Based Approach to Cardiovascular Pharmacotherapy**

The evidence-based approach to cardiovascular (CV) pharmacotherapy course builds on students' knowledge of CV diseases and CV pharmacotherapy. It will also explore many topics beyond those required in the curriculum (e.g. pulmonary hypertension, hypertensive crisis). In addition to the pharmacotherapy management of CV diseases, the course will introduce landmark clinical trials and clinical guidelines to prepare students to practice evidence-based medicine. Structure of the course will comprise of patient cases and patient profiles in order to facilitate understanding and promote complex decision-making. Workshops/case discussions will allow students to develop problem-solving skills in the areas of multifaceted CV topics.

**Prerequisite Courses:** PHM 411 and PHM 412

### **PHM 531 – Introduction to Global Health for Health Professions**

The Global Health Elective Course is a discussion-based course that prepares students to be global citizens and to meet the challenges of delivering effective health care worldwide. A global citizen is defined as "someone who identifies with being part of an emerging world community and whose actions contribute to building this community's values and practices." This course will explore the forces and interventions that have helped to shape the current health of the world, as well as the dynamic between health professionals when working together to address global health issues. A wide variety of multimedia will be utilized, including readings, videos, and podcasts, to foster dialogue. Students are expected to arrive to class prepared to actively participate and will take turns moderating in-class discussions. Practical experiences, projects, and presentations will also be employed to ensure students have the skills necessary to evaluate and design team-based health interventions for a specific patient population in a limited-resource setting.

**Pre-requisite courses:** P4 or P5 year standing

### **PHM 532 – Hospital Pharmacy Administration**

This course is designed to help students become familiar with the various operations and administrative components of hospital pharmacy. Students will learn about topics such as legal and regulatory requirements necessary to ensure safe and efficient medication use systems, outcomes, and improving the patient experience.

**Prerequisite Courses:** Fourth year standing

### **PHM 533 – Contemporary Compounding**

This is a three-credit course consisting of two lecture hours and three laboratory hours per week. This course is designed to train pharmacy students in the field of compounding of extemporaneous dosage forms such as capsules, suppositories, suspensions, ophthalmic solutions, lip balms, nasal sprays, troches, suppositories, ointments, and creams. It also provides an introduction to the concepts of home IV infusion therapy and gives them an opportunity to practice in preparing parenteral and enteral products. The course provides students with a unique opportunity to practice their chosen time-honored profession extemporaneous compounding for products that are not commercially available for patients with special needs. As the role for compounding pharmacy continues to grow it will help provide additional pharmacists to the work force unique and innovative skill sets. In this course students will be trained to make ready upon request specialized extemporaneous formulations in case of a national emergency emanating from acts of biological, chemical or nuclear terrorism. Students will be familiarized with guidance for facility and equipment requirements, and raw material sources and requirements, GMPs, GLPs, necessary record-keeping, calculating stability and beyond use dating.

**Prerequisite Courses:** PHM422

**Co-requisite Courses:** PHM512

**Fall semester**

### **PHM 534 – Prescription Accessories**

This course will discuss the importance of the prescription accessory department as a part of the ambulatory pharmacist's practice. Prescription accessories will be categorized with respect to the pharmacist's participation as a member of the healthcare team. Topics to be covered include legal requirements as dictated by CMS and the issues related to third party reimbursement policies for prescription accessories. Students will be instructed how to counsel patients regarding in the proper usage of thermometers, home pregnancy tests, fertility monitors, pregnancy preventatives, enemas, feminine syringe, pessaries, rectal and vaginal dilators, diabetic monitors and accessories, male impotency pumps, SIDS monitors, enuretic devices, vaporizers, humidifiers, nebulizers, atomizers, wound care, tissue trauma, bandages and surgical dressings, catheters, ostomy supplies and devices, durable medical equipment, and types of orthotics and fitting procedures.

**Prerequisite Courses:** P3 year standing

### **PHM 535 – Psychiatric Disorders**

This elective course will offer insight into the most commonly diagnosed mental health disorders as well as the various personality disorders. The course will improve a pharmacy student's understanding and knowledge of the various mental disorders, as well as the pharmacotherapeutic and behavioral interventions utilized in managing these disorders. Students will be able to develop a broad understanding of the social and cultural differences that exist in our communities, and their relationship to individuals with mental illness. Likewise, students will have the opportunity to interact with both diverse individuals and communities and contribute to improved community mental health by advocating for vulnerable groups. Students will be exposed to authentic case scenarios that emulate the clinical experience which will facilitate their learning and encourage active participation in their decision-making process. Likewise, students will be given the opportunity to put into practice concepts learned in class by interacting with people in real-world clinical settings. There will be opportunities to consolidate learning with a number of relevant practical activities throughout the course.

**Prerequisite Courses:** PHM 425

### **PHM 599 – Independent Study / Special Project**

This elective provides students opportunity to pursue their specific areas of interest in pharmacy, through working with one of the faculty members in special projects. As the independent studies and projects are research in nature, it will provide students opportunities to developing critical thinking and problem solving skills through developing a study hypothesis, designing the study, researching the subject, collecting data and analyzing as well as presenting the data. Through working with faculty members in their area of interests, students are also able to explore in greater depth, the knowledge base in that particular area of pharmacy.

**Prerequisite courses:** P4 year standing

## **EXPERIENTIAL EDUCATION: INTRODUCTORY AND ADVANCED PRACTICE EXPERIENCES**

The goal of the experiential education program at LIU Pharmacy is to augment students' classroom learning experience with direct interaction with healthcare providers such as pharmacists, physicians and nurses, as well as with patients, consumers, and other students. Experiential education provides an opportunity for students to participate in a variety of patient-centered activities with other members of a health care team in various patient care settings and to take responsibility for providing direct patient care. Emphasis is placed on developing each student's ability to resolve pharmaceutical-related problems while displaying professionalism, confidence, and decisiveness. Additionally, through the various elective opportunities, students can participate in non-patient centered activities related to pharmacy and apply skills necessary for successful practice in the diverse field of pharmacy.

Experiential education accounts for ~30% of the professional pharmacy curriculum. It begins during the fall semester in the first professional year (P-3) of the program with the visitation program and progresses throughout the four-year curriculum to graduation. The program consists of Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs).

### **INTRODUCTORY PHARMACY PRACTICE EXPERIENCES (IPPEs)**

The IPPE Program consists of ~300 hours. Experiences are completed in years P3 (first professional year) through P5 (third professional year). In IPPEs, students are introduced to and are involved in the fundamentals of pharmacy practice in various practice settings and are expected to observe pharmacists' roles and then begin to take responsibility for providing direct patient care. The IPPEs are set up as follows:

- PHM300 IPPE: visitation occurs during the fall semester of P3 year
- PHM 400 Community Pharmacy IPPE: 5 days/week x 4 weeks (160 hours) in the summer between P3 and P4 years
- PHM500 Institutional Practice IPPE: 5 days/week x 4 weeks (160 hours) in the summer between P4 and P5 years

Course descriptions may be found in the Pharmacy Bulletin, which is posted on the LIU Pharmacy website at <http://www.liu.edu/Pharmacy/Academics/Pharmacy-Bulletin>. Individual course syllabi may be found on RxPreceptor at [www.RxPreceptor.com](http://www.RxPreceptor.com) (login and password required to access the system).

## ADVANCED PHARMACY PRACTICE EXPERIENCES (APPEs)

The APPE program consists of approximately 1450 hours. All experiences are completed in P6 (fourth professional year). APPEs emphasize patient care services, working within a team of healthcare professionals, the development of clinical skills, problem solving, and critical thinking by allowing students to integrate, apply, reinforce, and advance the knowledge, skills, attitudes, and values developed throughout the didactic curriculum and IPPEs. The goal of the APPE program is to prepare students to provide patient care as independent practitioners and as members of a health care team.

There are seven (7) full-time courses. In addition, there is a Senior Seminar course during the fall and spring semesters. The APPE curriculum consists of the following:

- Community Pharmacy – 40 hours/week (208 hours)
- Ambulatory Care – 40 hours/week (208 hours)
- Internal Medicine – 40 hours/week (208 hours)
- Institutional Practice – 40 hours/week (208 hours)
- Acute Care – 40 hours/week (208 hours)
- Two (2) elective APPEs – each course is 40 hours/week (208 hours)
- Senior seminar (fall and spring semester)

A complete list of course descriptions may be found in the Pharmacy Bulletin on the LIU Pharmacy website at <http://www.liu.edu/Pharmacy/Academics/Pharmacy-Bulletin>. Individual course syllabi may be found on RxPreceptor at [www.rxpreceptor.com](http://www.rxpreceptor.com) (login and password required to access the system).

For policies and procedures related to experiential education please see the Experiential Education Policy and Procedure Manual which can be accessed via RxPreceptor (the system utilized by the Office of Experiential Education) at [www.RxPreceptor.com](http://www.RxPreceptor.com). Login and password is required to access the system and will be provided to each student enrolled in the program.

## D. ACADEMIC EXPECTATIONS, POLICIES AND PROCEEDURES

### TECHNICAL STANDARDS FOR ADMISSION AND PROGRAM CONTINUATION

The mission of the Arnold & Marie Schwartz College of Pharmacy and Health Sciences is to prepare students to enter the practice of pharmacy. The technical standards describe the non-academic qualifications required in addition to academic performance that the College considers essential for admission to, and continuance in, the Doctor of Pharmacy (Pharm.D.) program. A candidate for the Pharm.D. degree must possess the skills and abilities of the types listed in the technical standards. The standards are in place to ensure your success in the program but also to protect the safety of the patients you will manage. Depending on the circumstances, reasonable accommodations for disabilities may be possible and made available, however candidates and continuing students are ultimately responsible for performing in a reasonably independent manner.

The technical standards described in below are those that allow an individual to perform at the minimal acceptable level in the identified activity. Applicants and students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices), the following technical standards which relate to physical, cognitive, and behavioral abilities relevant to successful completion of the Pharm.D. program.

- **Observational** – Through the use of visual, auditory, and somatic senses, students must be able to observe lectures, demonstrations, and experiments, read information from a computer screen, and observe a patient at a distance and close-at-hand to accurately assess a patient's physical condition, obtain a patient history, and perform physical assessments.
- **Communications** – Students should be able to speak, hear, and observe patients in order to elicit information and perceive nonverbal communication such as facial expressions, affects, and body language. Communication skills include the appropriate use of spoken and written English.

- Behavioral and Social Attributes** – Students should demonstrate maturity, integrity, compassion and respect for others. The student must possess the emotional and mental health required for full use of their intellectual abilities.
- Motor** – The student must have sufficient motor skills necessary to prepare all routine forms of medication orders including compounding, administering, and dispensing; and be able to elicit patient information through the use of physical assessment techniques.
- Intellectual, Conceptual, Integrative and Quantitative Ability** – Students must have effective and efficient learning skills to master an entry-level doctorate program. They must be able to learn through a variety of teaching methods (e.g. classroom instruction, small group activities, individual study, experiential activities, and self-learning). Students must be able to read, comprehend, analyze, and interpret data in order to respond to information related to medical situations in an organized manner.

Intellectual abilities must be sufficient enough to analyze and synthesize information from a large variety of sources. The College does not discriminate against qualified disabled individuals and works with the University’s campus-based Office of Student Support Services to support qualified students with documented disabilities in fully participating in all college programs and activities. Methods toward achieving success and/or equal opportunities include academic adjustments, auxiliary aids and services, and other reasonable accommodations that may be provided to individuals to remove or lessen the effects of disability-related barriers. Examples of auxiliary aids and services include providing sign language interpreters or other assistive technology.

The applicant should evaluate him/herself for compliance with these technical standards. Submission of an affidavit will serve as testimony the student has read and understands these standards and acknowledges compliance with them.

## CRIMINAL BACKGROUND AND DRUG TESTING

A criminal conviction and/or the use of illegal drugs may impede or bar your entry into your chosen field of study. Students seeking entrance into pharmacy, nursing, and other health and human services professions should be aware that the presence of a criminal record can result in the refusal of licensing/certification/registration agencies to issue the credential needed to practice in that field of study. Prospective students are urged to contact the pertinent state and/or federal licensing board to inquire whether a criminal record will have an impact on the eligibility to obtain licensure or certification.

Many of our clinical/field experience affiliates now require the completion of criminal background checks and/or drug testing for employees, volunteers and students affiliated with the site. Therefore, students who plan to participate in a clinical/field experience will be asked to undergo a criminal background check, and/or a drug screen. Students desiring entrance into the College of Pharmacy should be aware that our clinical/field affiliates could reject or remove a student from the site if a criminal record is discovered or if a drug test is positive. In the event that a student is rejected from a clinical/field site due to information contained in the criminal background check, or drug screen, a student may be unable to complete a required clinical/field experience. If you are unable to complete program requirements, you may be advised to withdraw from the program. Policies for the criminal background check and drug screen can be found on the website and in the college bulletin.

## ACADEMIC INTEGRITY

Students shall deal honestly with people, including colleagues, faculty, university representatives, patients, and health-care providers. Students are expected to demonstrate honesty and integrity throughout all aspects of their education.

For complete details regarding the LIU policy on academic integrity please review the Policies and Regulations Affecting Students section on the college bulletin or on the LIU Pharmacy website at <http://www.liu.edu/Pharmacy/Current-Students/Policies-and-Regulations/Academic-Ethics-and-Professional-Standards>.

## CLASS ATTENDANCE

Successful work in LIU Pharmacy is dependent upon regular class attendance. All students are expected to attend classes and to participate in classroom activities. Faculty members have the right to weigh attendance and class participation in determining grades. Consequently, excessive absences may impact negatively on the evaluation of a student's performance.

For students enrolled in years P3, P4, P5 and P6, faculty will inform students at the beginning of each semester of policies governing attendance as written in the course outline or syllabus distributed to the students.

Attendance is required of all students in years P3, P4, P5 and P6 in recitations, laboratories and in Introductory and Advanced Pharmacy Practice Experiences. Students in the experiential programs may be permitted to leave the sites from time to time when returning to the College for special events, upon the approval of the preceptors.

### **TARDINESS**

Students are expected to be present from the beginning of classes and laboratories until the instructor dismisses them. Students are expected to comply with the hours set by preceptors for experiential courses. If students arrive late, they may be denied admission or marked absent. Habitual tardiness and/or failure to attend hours set by preceptors for experiential courses may impact negatively on the evaluation of a student's performance. Additionally, disciplinary action may be undertaken for students with habitual inattentiveness to punctuality and attendance.

## **LEAVE OF ABSENCE**

A student may request or be required to take a leave of absence with the occurrence of a medical problem, substantial personal problem or as recommended by the Student Disciplinary Committee. Students requesting a leave of absence must make an office request to the Associate Dean of Student and Academic Affairs. In the event of a medical problem, the request must be accompanied by a letter from the treating physician or a licensed professional describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. After consultation with the student, the Associate Dean of Student and Academic Affairs will decide whether or not the leave will be granted and the conditions under which the student may return to school.

Students must report to the Registrar's Office to obtain a Leave of Absence Form and complete it before they are officially placed on an approved leave. If you have extenuating circumstances that prevent you from picking up the form in person, please contact your Pharmacy Advisor in the Office of Student and Professional Affairs. Students will not be able to drop their last class until the form has been processed. Students will be notified by email when their withdrawal or leave of absence is processed but are also encouraged to check the status of their request via their MYLIU account.

Incomplete forms and/or completed forms not turned to Registrar may result in an administrative hold on records, administrative withdrawal and/or suspension from the college and/or university.

### **LEAVE OF ABSENCE PROCEDURE**

1. Obtain the Withdrawal/Leave of Absence form available in the Office of the Registrar.
2. Obtain the signature of your Pharmacy Advisor on the form.
3. Obtain the signature of the Associate Dean of Academic and Student Affairs on the form.
4. Visit the following departments and obtain clearance signatures:
  - a. Financial Aid - discuss any changes in financial aid status and receive clearance signature.
  - b. Office of International Student Services (international students only) - discuss changes to immigration status and receive clearance signature.
5. Turn in the completed form to the Office of the Registrar.

Before a student may be readmitted, a written request for readmission must be submitted by the student to the Associate Dean of Student and Professional Affairs no later than 30 days prior to the start of classes. In the case of a medical leave, a letter from the treating physician or a licensed professional must accompany the readmission request stating that the student has recovered from the disability for which the medical leave was granted and is able to participate in a full academic program. If the student is approved to return, a copy of the medical documentation must be submitted to the Office of the Registrar.

## PHARMACY CURRICULUM OUTCOMES ASSESSEMENT (PCOA)

Accreditation standards require that students have the requisite knowledge prior to entering advanced pharmacy practice experiences (APPEs). A measure of such knowledge is the Pharmacy Curriculum Outcomes Assessment (PCOA). The PCOA is a standardized examination developed by the National Association of Boards of Pharmacy (NABP) that is designed to assess students' knowledge of four broad content domains – basic biomedical sciences, pharmaceutical sciences, social/behavioral/administrative sciences and the clinical sciences. All colleges/schools of pharmacy are now required to assess students nearing the completion of the didactic curriculum using this exam. Information regarding the exam can be obtained at <http://www.nabp.net/programs/assessment/pcoa-for-students>. If you do not meet the minimum competency you will have to remediate areas of weakness.

## ECHO360 – POLICY AND USAGE INSTRUCTION

- **Background:**
  - Lecture capture technology is intended to help instructors capture and extend the classroom experience to improve student engagement before, during and after classes. These interactions may include taking notes, asking questions, reviewing lectures, or flagging confusing content. However, the usage of lecture capture technology is not intended to replace the in-class learning experience. Attendance in-class is still highly encouraged and students are responsible for all materials required by faculty.
  - Currently, Echo360 is used as the active learning platform that integrates classroom video capture, student engagement tools, and analytic tools to optimize student participation and engagement for campus-based courses.
- **ECHO360 Support Team:**
  - For assistance with Echo360 related matters (e.g., user access, course account), students can email the support team at [bkln-echo360@liu.edu](mailto:bkln-echo360@liu.edu) or contact ITRC at extension 3326.
  - Website (for user manual and toolkits): [echo360.org](http://echo360.org)
- **General Usage:**
  - Students are only permitted to use recorded lectures for their own personal study and are NOT permitted to reproduce or distribute the recording to any other party through any other medium, including social media or online posting / communication.
  - Recorded lectures may not reflect the most current information beyond the scheduled course. Refer all questions to respective faculty member(s).
  - Students must comply with copyright and privacy warnings provided by the College in relation to the use of recorded lectures. Failure to comply will result in disciplinary action being taken against the student.
  - Access to recorded lectures will only be available to those students enrolled in the current course to which lectures are recorded.
  - Students are NOT permitted to use alternate means (e.g., photography, audio, video) to record in-class lectures without the written consent of the faculty member.
  - Students can access and view the lecture recordings through the University's approved Learning Management System (Blackboard) only.
  - Students upon orientation to the College will sign a release form to allow recorded conversations/questions during class be available through the uploaded content on Echo360.

\*\*Defer to the Office of Student & Professional Affairs (management of release form, educational records, FERPA concerns)\*\*



**FERPA Consent to Release Student Information  
Relating to Classroom Recordings and Media Release**

**STUDENT INFORMATION**

<b>EmpID:</b> _____	<b>Name:</b> _____
	Last Name
	First Name
<b>Email:</b> _____	<b>Phone:</b> _____

**CONSENT TO RELEASE INFORMATION**

I understand that class sessions and tutorials may be audio and/or video recorded. I have no objection to Long Island University College of Pharmacy using my voice or likeness for educational purposes, and I hereby permit the Long Island University College of Pharmacy to release the education records that consists of recordings of my voice or likeness as I participate in the class or workshop (such as when I am making presentations or asking questions in the class or workshop) and/or depictions in the recordings of presentation slides or other materials I have created for the class or workshop. This information may be released and viewed by third-parties. I am allowing this release of my education records for educational purposes and to further the education of other students.

I also grant Long Island University College of Pharmacy the irrevocable, royalty-free right (i) to use photographic, video or audio recordings or images of me and my materials, and (ii) to make such recordings or images available in LIU's educational materials. I understand that LIU will hold the copyright in any such recordings or photographs.

There is no time limit on the validity of this consent and release. I understand my agreement is voluntary and is not a condition or requirement of my participation in the class or my attendance at the Long Island University College of Pharmacy.

- Yes, I agree to the above terms.
  
- No, I do not agree to the above terms.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMISSION**

After completing and signing this form, please submit it to the Office of Student and Professional Affairs.

## Student Guide to Echo360

(Courtesy of the ECHO360 Student Support Task Force: Ms. Jessica Coccozza, M.Ed., Academic Advisor; Ms. Cheryl Louie, PharmD '19, Phi Lambda Sigma President; Ms. Jessica Soffer, PharmD '19, Rho Chi President)

### What is ECHO360? (What is lecture capture?)

- Echo360 is lecture capture software that allows faculty to record class sessions and share the recordings in Blackboard.

### Use it wisely...

- Echo360 lets you review the lecture at home at your own pace.
- Don't use the lecture capture as an excuse not to attend lectures or not to concentrate while there.
- Not all teaching interactions are clearly recorded so don't just rely on the recordings --- review all slides and handouts as well.

### Different ways to access Echo360

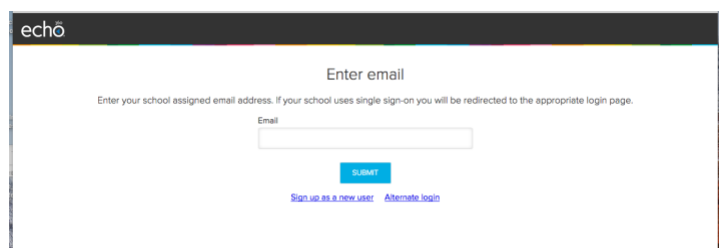
- Blackboard
- Echo360.org
- Mobile App (for iPad and mobile devices)

### How to log into ECHO360 via Blackboard

- Echo360 content can be accessed directly through your LIU Blackboard account without the need for creating a separate ECHO360 account.
- We recommend accessing the recordings with a PC or Mac using Chrome or Firefox as your web browser.

### How to log into ECHO360 via ECHO360.org

- ECHO360.org  
(Follow the easy step-by-step instructions)
- Just in case Blackboard you are having trouble accessing Blackboard, you can try directly logging into Echo360.






### ECHO360 – The Mobile View

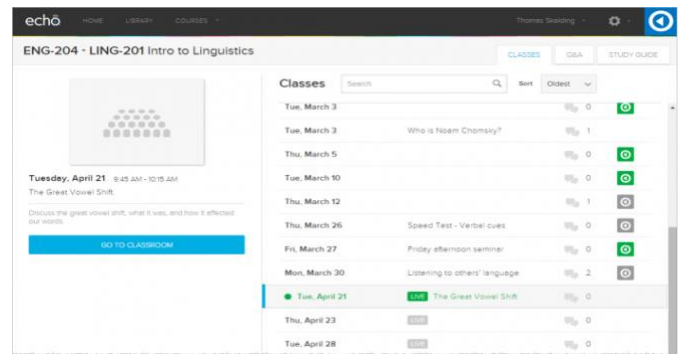
- Echo 360 Mobile App is on Android and iOS
- Because your ECHO360 account is linked to your Blackboard account, you must establish a direct Echo360 login in order to use the mobile app. Blackboard passes you through as a user but Echo does not log your password. Your Blackboard and Echo360 email address are (and must be) the same.
- To create a direct Echo360 password:
- Enter Echo360 as you normally do, via a link to the Echo360 through your LIU Blackboard account.
- Click the **Settings** icon in the top right corner of the screen (it looks like a gear).
- Select **Account Settings**. *Be sure to use your LIU email address to enter into the app when logging in.*
- Click **CREATE PASSWORD**.
- The password you create can be the same as or different from your Blackboard password, as long as it contains 8 characters. Your Echo360 password is used to access Echo360 directly, to use the Mobile App, Personal Capture, or the PowerPoint Ribbon add-on. Otherwise you will continue to access Echo360 the way you normally do, through your Blackboard account.

### Tips for Using Echo360

#### Understanding the Class List Page Icons

- Each class is shown with a series of icons, providing information and functionality as follows:
- Content Icons – Click a content icon for a menu that will allow you to view or download that media.
- A grey icon  indicates that you have already viewed this material

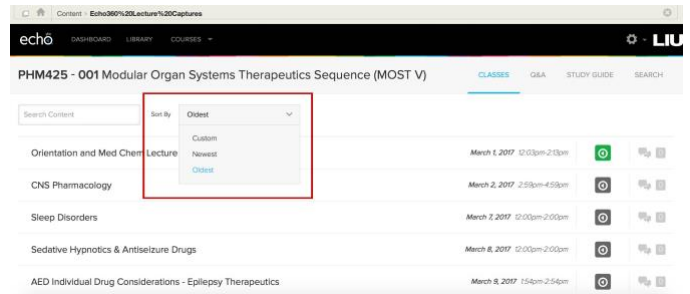
- A green icon  indicates that this content is new and you have not viewed it yet
- A Conversation Bubble 



### Viewing Classes in while in ECHO360

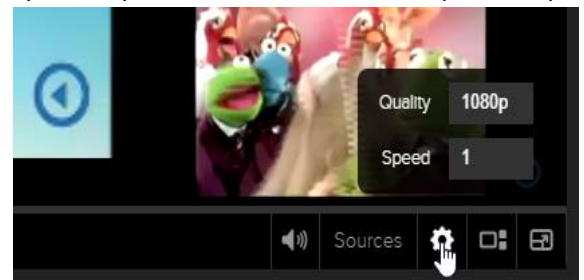
- From the ECHO360 HOME page, click ALL CLASSES for the section whose class you want to watch. The Class List appears, listing all classes by date, oldest to newest. The most recently completed class is selected automatically.

- If necessary, use the **Sort** drop-down list or **Search** box to find the class you want to view.
- Select the class from the list, then click **GO TO CLASSROOM** from the left panel.
- The classroom viewer opens with the video playing automatically.




### How to Adjust the Speed and Quality of a Video

- Most video media is processed for both standard and high definition playback. If your network connection is a problem, you can switch to lower quality playback (or switch back to high definition if applicable).
- In addition, you can view the classroom at up to 2x speed or as low as .5 speed, at .25 intervals as needed.
- Click in each of the boxes to see the options available for Quality or Speed controls.



### Participating in Q&A Discussions

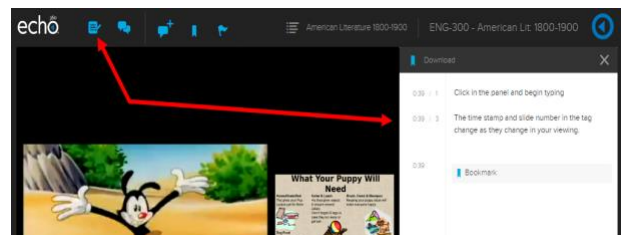
- Conversation Bubble icon 
- Click the conversation bubble icon located on the row for the class to open the Q&A tab. View the questions and responses posted for that particular class.
- The number indicates the total number of questions posted for that class (responses are not counted).

### Taking Notes

- You can take notes while viewing the presentation. The **Notes panel** appears to the right of the presentation pane, and should appear by default. If the Notes pane does not appear, click the **Notes icon** in the class toolbar, shown in the below figure. This is a toggle button which also closes the Notes panel when not needed.

#### To take notes

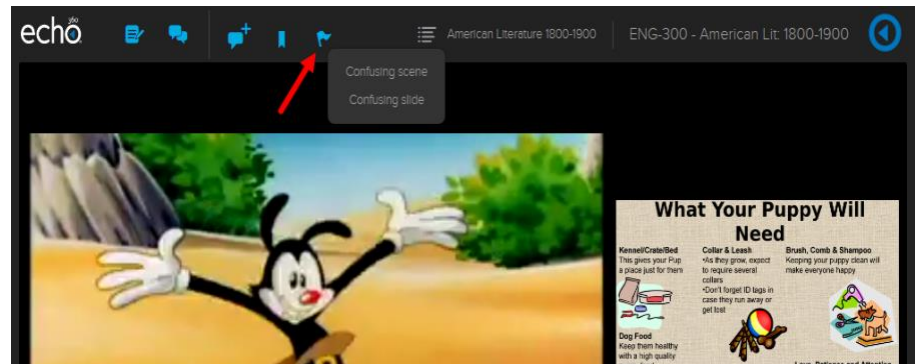
1. Click the **Notes** icon in the toolbar to open the Notes panel.
2. Click in the **Notes** panel and start typing.
3. At the end of each note, press **Enter**. This allows for the entry and syncing of a new note. Location information (time or slide number) appears in the tag to the left of the note.



## Setting Flags for confusing content

- Flags let you mark locations and material that you find confusing or items you feel the instructor may need to explain further to you or the class.
- Flagging content sends a notification to the instructor, letting them know that a student had some problem with the material.
- The notification flag includes the location of the presentation at the time it was flagged.

Click the Flag icon on the classroom toolbar.



## ECHO360 HELP

- ECHO360 Online Help! -

[http://help.echo360.org/#t=Main\\_Help\\_Page.htm](http://help.echo360.org/#t=Main_Help_Page.htm)

- ECHO360 Student User Guide - [http://help.echo360.org/StudentUserGuide\\_ALP.pdf](http://help.echo360.org/StudentUserGuide_ALP.pdf)
- LIU Information Technology website - <http://it.liu.edu/tutorials/faculty/echo360/>

## NON ECHO360 RECORDING OF LECTURES

In order to respect the integrity and effectiveness of the classroom experience and protect students and faculty privacy the following policy on recording of lectures is put forth. The College prohibits audio recording and transmission of classroom lectures by students unless permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio recording may occur. Recording of lectures or class presentations (including verbatim or summary notes of classroom lectures) is solely authorized for the purposes of individual or group study with other students enrolled in the same class. The recording may not be reproduced or uploaded to publicly accessible web environments (including class webpages). Students are not permitted to video record lectures.

Unauthorized recording, videotaping and/or posting of lecture material will subject the student to disciplinary action by the Associate Dean for Academic and Student Affairs and/or the College's Committee on Professional Conduct, Discipline and Grievance.

## EXAM SOFT POLICY AND USAGE INSTRUCTION

Beginning with the Fall 2015 semester the College initiated the year-by-year transition to computer-based testing. This change in examination methods will provide PharmD students with opportunities to gain experience and confidence taking computer-based examinations prior to the administration of high-stakes licensure/certification exams. In addition to being cost-effective ExamSoft will provide the information that is required to help fulfill our assessment and accreditation requirements. Each exam question will be linked to a specific student-learning outcome which will provide information for individual student, course and curricular assessment purposes.

Integral to an undertaking such as this is to define the roles and responsibilities of all stakeholders in this process: administration, faculty, staff, graduate assistants and students (aka exam-takers). Each stakeholder has specific responsibilities in ensuring the continued success of this program.

### Student (Exam Taker) Responsibilities

The exams/quizzes will be administered using the iPad mini you received as either a part of your acceptance package to the University or as a transfer student into the College. Information regarding the technical requirements (i.e. OS, amount of space needed to launch the ExamSoft software [SofTest M] was mailed under separate cover prior to P-3 orientation. In addition, a general overview of ExamSoft will be part of the P-3 student orientation.

Key points for students include:

- have a working iPad (not jail broken) with sufficient space for the ExamSoft app that you must download.
- bring your iPad fully charged to class on exam/days. It is recommended to *bring it every day* since unannounced quizzes or activities may be conducted using the device.
- install and maintain a current version of ExamSoft's SofTest-M application.
- be familiar with his/her iPad and SofTest-M software and instructions prior to downloading an examination.
- ensure that the internal clock is set to the correct date and time.
- refer to the 24/7 Support Portal online library website for more details (<http://support@examsoft.com> or contact technical support at (866) 429-8889).

### Before the First Exam

In addition to the information shared during your P3 orientation program there will be a separate ExamSoft training session where you will receive detailed instructions from the College about downloading and registering SofTestM, the app you need to use ExamSoft. (<http://www.examsoft.com/liupharmacy>). You must follow the instructions to download and install the app. Whenever you are asked to register or login to ExamSoft you are required to use your MYLIU login credentials. The ExamSoft app must not be removed from your iPad since you will use it for the duration of your program until you graduate. A step-by-step guide can be found below.

### Before an Exam Starts

Once you have downloaded SofTest M you will be able to use the instructions that are provided to you to download your exam in an encrypted (LOCKED) file. You will open this file when the exam begins. Most exams are password protected and you will receive the password for each exam from the exam proctors. Immediately before SofTest launches the exam, you will be provided a warning screen with RED STOP SIGNS indicating that you should not begin the exam until instructed to do so. Heed this warning. Any attempt to disable or tamper with SofTest's security features will be considered a violation of the College's honor code and subject to disciplinary actions. If you encounter computer difficulty before or during the exam notify a proctor for instructions.

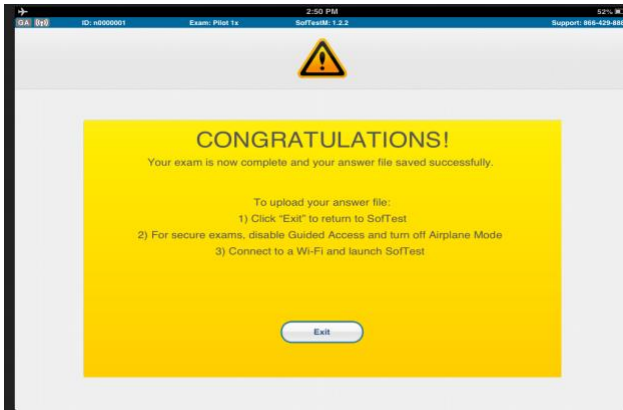
***Students must download the exam before 6 AM on the day of the examination. Exams will be posted and ready for download well in advance of this deadline. USUALLY are posted 36 hours prior to the download deadline.***

### During an Exam

Unless your professor advises you otherwise, all assessments are *secure*. This means that they are subject to rules of Academic Integrity outlined in the Student Honor Code. To ensure that your assessments are fair and accurate, all students are required to follow these rules during assessment time. Exams will begin with a copy of these rules and by downloading the exam you attest to having read them and abide by them.

### When You Completed Your Exam

When you are finished with your exam you will "Close and Exit" the exam. You will receive several warnings about closing your exam – once you close your exam you can **NOT** go back and reopen it. Once your exam is closed you will see this screen.



You may be required to show this screen ( or the green screen confirming your upload to the proctor before you leave your seat). You will also see this screen if you are taking a timed exam and the time has run out.

This screen will prompt you what to do next: You need to upload your assessment file so that it may be scored. Here’s how:

**Step 1: Exit SofTest-M**

**Step 2: Exit Guided Access Mode**

Click the Home button three times quickly, and enter your passcode.

**Step 3: Exit Airplane Mode**

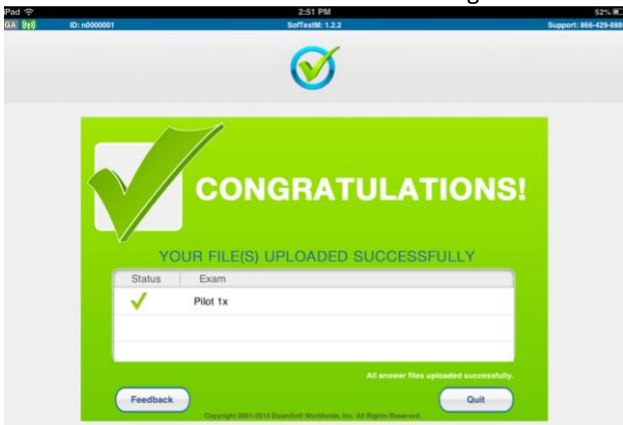
This connects you back to the internet.

**Step 4: Re-start SofTest-M.**

SofTest-M will immediately upload your assessment file. If this doesn’t happen automatically, you can upload the answers manually: On the right side of the screen, where you see “Step 3: Upload Answers”, select the assessment file and upload it.

**Step 5: Keep the Confirmation notice open on your screen, you may need to show this to a proctor**

The Confirmation notice is also called the “green screen” and looks like this:



**NOTE: You may not be able to upload your answers immediately after you have completed the assessment. Don’t worry. Your answers are secure. Generally, your exam will automatically be uploaded once you reestablish your wifi connection. In some instances, you may need to manually upload them (usually within some pre-specified time frame). This step may be necessary because there is not sufficient wifi access for so many students at the same time.**

Please remember do **not** uninstall Softest –M at the end of the examination. You will need the App for the duration of your program at the college.

## Helpful Reminders about Being Prepared for an Assessment Using ExamSoft

### 1. Download the exam prior to exam time.

You are required to use your own non-jailbroken iPad for all assessments. In most cases, your instructor will make assessments available for download at least 24 hours in advance. Depending on the time frame allowed for you to download the exam you may not be able to download the exam once it has begun. If your professor extends the time you may download the exam note that this will take time out of your allotted exam time. Extra time will not be given.

### 2. Do not forget your iPad.

The College does not provide you with an iPad if you forget yours. If you forget your iPad, your professor may prohibit you from taking the assessment and give you a zero. You will not be able to use someone else's device – the software is registered to individual users' iPads. Attempts to use non-registered devices may be subject to academic dishonesty policies.

The iPad you bring with you to the assessment must have SofTest-M installed, properly configured, and ready to go. This includes already having the assessment file downloaded! Your iPad should be fully charged and ready to use. You cannot charge your device while taking the exam

### 3. Bring any materials that your professor instructed you to bring (if applicable).

Most assessments will **not** involve you bringing any materials with you, but your professor may have different requirements; you won't be allowed to have anything at your desk other than the materials your professor may have asked you to bring or has supplied to you for the assessment. You will be required to have your LIU Student Identification card with you (usually at your desk).

## Rules for Conduct During an Assessment

***NOTE: Some assessment may have special instructions or notices (e.g. assigned seating, use of scrap paper) that will appear before you begin an assessment, other instructors will rely on the rules of conduct that appear below. By downloading the exam you attest to having read the exam rules and agree to abide by them.***

1. Arrive on time.
2. No electronic devices other than your iPad or personal belongings are allowed at your desk.
3. iPads must remain flat on the desk in front of you at all times. No student should be able to view your screen, and this means keeping your iPad flat on the desk directly in front of you. iPad covers are not allowed while taking the examination.
4. No using other apps or the internet at any time once you enter the room. SofTest-M will not let you access the internet or other apps on your iPad during the assessment: It detects this as an attempt to cheat and immediately shuts down your assessment, and generates a report.
5. To block your SofTest-M window during an exam (i.e. during a restroom break), select "View" then "Hide Exam." The proctor of faculty has the option of providing a resume code if you need to use the restroom.
6. If the faculty member has set a time limit for the assessment time will begin once you type BEGIN on the exam home page. The exam will automatically close when time has elapsed. Should you arrive after the exam has begun you will not be given extra time and must exit the exam (and be prepared to show the yellow "Congratulations" screen when the faculty member/proctors request you to do so. Any student who continues with the exam will be considered to be cheating and be subject to academic dishonesty policies.

## E. ACADEMIC ADVISING, REGISTRATION POLICIES & PROCEDURES

## ACADEMIC ADVISING: ADVISOR-STUDENT RELATIONSHIP

**Advisor Responsibilities:** You can expect your Pharmacy Academic advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and University and College of Pharmacy policies and procedures.
- Encourage and guide students as they define realistic academic goals.
- Provide students with information about and strategies for utilizing the available resources and services on campus.
- Monitor and accurately document discussions regarding the student's progress toward meeting their goals.
- Maintain the level of confidentiality provided by the Buckley Amendment (FERPA) and promote a safe environment.
- Promote and encourage students to develop productive working relationships with their professors.
- Advisors respond to students within 48 hours during the work week, Monday-Friday, by e-mail or phone.

**Student Responsibilities:** As a student, you are expected to have clear responsibilities in order for the advising partnership to be successful. Among those responsibilities are the following:

- Speak respectfully to staff members and other students at the college of pharmacy.
- Use the student support services at LIU to enhance the educational experiences.
- Schedule appointments or make regular contacts with you advisor each semester.
- Come prepared to each advising appointment with questions or materials to discuss academic progress; personal, career goals; interests and concerns.
- Ask questions when you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals. Organize official documents (academic records, communication from professors and/or the Office of Student Professional Affairs, including emails and letters) in a way that enable you to access them when needed.
- Become knowledgeable about the Long Island University (LIU) and College of Pharmacy program, policies and procedures.
- Accept responsibility for your personal, academic and career decisions.
- Respond to official notification from the Office of Student Professional Affairs Office and other LIU offices (letter, emails, phone contact, etc.) in a timely manner.
- Use the University e-mail, which is the official means of communication for the University, on a regular basis.

**When to see an advisor:** All new P3 students are required to meet with an academic advisor during their first semester. After their first semester, students in good academic standing only need to meet with an advisor as needed. The most common reason a student will meet with an advisor is to resolve registration issues. However, students should seek academic advisement anytime they need to discuss something that could impact their academics or their ability to remain at the College. For example, a student should meet with an advisor if he/she is having difficulty with classes, financial problems, health issues or personal problems.

Students who have been placed on academic probation or are struggling in their classes may be required to meet with an advisor more frequently. Anytime students are struggling academically they should reach out to their professors and advisor for help.

**Tutoring:** Free peer tutoring is available for P3, P4 and P5 students through the Rho Chi Honor Society. Free tutoring is also available for P3 students through the University's Academic Reinforcement Center at <http://liu.edu/Brooklyn/Academics/Centers/ARC>.

## REGISTRATION AND COURSE LOAD

Registration procedures: registration appointments are assigned by the Office of the Registrar and posted on students' MYLIU accounts. New P3 students register with the aid of the Office of Student and Professional Affairs for their first semester. Second semester P3s-P6s register themselves online via MYLIU. If pharmacy students have difficulty registering they should stop by the

Office of Student and Professional Affairs and meet with their advisor. For more information about registration, visit the Office of the Registrar at <http://www.liu.edu/Brooklyn/About/Offices/Registrar>.

Students may register either online or in person. Students should routinely and closely monitor notifications while they are logged into MyLIU.edu regarding online appointment dates and times for self-service registration for upcoming academic terms. Students needing assistance with registration may make an appointment with an academic advisor in the College's Office of Student and Professional Affairs during the registration periods specified in the published academic calendars.

Academic advisors are available at all times during normal business hours to assist students with issues regarding class selection and scheduling.

A full-time student is one who is carrying 12 or more credit hours in each semester. Sixth-year students registered for six or more credits in the summer are considered full-time for the summer session. A maximum of eight credit hours of coursework is allowed during any single summer session except for the sixth-year student's advanced practice experiences or by special permission from the Associate Dean for Academic and Student Affairs.

## COURSE WITHDRAWAL

When students are registered for a course, they are considered to be in attendance until the date of their official withdrawal.

Students in good academic standing who wish to spend a period of time away from the college or students who are on academic probation and who want to withdraw from all classes must give a valid reason and (a) obtain, from Enrollment Services, an Application for Permission to Withdraw, complete it, as indicated, and have it approved by the Associate Dean for Academic and Student Affairs, and (b) clear their financial account.

Failure to formally withdraw from a course will result in a grade of "F". The grade of "W" will be assigned to students in compliance with official withdrawal procedures.

A student who wishes to wholly withdraw from the College of Pharmacy should notify the Office of Student and Professional Affairs in writing of this decision. No certificate or transcript of record will be granted until all financial and other debts are settled.

### **Withdrawal to Enter the Armed Forces**

Students withdrawing to enter the Armed Services should note the following regulations:

1. Application for withdrawal in good standing must be made with the Office of the Registrar. The official date of withdrawal is the date on which the application is made.
2. Students may receive a proportionate refund.
3. Specific policies may be obtained from the Office of the Registrar.

## REFUNDS

The University will refund tuition according to a schedule available from the office of Student Financial Services. Registration, graduation, and other university fees are not subject to proration and are not refundable. The date of completion of all Withdrawal Forms will serve as the official date of withdrawal.

A student may be dismissed at any time for misconduct of such a nature as to be prejudicial to the College. In the event of such dismissal, fees will not be refunded.

## GRADING SYSTEM

### **GRADES AND SYMBOLS**

The following grades are used: **A, A-, B+, B, B-, C+, C, C-, D, F, P**

**Grade of F** – Repeating the course is required if a student earns a grade of F. The student is required to retake the failed course as soon as the course is offered again. Following the successful completion of the retaken course, the initial grade of F will remain on the student’s official academic record, however it will not be utilized in the calculation of a student’s grade point average. Students will not be allowed to repeat courses more than two times. A student is only allowed to repeat two courses during an academic year. The college is not obligated to offer courses that the student has failed in the academic term immediately following the failure.

**PASS-FAIL OPTION:** In elective courses, the student has the option of choosing his or her course grade on a P-F basis or on the regular letter grade basis. This choice must be made and indicated to the instructor no later than the official withdrawal date for the course. Certain required courses must be taken on a Pass-Fail basis. Grades in Special Projects courses and certain experiential courses are P and F. Grades reported as P are recorded on a student’s transcript, however are not utilized in the calculation of a student’s grade point average. (Refer to LIU Brooklyn Enrollment Policies).

The following symbols are used: **U, INC, W, UW**

**U:** The symbol U is assigned in certain proficiency courses when a student has completed all work in a fashion unacceptable to warrant a passing grade. The student must repeat the course in the semester immediately following. The symbol U is not computed in the student’s average. A student may receive only one U symbol in any course. On the second enrollment, the student must either satisfactorily complete the course or receive an F.

**INC:** The Office of the Associate Dean for Academic and Student Affairs for the College of Pharmacy must be notified of all grades reported as INC at the end of each course. The grade of INC may be assigned, for reasons acceptable to the course coordinator or instructor, if a student was unable to complete the required coursework. The student must provide appropriate written documentation to the course coordinator or instructor as delineated in the course syllabus. An INC is only given at the discretion of the course coordinator or instructor. If approved, the incomplete coursework should be made up as soon as possible, at the discretion of the course coordinator or instructor, but no later than at the end of the following semester. It is the student’s responsibility to make specific arrangements with the course coordinator or instructor to complete the required coursework. The change of grade form should be submitted to Enrollment Services before the end of the next semester. If the grade of INC is resolved, both the grade of INC and the final grade will appear on the student’s official academic record. A grade of INC not resolved during the following semester will become a grade of F. The format of the makeup coursework will be at the sole discretion of the course coordinator or instructor as delineated in the course syllabus. Students with a grade of INC in a pre-requisite course may not register for the next course in the sequence until the grade of INC is replaced with an acceptable grade. Students will be asked to withdraw from the course if they have registered for it. Students cannot advance to the next professional year until all grades of INC have been resolved. Under special circumstances, the approval of the Associate Dean for Academic and Students Affairs will be required for progression to the next academic term or year.

**W:** The symbol W (Withdrawal) is assigned when a student officially withdraws from a course in which the student was doing satisfactory work. Grades reported as W are recorded on a student’s transcript, however are not computed in the student average. (Refer to LIU Brooklyn Enrollment Policies). Withdrawal will not be granted from required professional courses solely on the basis of poor performance. Under special circumstances, the approval of the Associate Dean for Academic and Students Affairs will be required to withdraw from a required professional course. A student will not be able to re-take this course during the summer session.

**UW (Unauthorized Withdrawal):** The symbol UW is assigned when a student unofficially withdraws from a course. The UW is not computed in the student’s average (Refer to LIU Brooklyn Enrollment Policies).

## QUALITY POINTS

### For students beginning the professional phase before Fall 2017

The quality point value 4.000 has been assigned to the grade of A, 3.667 to the grade of A-, 3.333 to B+, 3.000 to B, 2.667 to B-, 2.333 to C+, 2.000 to C, 1.667 to C-, 1.000 to D, and 0.000 to F. The quality points to which a student is entitled are computed by the

formula  $X = N \times Y$ , where X is the number of quality points, N the quality point value assigned to the grade, and Y the number of credits.

GPA computations are carried to the third decimal place from which rounding takes place to the second decimal place. For example, a computed GPA of 2.994 will be rounded down to 2.990. A computed GPA of 2.995 will be rounded up to 3.000. On all official LIU transcripts, a GPA will be displayed to three decimal places with the third decimal place always being zero due to rounding.

To graduate, a student must have a GPA of no less than 2.330 in all work and 2.330 in the professional coursework.

**For students beginning the professional phase in Fall 2017 or after:**

- **Grading Scale:**
  - Each course syllabus provides course specific grading scale.
  - Standard mathematical rules apply to rounding to the tenths place of the grade.
  - Below is a sample of a proposed grading scale for graded didactic courses offered at the College of Pharmacy with their corresponding numerical values:

A	4.00	89.5% - 100%
A-	3.67	86.5% - ≤ 89.4%
B+	3.33	82.5% - ≤ 86.4%
B	3.00	79.5% - ≤ 82.4%
B-	2.67	76.5% - ≤ 79.4%
C+	2.33	72.5% - ≤ 76.4%
C	2.00	69.5% - ≤ 72.4%
C-	1.67	66.5% - ≤ 69.4%
D	1.00	59.5% - ≤ 66.4%
F	0.00	≤ 59.4%

In order to graduate, a student must have a GPA of no less than 2.00 in all work and 2.00 in the professional coursework. The GPA is obtained by dividing the sum of the quality points received in all courses by the total number of credits, including unrepeated F's. A credit is equivalent to 1 lecture or recitation hour and/or 2-3 laboratory hours per semester.

## EARLY INTERVENTION PROGRAM

The College has developed an **Early Intervention Program for students experiencing academic difficulty**. The program recognizes the early feedback from course instructors, addresses academic challenges in a proactive manner, and focuses the retention efforts on those students who need it the most.

**Early Intervention Program Process:**

- The early intervention program identifies students in academic difficulty through a close monitoring of the midterms grades.
- Course coordinators and instructors are required to notify the Office of the Associate Dean for Academic and Student Affairs of any student who has earned a grade of D or F.
- A student will be contacted by e-mail as part of the early intervention program and must meet with an advisor for counseling and will be referred to professors and or the appropriate academic support services.

## MINIMUM GPA REQUIREMENTS

The College has a responsibility to ensure its graduates are able to deliver patient-centered care and be competent in executing the duties of a pharmacist. One way to ensure this is for the student to complete the program in accordance with College's policy on academic standards. Collectively the standards include:

- Completing the 4 –year professional Doctor of Pharmacy program in the projected time frame.
- Completing the necessary required and elective courses in the sequence as presented.
- Maintaining an overall minimum semester and overall professional GPA.

**For students beginning the professional phase before Fall 2017:**

The minimum professional GPA for all circumstances described above is 2.330. This requirement applies to progression, academic probation, and academic dismissal standards.

**For students beginning the professional phase in Fall 2017 or after:**

- **Minimum Grade Point Average (GPA)**
  - Calculation of grade point average (GPA) will include all required professional courses and approved electives completed when enrolled in the Pharm.D. Program.
  - Students must maintain a professional GPA of 2.00 (4.00 scale) in the College's Professional Program to remain in good/acceptable academic standing.
  - An annual didactic GPA will be used as the central measure of academic performance. A semester GPA will be calculated at the end of each semester.
- **Academic Review**
  - The Scholastic Committee will review the academic record of any student who:
    1. Has a GPA below 2.0
    2. Requires remediation
    3. Is on probation
    4. Is at risk for dismissal from the College's Professional Program

## REMIEDIATION (FOR STUDENTS BEGINNING THE PROFESSIONAL PHASE IN FALL 2017 OR AFTER)

**Remediation:**

- Required for any student who earns a final grade of F the first time the student is enrolled in the course.
- Optional for any student who earns a final grade of C- or D the first time the student is enrolled in the course.
- A student must achieve a score of  $\geq 59.5\%$  or equivalent to a grade of D on the cumulative remediation exam or assessment to pass remediation.
- A student who successfully remediates will receive a post-remediation course grade based on performance on the cumulative remediation exam or assessment. No grade higher than a final grade of C can be earned in the course with remediation. The course grade awarded post remediation will be used in place of the current grade of C-, D or F in calculating the student's grade point average.
- A student is only allowed to remediate one course during winter intersession and two courses during summer intersession, one course per each summer block.
- If a student fails the remediation assessment, the student can retake the entire course at the next offering if eligible based on the College's progression policies.

## ACADEMIC PROBATION AND DISMISSAL (FOR STUDENTS BEGINNING THE PROFESSIONAL PHASE BEFORE FALL 2017)

**Conditions of a student's academic probation are as follows:**

1. Typically, the maximum number of semesters, terms or sessions exclusive of summer sessions, of academic probation permitted is two during the professional phase (P3, P4, P5 and P6) of study. The two semesters may be either consecutive or separate. Any student who is on or qualifies for probation for a third semester in either the pre-professional phase professional phase of study will,

with great probability, be academically dismissed from the College. On rare occasions, upon review by the Associate Dean for Academic and Student Affairs and/or the College's Scholastic Committee, additional semesters, terms or sessions of academic probation may be afforded the student in order for the student to remedy his or her noncompliance with the standards of satisfactory academic progress. When such extension of academic probation is granted, it shall not be construed that further extensions will be granted or that the possibility of academic dismissal or suspension is lessened should noncompliance with the standards of academic progress continue to exist at the conclusion of the probationary period extension. Student on extensions of academic probation are typically required to conform to a written agreement regarding their academic progress. Failure to achieve the levels of academic performance as specified in the agreement is cause for academic dismissal from the College.

2. Students who are not in compliance with the standards of academic progression for any reason are not permitted under any circumstances to enroll and/or participate in any courses with experiential components. Students who come into noncompliance with the standards of academic progression at any time that they may be enrolled or participating in any courses with experiential components will immediately be required to withdraw from those courses and will not be permitted to re-enroll or participate in such courses until their noncompliance with the standards of academic progression are remedied.

3. A student who has been placed on academic probation is limited in participation in extracurricular activities. A probationary student may hold membership in clubs, organizations and fraternal societies. A probationary student is barred from holding any office, chair or committee seat in such clubs, organizations and fraternal societies. A probationary student may attend lectures and other events sponsored by such clubs, organizations and fraternal societies and/or by the College that are deemed to be of an educational nature.

4. A student on academic probation is or may be required to participate in academic counseling and/or enroll in a remedial program of study.

**Conditions of a student's academic dismissal are as follows:**

The College reserves the right, as previously noted, to academically dismiss a student at any time if a determination is made, after a thorough review by the Associate Dean for Academic and Student Affairs and/or the Scholastic Committee of the College, that the student's academic record is unsatisfactory or otherwise does not comply for any reason with the standards of satisfactory academic progress. Typically, academic dismissal occurs whenever a determination has been made by LIU Pharmacy that a student's failure to maintain satisfactory progress is of such severity or length of time, as defined by the following guidelines, that the student should be permanently withdrawn from the College. When applying a standard of length of time to an academic dismissal, except in those rare instances, as noted above, where an extension of academic probation may be granted, dismissal will be applied whenever the student has maintained, for two semesters, and overall cumulative grade-point average (GPA) of less than 2.330 in all courses attempted, two semesters of maintaining a cumulative GPA of less than 2.330 in all professional pharmacy courses attempted that are herein prescribed for the third, fourth, fifth and sixth year of study, or two semesters, terms or sessions accumulating two instances of a GPA of less than 2.330 for a semester, term or session attended. When applying a standard of severity to an academic dismissal, a dismissal may be applied at any time that a student has acquired an overall GPA of 1.750 or less in all courses attempted or a GPA of 1.750 or less for a semester, term or session attended. For students in the professional phase of the program (3rd, 4th, 5th or 6th year) academic dismissal may be applied if the GPA in all professional courses attempted that are herein prescribed for the third, fourth, fifth and sixth year of study is 1.750 or less after one semester of study in the professional phase, 1.950 or less after two semesters of study in the professional phase, or 2.200 or less after three or more semesters of study.

A student may appeal an academic dismissal once by petition to the Scholastic Committee of the College. The petition should present a thorough analysis by the student of the reasons for having failed to maintain satisfactory academic progress and a comprehensive plan for rectifying his/her deficiencies within a reasonable period of time, preferably after one semester of study but not exceeding two semesters of study, and that conforms with all other academic regulations of the College. The petition is considered by the Scholastic Committee, which may request that the student appear before this committee to substantiate his/her position and answer questions. The Committee then makes its recommendations on the petition to the Associate Dean for Academic and Student Affairs. Students are advised that successful appeals of academic dismissals are rare and usually occur only in those circumstances where substantive underlying causes for unsatisfactory academic progress were previously unknown to the College. Generally, as noted above, in cases where substantive underlying causes exist for unsatisfactory progress, an extension of academic probation will have been granted to allow the student additional opportunity to remedy his/her noncompliance with satisfactory

academic progress. Decisions of the Scholastic Committee and/or the Associate Dean for Academic and Student Affairs that a student believes may demonstrate arbitrary and capricious treatment or to be fundamentally unfair may be appealed, as a final step, to the Dean of LIU Pharmacy.

**ACADEMIC PROBATION AND DISMISSAL (FOR STUDENTS BEGINNING THE PROFESSIONAL PHASE IN FALL 2017 OR AFTER)**

Academic probation represents notice to a student demonstrating an ongoing subpar academic performance. A student on probation for two consecutive semesters will be afforded a comprehensive plan on how to return to a good/acceptable academic standing. A student on probation for three consecutive semesters will be recommended by the Scholastic Committee for dismissal from the College’s Professional Program. (*Refer to Guidelines for Student Progression of Didactic Courses P3, P4, P5 Section*). A student will be notified in writing of placement on academic probation. Grades for courses completed in the summer will be reviewed before progression into the next academic year. Any student on academic probation must meet with their academic advisor and faculty mentor a minimum of twice in a semester. The student will also be required to attend academic workshops. A student will be removed from academic probation when the student demonstrates adequate academic performance.

**Guidelines for Student Progression of Didactic Courses (P3, P4, P5)**

- The progression of a student to the next professional year of the Pharm.D. Program is dependent on successful completion of the current professional year.
- Progression plans are per academic year.
- Grade combinations are for didactic courses completed for the first time except where noted as cumulative. Grades and professional GPA will be reviewed at the end of each semester, summer (*if courses are completed during the summer*), and professional year.
  - A GPA below 2.0 will trigger a scholastic review of a student’s performance.
  - Under special circumstances, a student may be dismissed irrespective of their GPA from the College’s Professional Program based on single semester’s unsuccessful course performance.

The following outlines situations affecting a student’s progression in the Pharm.D. Program:

GPA/Grade Combinations Number of Probations	Recommended Action	Recommended Academic Status
GPA < 2.00	Academic Review	Academic Probation
D, D	Academic Review Grade of F: Remediation* Grade of D: Optional Remediation*	Academic Probation
F, D		
F, F		
D, D, D	Academic Review and Academic Delay	Academic Review and Probation
F, D, D		
F, F, D		
F, F, F (cumulative)	Dismissal from College’s Professional Program**	
D, D, D, D (cumulative)**		
D, D, D, F (cumulative)**		
D, D, F, F (cumulative)		
Probation for 3 consecutive semesters	Dismissal from College’s Professional Program**	
*A student is <u>only</u> allowed to remediate <u>one course</u> during winter intersession and <u>two courses</u> during summer intersession, one course per each summer block		

## Appeal Process

- Following notification for dismissal or progression in the Pharm.D. Program, a student may appeal this action in writing to the Scholastic Committee of the College, within 5 working days of the receipt of the action letter.
- The appeal should include the reason why the student is appealing the committees' decision, and the student's comprehensive plan for academic success.
- The appeal is considered by the Scholastic Committee who provides a final recommendation to the Associate Dean for Academic and Student Affairs.
- Students may appeal decisions of the Scholastic Committee and or the Associate Dean for Academic and Student Affairs to the Dean of LIU Pharmacy. The student should provide a written petition within 5 working days of the receipt of the letter.
- The Dean may choose to consult with the Scholastic Committee prior making a final decision. The Dean may grant an appeal only if a student can demonstrate one of the following:
  1. Further documentation (*e.g. death certificate, proof of hospitalization*) not available to the Committee at the time of initial decision.
  2. Extenuating circumstances or alternative solutions to the decision.
  3. Documented bias of one or more Committee members.
  4. Procedural error.

## ACADEMIC SUSPENSION

Academic suspension may occur in those cases when it is the determination of LIU Pharmacy that the particulars of a student's failure to achieve satisfactory progress are of such nature that a period of time away from the College would likely improve the prospects for remediation of unsatisfactory progress when the student is permitted to resume his/her studies. By way of example, academic suspension might be prescribed when a student indicates that his/her failure to maintain satisfactory progress is due to some type of personal circumstance, such as infirmity, family problems or economic difficulties. In such cases, the College may require a period of academic suspension of from one-to-two semesters of study until such time that the extenuating causes that have been determined to be factors in the student's unsatisfactory progress have been reasonably ameliorated. Academic suspension may also be applied when the student's academic difficulties have created a situation where he/she may need to repeat courses in order to meet the prerequisite qualifications to move forward into the next term of study.

## GRADE APPEAL PROCESS

Generally, students who wish to appeal a course grade should first attempt to resolve the issue with their instructor. The student may also consult the chair of the academic department that offers the class. Failing a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below:

- Following receipt of the grade in dispute the student should make every effort to work with the instructor or division director to resolve the situation. Failing to obtain recourse at the prior levels, the student may appeal the grade in writing to the Associate Dean of Academic and Student Affairs, within 5 working days of the receipt of the decision of the division director.
- The appeal should include the reason why the student is appealing the instructor's decision, and the student's comprehensive plan for academic success.
- The appeal is considered by the Associate Dean for Academic and student Affairs who reviews the case via consultation with all parties involved and may convene the disciplinary committee, if necessary.
- The committee advises the Associate Dean for Academic and Student Affairs regarding the matter. .
- The Office of Student and Professional Affairs will contact the student with the Associate Dean of Academic and Student Affairs' decision on the grade appeal.
- If the student should seek further recourse, the student may appeal the decision to the Dean of LIU Pharmacy. The student should provide a written petition within 5 working days of the receipt of the Associate Dean's decision on the grade appeal.
- The Dean may choose to consult with the Associate Dean prior making a final decision. The Dean may grant an appeal only if a student can demonstrate one of the following:

1. Further documentation (e.g. death certificate, proof of hospitalization) not available to the Committee at the time of initial decision.
2. Extenuating circumstances or alternative solutions to the decision.
3. Documented bias of one or more of the parties involved.
4. Procedural error.

## F. STUDENT PHARMACY ORGANIZATIONS AND PROFESSIONAL ACTIVITIES

### CLASS OFFICERS AND ELECTIONS

#### 2018-2019 STUDENT ORGANIZATION ROSTER

ORGANIZATION	POSITION	NAME	EMAIL
<b>Pharmacy Student Leadership Council (PSLC)</b>			
<a href="http://www.facebook.com/groups/">http://www.facebook.com/groups/</a> LIU Pharmacy Student Leadership Council Email: liuPSLC@gmail.com Office: Pharmacy Building L-2 <sup>nd</sup> Floor Student Lounge			
	President	Joseph Wai Kin Li, 2020	Waikin.Li@my.liu.edu
	Vice President	Beatrice Polyakova, 2020	Beatrice.Polyakova@my.liu.edu
	Executive Secretary	Ying Xin Zhou, 2020	Yingxin.Zhou@my.liu.edu
	Treasurer/Sponsorship Coordinator	Andrew Litovsky, 2020	Andrew.Litovsky@my.liu.edu
	<b>Class of 2019</b>	Website: <a href="http://www.facebook.com/liupharmd2019">http://www.facebook.com/liupharmd2019</a>	
	6 <sup>th</sup> Year President	Paul Isaac, 2019	Paul.Isaac@my.liu.edu
	6 <sup>th</sup> Year Vice President	Mohamed Elmarakbi, 2019	Mohamed.Elmarakbi@my.liu.edu
	6 <sup>th</sup> Year Webmaster	Mohamed Elmarakbi, 2019	Mohamed.Elmarakbi@my.liu.edu
	<b>Class of 2020</b>	<a href="https://www.facebook.com/groups/">https://www.facebook.com/groups/</a>	
	5 <sup>th</sup> Year President	Tuan "TJ" Doan, 2020	Tuan.Doan@my.liu.edu
	5 <sup>th</sup> Year Vice President	Khaled Mohamed, 2020	Khaled.Mohamed2@my.liu.edu
	5 <sup>th</sup> Year Webmaster	Tuan, "TJ" Doan, 2020	Tuan.Doan@my.liu.edu
	<b>Class of 2021</b>	<a href="https://www.facebook.com/groups/liu.classof2021@gmail.com">https://www.facebook.com/groups/liu.classof2021@gmail.com</a>	
	4 <sup>th</sup> Year President	Nourhan Eladghm, 2021	Nourhan.Eladghm@my.liu.edu
	4 <sup>th</sup> Year Vice President	Ali Shadded, 2021	Ali.Shadded@my.liu.edu
	4 <sup>th</sup> Year Webmaster	Nourhan Eladghm, 2021	Nourhan.Eladghm@my.liu.edu
	<b>Class of 2022</b>	<a href="https://www.facebook.com/groups/">https://www.facebook.com/groups/</a>	
	3 <sup>rd</sup> Year President	Banan Deyab, 2022	Banan.Deyab@my.liu.edu
	3 <sup>rd</sup> Year Vice President	Omar Mohamed, 2022	Omar.Mohamed@my.liu.edu
	3 <sup>rd</sup> Year Webmaster	Banan Deyab, 2022	Banan.Deyab@my.liu.edu
	<b>PSLC Election Committee</b>		
	Chair	Krystle Tantillo, 2020	Krystle.Tantillo@my.liu.edu
	Adviser	Patrick J. Campbell	Patrick.Campbell@liu.edu
	Co-Curricular Liaison	Michelle Liu, 2021	Michelle.Liu2@my.liu.edu

#### PROFESSIONAL ASSOCIATIONS

##### American College of Clinical Pharmacy (ACCP)

Website: <a href="http://www.accp.com">http://www.accp.com</a>			
	President	Gabriela Sikorska, 2020	Gabriela.Sikorska@my.liu.edu
	Vice President	Joi Yam Yau Lin, 2020	Joiyam.Yaulin@my.liu.edu
	Secretary	Susan Kasparov, 2021	Susan.Kasparov@my.liu.edu
	Treasurer	Ahmed Algaadbi, 2020	Ahmed.Algaadbi@my.liu.edu
	Co-adviser	Dr. Roda Plakogiannis	Roda.Plakogiannis@liu.edu
	Co-adviser	Dr. Yoonsun Mo	Yoonsun.Mo@liu.edu

##### Academy of Managed Care Pharmacy (AMCP)

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	Vice President	Kamila Yusupov, 2020	Kamila.Yusupov@my.liu.edu
	Secretary	Amin Awad, 2020	Amin.Awad@my.liu.edu
	Treasurer	Daria Meleshkina, 2020	Daria.Meleshkina@my.liu.edu
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	Faculty Co-adviser	Prof. Mimi Pezzuto	Mimi.Pezzuto@liu.edu

<b>American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)</b>		
Website: <a href="http://www.aphanet.org">http://www.aphanet.org</a> or <a href="http://www.Pharmacist.com">www.Pharmacist.com</a> Email: <a href="mailto:liu.apha@gmail.com">liu.apha@gmail.com</a>		
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Faculty Co-adviser	Prof. Peter Goldstein	<a href="mailto:Peter.Goldstein@liu.edu">Peter.Goldstein@liu.edu</a>
<b>American Society of Consultant Pharmacists (ASCP)</b>		
Website: <a href="https://www.ascp.com/">https://www.ascp.com/</a>		
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Faculty Co-adviser	Dr. Yuliana Toderika	<a href="mailto:Yuliana.Toderika@liu.edu">Yuliana.Toderika@liu.edu</a>
<b>American Society of Health-System Pharmacists- Student Society of Health-System Pharmacists (ASHP-SSHP)</b>		
Website: Website: <a href="http://ashp.org">http://ashp.org</a> Email: <a href="mailto:liuashp@gmail.com">liuashp@gmail.com</a>		
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<b>Bangladeshi American Pharmacists Association (BAPA)</b>		
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<b>Pakistani American Pharmacists Association (PAPA)</b>		
Website: <a href="http://papausa.com/">http://papausa.com/</a>		
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<b>Jewish Pharmaceutical Society (JPS)</b>		
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Faculty Co-adviser	Dr. Sara Grossman	<a href="mailto:Sara.Grossman@liu.edu">Sara.Grossman@liu.edu</a>

<b>National Community Pharmacists Association (NCPA)</b>		
Website: <a href="http://www.ncpanet.org/">http://www.ncpanet.org/</a> State Association web site: <a href="http://www.pssny.org/">http://www.pssny.org/</a>		
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<b>New Jersey Pharmacists Association (NJPhA)</b>		
Website: <a href="http://www.njpharmacist.org/">http://www.njpharmacist.org/</a>		
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<b>Industry Pharmacist Organization (IPhO)</b>		
Website: <a href="http://www.facebook.com/groups/liupisa/">http://www.facebook.com/groups/liupisa/</a>		
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President-Elect	Chibueze Esomonu, 2021	Chibueze.Esomonu@my.liu.edu
Vice President	Mirvice Ahmad, 2020	Mirvice.Ahmad@my.liu.edu
Secretary	Razwan Miah, 2021	Razwan.Miah@my.liu.edu
Treasurer	Lana Zaki, 2021	Lana.Zaki@my.liu.edu
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Faculty Advisor	Prof. Tracey Hodurski	Tracey.Hodurski@liu.edu
<b>Student National Pharmaceutical Association (SNPhA)</b>		
Website: <a href="http://www.snpha.com">http://www.snpha.com</a> Chapter email: <a href="mailto:snpha.liu@gmail.com">snpha.liu@gmail.com</a>		
President	Susmita Chowdhury, 2020	Susmita.Chowdhury@my.liu.edu
President-Elect	Mehnaz Khan, 2021	Mehnaz.Khan@my.liu.edu
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VP-Elect & P4 Class Rep	Helseleenne Remigio, 2021	Helseleenne.Remigiorodriguez@my.liu.edu
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<b>Student Pharmacists Society of the State of New York (SPSSNY)</b>		
Website: <a href="http://www.pssny.org">www.pssny.org</a> Chapter Email: <a href="mailto:liuspsny@gmail.com">liuspsny@gmail.com</a>		
President		
Vice President	Sumbul Baig, 2021	Sumbul.Baig@my.liu.edu
Secretary	Joanna Lam, 2020	Joanna.Lam@my.liu.edu
Treasurer	Joseph Furer, 2021	Joseph.Furer@my.liu.edu
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<b>Indo-American Pharmaceutical Society (IAPS)</b>		
National Web site: <a href="http://www.iapsrx.org/">http://www.iapsrx.org/</a> Facebook page IAPS		
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Secretary	Tasmiah Ahmed, 2020	Tasmiah.Ahmed@my.liu.edu
Treasurer	Susmita Chowdhury, 2020	Susmita.Chowdhury@my.liu.edu
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<b>Muslim Student Pharmacists Association (MSPhA)</b>		
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Secretary	Nourhan Eladghm, 2021	Nourhan.Eladghm@my.liu.edu
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Alumni Advisor	Dr. Iqbal Nasir '09	Nasir.Iqbal@nychhc.org

<b>Students for Growing Interest for Transplantation (S4GIFT)</b>			
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	Vice President	Noshin Alam, 2021	Noshin.Alam@my.liu.edu
	Secretary	Enan Alduais, 2021	Enan.Alduais@my.liu.edu
	Treasurer	Christopher Patruno, 2021	Christopher.Patruno2@my.liu.edu
	Faculty Advisor	Dr. Evangelina Berrios Colon	Evangelina.BerriosColon @liu.edu
<b>IGIVE (Initiation of Giving Internationally through Volunteer Experiences)</b>			
	President	Enan Alduais, 2021	Enan.Alduais@my.liu.edu
	Vice President	Katarina Vucetic, 2020	Katarina.Vucetic@my.liu.edu
	Secretary	Aia Gamaleldin, 2021	Aia.Gamaleldin@my.liu.edu
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<b>ACE - The Health Practitioner's Society</b>			
	Website: <a href="http://acehps.org/nycpm/">http://acehps.org/nycpm/</a>		
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<b>Weil Cornell Community Clinic (WCCC)</b>			
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<b>PHARMACY HONOR SOCIETIES</b>			
<b>Phi Lambda Sigma – The National Pharmacy Leadership Society (PLS)</b>			
	Website: <a href="http://www.philambdasigma.org/">http://www.philambdasigma.org/</a> Email: <a href="mailto:pls.amscop@gmail.com">pls.amscop@gmail.com</a>		
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<b>The Rho Chi Society - The Academic Honor Society in Pharmacy</b>			
	Website: <a href="http://www.rhochi.org/">http://www.rhochi.org/</a> RhoChiSociety.liu@gmail.com		
	President	Amanda Clouser, 2020	Amanda.Clouser@my.liu.edu
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<b>PHARMACY FRATERNITIES</b>			
<b>Kappa Psi Pharmacy Fraternity (KY)</b>			
	Website: <a href="https://www.kappapsi.org/">https://www.kappapsi.org/</a>		
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	Website: <a href="http://www.phideltachi.org">www.phideltachi.org</a>		
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<b>CAMPUS (PREDOMINENTLY PHARMACY) CULTURAL CLUBS</b>			
<b>Coptic Orthodox Christian Club (COCC)</b>			
<a href="http://www.facebook.com/pages/Coptic-Orthodox-Christian-Club-LIU/">http://www.facebook.com/pages/Coptic-Orthodox-Christian-Club-LIU/</a>			
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<a href="http://www.facebook.com/Sangam.liu">http://www.facebook.com/Sangam.liu</a>			
Email: Sangam4LIU@gmail.com			
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## STUDENT GOVERNANCE: PHARMACY STUDENT LEADERSHIP COUNCIL (PSLC)

The Pharmacy Student Leadership Council (PSLC) is the student governing body of the College of Pharmacy that oversees the day-to-day activities of pharmacy students, professional organizations and clubs. PSLC is recognized by the administration as the official representation of its pharmacy students. The PSLC is governed by a constitution and is led by the PSLC President and Vice President. Other positions that report to the President include the Executive and Corresponding Secretaries, Director of Communications, Treasurer and the President and Vice President of each class. Other positions not listed in the constitution are the Sponsorship Coordinator, Faculty Liaison and Events Secretary.

In addition to organizing and promoting professional and social activities, the PSLC serves as an important link between students and faculty. The PSLC encourages and models professionalism in our pharmacy students on and off campus. Students are expected to turn to the PSLC when there are questions of fair treatment with faculty and administration.

### **Constitution**

The Constitution of the Student Body of the Arnold & Marie Schwartz College of Pharmacy and Health Sciences at Long Island University was revised and ratified in April 2010.

## **Election Process for the Pharmacy Student Leadership Council (PSLC)**

### **Composition of the PSLC**

The Pharmacy Student Leadership Council (PSLC) is the governing body of the students in the Doctor of Pharmacy program in the College of Pharmacy. The PSLC is composed of the elected positions of President, Vice President; the appointed PSLC Cabinet including Executive Secretary, Event Co-secretary, Treasurer/Sponsorship Coordinator, Director of Communications, Event Committee Co-coordinator and SGA Senator. Other members of the PSLC Board include elected officers of each professional year: P-6 President and Vice President, P-5 President and Vice President, P-4 President and Vice President, and P-3 President and Vice President. Each class also has an appointed Facebook Administrator in charge of a closed Class FB group.

### **Nomination Process**

Students interested in running for a position in PSLC should contact the Director of Student & Professional Activities to discuss the responsibilities. All candidates must be in good academic standing. The current PSLC officers meet with their faculty adviser, the Director of Student & Professional Activities, when planning the spring semester activities and select dates in April for opening nominations for office, a deadline date, a day for a candidate forum and dates for class and PSLC elections. These dates should take into consideration and avoid religious holidays, exams and special events that would discourage voter turnout.

The PSLC Executives email all students in March of the upcoming PSLC elections in April and encourage interested students to fill out nomination form. The nomination form is sent along as an attachment. Additional nomination forms are available in the Student Advisement Office L-130 and in the office of the Director of Student & Professional Activities. Students must be in good academic standing and must get the signatures of 25 classmates to run for class officer. To run for PSLC office, candidates need 25 signatures from students in the PharmD program of any year.

After the deadline and after the nominations have been vetted by the Advisement Office, the Election Chair emails the candidates to meet and discuss the details of the next steps. Candidates are encouraged to introduce themselves to their classmates before major lecture classes and to campaign with posters, videos and email. A date and time is decided on for a Candidate Forum to allow all students to meet the candidates. This is usually scheduled during a Tuesday or Thursday Club Hour from 11 – 11:50 a.m. in one of the HS lecture rooms several days prior to the election.

### **PSLC and Class Elections**

The details of the PSLC Elections are organized and coordinated by the PSLC Election Chair. The committee should include students representing P3, P4 and P5. The chair works with the Director of Student & Professional Activities to make announcements on the opening of nominations, collects the completed forms and prepares the ballots. After the deadline and before the ballots are drawn up, the nominations are sent to the Advisement Office for academic review. Once approved, the ballots are made and printed. Ballot boxes are stored in the PSLC Office. The director provides two lists of class rosters for each class: one for the election of class officers and one for the election of PSLC executives for the following academic year.

The election chair asks the director to reserve 2-3 tables in the Health Sciences Lounge each with three chairs for the election committee to distribute and collect ballots. Students are instructed to provide ID before receiving ballots to vote. Returned ballots are folded and placed in ballot boxes.

Candidates are not permitted to solicit voters in the vicinity of the HS Lounge.

The Election Chair ends the voting promptly at the time posted. The ballots are brought to the office of the Director of Student & Professional Activities for safekeeping until the committee and the director are able to count the ballots. Once the ballots are counted, the Election Chair gives the results to the Associate Dean of Students. The dean reviews the results and may announce the results to each class or ask the Election Chair to make the announcements personally and to post the results.

## Forming a New PSLC Team

The new officers begin their new term following the end of the semester finals so that they can start planning their programming agenda over the summer break. The new officers email P3 and P4 students to invite them to apply for positions in the PSLC Cabinet. Included in the email is a description of each of the Cabinet positions and responsibilities. Once all the applications are received the executives may interview candidates for the positions. The executives are solely responsible for selecting their cabinet members. Once the selections are made, the Advisement Office reviews the names to ensure all are in good academic standing. All members of the PSLC Executive Team and Cabinet should be familiar with the PSLC Constitution.

## Election of P3 Class Officers

Beginning at P3 orientation, students in the incoming class will be encouraged to consider running for class office. The PSLC President will give them details of what the positions entail and a date for election of class president and vice president will be set before the end of September. The procedure as outlined above will be followed, including the responsibilities of the PSLC Election Chair and committee

## Professional Pharmacy Organizations with Local Chapters

**American Association of Pharmaceutical Scientists (AAPS)** is the professional organization to which many of the College's graduate students in the M.S. and Ph.D. programs as well as pharmaceutical sciences faculty belong. Website: <https://www.aaps.org/>

**The American College of Clinical Pharmacy (ACCP)** is a professional and scientific society that provides leadership, education, advocacy, and resources enabling clinical pharmacists to achieve excellence in practice and research. ACCP's membership is composed of practitioners, scientists, educators, administrators, students, residents, fellows, and others committed to excellence in clinical pharmacy and patient pharmacotherapy. ACCP StuNet is a network that provides student members access to leaders in clinical pharmacy, as well as a chance to explore leadership roles within ACCP. StuNet helps you build a professional network that will last long after you complete your degree. The web link is: [www.accp.com/stunet/](http://www.accp.com/stunet/)

**The Academy of Managed Care Pharmacy (AMCP)** is a professional association of individual pharmacists who use the tools and techniques of managed care in the practice of pharmacy. At the heart of every member is commitment to a simple goal: Provision of the best available pharmaceutical care for patients. As an organization, it is AMCP's mission is to empower its members to serve society by using sound medication management principles and strategies to improve health care for all. The LIU student chapter of AMCP plans to implement programs to provide pharmaceutical care to patients and to help reduce health care costs. Additionally, the chapter plans to show students a variety of different opportunities in the managed care setting for pharmacists to use their clinical and other educational skills. Website: [www.amcp.org](http://www.amcp.org)

**American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP)** – The Academy of Student Pharmacists is the national professional society of pharmacy students in the United States and an official subdivision of the American Pharmacists Association (APhA). ASP membership is open to any student regularly enrolled in a pre-pharmacy or pharmacy program in an accredited school. At present, ASP has over 12,000 members distributed over 75 colleges of pharmacy in the United States and Puerto Rico. ASP chapters provide many professional, educational and social activities for members. Our chapter of APhA is the largest and one of the most active campus organizations on the Brooklyn Campus. Website: [www.aphanet.org](http://www.aphanet.org)

**American Society of Consultant Pharmacists (ASCP)** - ASCP is the national professional association representing pharmacists who provide medication-distribution and consultant services to patient in long-term care facilities. Website: [www.ascp.com/](http://www.ascp.com/)

**The American Society of Health-System Pharmacists- Student Society of Health-System Pharmacists (ASHP- SSHP)** – SSHP offers a broad array of services and products to health-system pharmacists and services as a national accrediting organization for pharmacy residency and technician training programs. Any student interested in institutional pharmacy practice should join; benefits include Studentline, a student newsletter, and special programs at ASHP national meetings. Website: [www.ashp.org](http://www.ashp.org)

**Bangladeshi American Pharmacists Association (BAPA)** – BAPA is a new student chapter of the parent BAPA organization and an Ethnic Affiliate of PSSNY. The purpose of the organization is to foster cooperation and collaboration among Bangladeshi pharmacy students; to network with Bangladeshi pharmacy community and to support the profession of pharmacy in Bangladesh and in North America. Website <https://www.facebook.com/bapainfo>

The **Drug Information Association (DIA)** is a new student organization at the College. For more than 50 years the DIA has served as a global forum for all involved in health care product development and life cycle management to exchange knowledge and collaborate in a neutral setting. Our goal is to help students find the information they need to help build and sustain their career, while expanding their network with key professionals from industry, government, academic and patient organizations. Web site: <http://www.diaglobal.org/>

**Indo-American Pharmacists Society (IAPS)** IAPS was formed by pharmacy students of Indian origin to promote social and professional networking opportunities and open to all pharmacy students. It is an affiliate of PSSNY. Website: [www.iapsrx.org](http://www.iapsrx.org)

**The Industry Pharmacist Organization (IPhO)** is a student organization that is now a chapter of a professional pharmacy organization dedicated exclusively to advancing the careers of industry-based pharmacists. IPhO was founded by industry pharmacists for industry pharmacists. Its mission is to give pharmacy students more information to better understand the career opportunities open to them in the pharmaceutical industry. The chapter invites industry professionals, many of whom are alumni, to talk about their career paths and how to be successful in their areas of practice. IPhO members also collect information on industry internships as well as the skills, education and experience that will help start a career in the pharmaceutical industry. In addition, the members work together to explore the different areas of pharmacy within industry where pharmacy students and pharmacists have opportunities for work. Website: <http://www.industrypharmacist.org/>

**The Jewish Pharmaceutical Society (JPS)** was a club originally formed in the 1950s at the Brooklyn College of Pharmacy that was revived by students interested in promoting the profession among Jewish pharmacy students. Their events and guest speakers focus their attention on the intersection of their faith and their profession.

**Muslim Student Pharmacists Association (MSPhA)** The MSPhA is a new organization to unite Muslim pharmacy students with the other organizations on and off campus and aims to improve the reach of Muslim student pharmacists through collaboration. Our goal is to create networking opportunities with alumni practicing in a variety of career paths. MSPhA will make an impact through community service projects and fundraisers by working with non-profit organizations and encourage our members to become valuable partners of the healthcare team.

**The National Community Pharmacists Association (NCPA)** was founded in 1898 as the National Association of Retail Druggists (NARD); it represents the pharmacist owners, managers and employees of nearly 25,000 independent community pharmacies across the United States. Independent pharmacists – more than 60,000 nationwide – dispense the majority of the nation's retail prescription drugs. The College of Pharmacy opened a student chapter in 2004 to offer students a wide array of opportunities to broaden and enrich their educational experience and gain valuable, real-world skills. Website: [www.ncpanet.org/](http://www.ncpanet.org/)

**New Jersey Pharmacists Association (NJPhA)** was founded in 1870 to represent pharmacists in the State of New Jersey who practice in all areas of pharmacy. The student chapter was formed to promote networking opportunities for students who plan to practice in New Jersey. Website: <http://www.njpharmacist.org/>

**Pakistani-American Pharmacists Association (PAPA)** is the newest pharmacy organization to be recognized by SGA at LIU. PAPA is a professional organization involved in promoting the practice of pharmacy, education and research for the pharmacists of Pakistani origin and is open to all pharmacy students. It is an affiliate of PSSNY. Website: <http://papausa.com/>

**Student National Pharmaceutical Association (SNPhA)** is the student group of the National Pharmaceutical Association (NPhA) whose purpose is to plan, organize and coordinate programs geared toward the improvement of health education and the social environment of minority and underserved communities. Website: [www.npha.net/snpha/](http://www.npha.net/snpha/)

**The Student Pharmacists Society of the State of New York (SPSSNY)** is a student chapter of the state pharmacists' organization, PSSNY, whose focus is to promote the profession through legislative initiatives, networking opportunities and continuing education

programs. The focus of this chapter is to keep students informed and mobilized regarding pending legislation that will affect the practice of their profession in New York. Website: [www.pssny.org/](http://www.pssny.org/)

### Other Professional Health-Related Organizations

**ACE - The Health Practitioner's Society**, is a social and professional society for members from all health professions, where creating a close-knit network for health professionals is the main focus. ACE collaborates with other health professional students on organizing health fairs and interprofessional experiences. Website: <https://www.facebook.com/acehps/>

The **Initiation of Giving Internationally through Volunteer Experiences, (iGIVE)** was formed by pharmacy students but open to all students of Long Island University. Their goal is to provide opportunities for students interested in service abroad, particularly in underdeveloped countries, including Sierra Leone, Haiti, Honduras and Costa Rica, Thailand, the Philippines and Guatemala. Students may use the service experience abroad to fulfill APPE requirements toward their Doctor of Pharmacy degree. The organization is dedicated to building sustainable projects in the communities they visit. The membership promotes education on campus of these health initiatives through Professional Development Programs, fundraising and other programs.

**Students for Growing Interest for Transplantation (S4GIFT)** is a chapter of a national organization interested in educating and training other of health professional students on organ and cell donation and transplantation. Web site: <http://www.s4gift.org/>

**Weil Cornell Community Clinic (WCCC) Program.** This is a student initiated program that partners with medical students from Weill Cornell Medicine to counsel clinic patients in an underserved Manhattan community under the supervision of a physician and clinical pharmacist. For P5 and P6 students.

### Professional Fraternal Societies

**Kappa Psi Pharmaceutical Fraternity (KY), Zeta Nu Chapter**, while new to our campus, is the oldest national pharmaceutical co-ed fraternity. Through the objectives of developing industry and fostering fellowship, sobriety, and high ideals, KY strives to advance the profession of pharmacy and service the community. Website: [www.kappapsi.org](http://www.kappapsi.org)

**Lambda Kappa Sigma (LKS), Alpha Eta Chapter**, was reactivated on campus in 2005. LKS is the only international, professional fraternity for women enrolled in pharmacy. It seeks motivated women students to join its ranks, and encourages the development of its members both culturally and intellectually. LKS provides both professional and social functions throughout the academic year. Website: [www.lks.org](http://www.lks.org)

**Phi Delta Chi Pharmacy Fraternity (PDC)** develops leaders to advance the profession of pharmacy. Phi Delta Chi, **A LIFELONG EXPERIENCE**, promotes scholastic, professional, and social growth in its Brothers and is co-ed. We strive to provide quality services to our patients, thereby advancing public health and strengthening ourselves as health professionals. Website: [www.phideltachi.org](http://www.phideltachi.org)

### Pharmacy Honor Societies

**Phi Lambda Sigma—Beta Kappa Chapter**—is the national pharmacy leadership society which promotes the development of leadership qualities among pharmacy students. To be eligible for membership, the student must be of high moral and ethical character, must have completed 96 credits of scholastic work applicable for the pharmacy degree, and have a grade point average of at least 2.50. Prospective members are nominated on the basis of their demonstration of dedication, service, and leadership in the advancement of pharmacy. Members are selected by peer recognition. Website: [www.philambdasigma.org](http://www.philambdasigma.org)

**The Rho Chi Society—Beta Theta Chapter**— is the national pharmacy honor society which stimulates and recognizes superior scholarly achievement in pharmacy. Entry-level students in the upper 20% of their class who have a cumulative index of 3.5 or better are eligible for membership during their fourth year. Graduate students are eligible for membership if they have competed at least 24 credits with a B+ average in addition to other requirements. Eligible students will be automatically nominated for Society

membership. Members are available to tutor pharmacy students during posted hours at a designated location throughout the academic year.

Website: [www.rhochi.org](http://www.rhochi.org)

## Publications & Social Media

**The Pharmacy Newsletter (TPN)** is the student publication in the Doctor of Pharmacy program that aspires to promote communication among students, faculty, administrators and the wider campus of LIU Brooklyn. In addition to covering events, activities and interviews for and about the College of Pharmacy, each issue has a particular focus within the profession and may include original research of a peer-review nature as well as articles on scientific subjects.

**Pharmakon** is the yearbook of the Arnold & Marie Schwartz College of Pharmacy and Health Sciences at Long Island University. It is developed annually by its graduating students.

Since the earliest years after it was founded in 1886, the Brooklyn College of Pharmacy's graduating class published an annual yearbook called *The Crimson and Gold*. In 1924, it was renamed *Pharmakon*, an ambiguously interesting Greek word meaning that "which acts as both remedy and poison;" it also refers to the gift of writing. The editors of *Pharmakon* accept the ambiguity of our publication's title seriously, since it accurately reflects our experience at this institution: that which hasn't killed us has made us stronger. The title's secondary meaning, the gift of writing, we take as a challenge, to improve upon that which has been passed down to us.

## Campus Cultural Clubs (Predominantly Pharmacy)

**Coptic Orthodox Christian Club** is the campus organization for Egyptian Coptic Christian students who meet bi-weekly and invite religious leaders to offer spiritual advice and direction. The group also often hosts trips as well as retreats and social events open to all students. Many of its members are in the pharmacy program. <http://www.facebook.com/pages/Coptic-Orthodox-Christian-Club-LIU>

**LIU Muslim Student Association (MSA)** is a newly revitalized student organization for Muslim students. All students are welcome. Many of its members are in the pharmacy program.

**Sangam** is the Indian cultural club on campus composed mostly of pharmacy graduate students. Their main event of the year is a Navratri Celebration, the Indian Dance Festival held each fall that attracts over 400 attendees. <http://www.facebook.com/Sangam.liu>

## STUDENT ORGANIZATION ADVISER SELECTION PROCESS

Beginning with the new academic year, faculty adviser positions will be one-year appointments. Each new executive board will decide on their choice of adviser or co-advisers for the next academic year. Advisers may be renewed by the new e-board. Students are free to select a new adviser or co-advisers of their choosing. Each new student organization president will email the Associate Dean for Academic & Student Affairs their choice for adviser or co-advisers. The Associate Dean will notify the new appointed adviser for the following academic year.

The goal is to give students the opportunity to work with different faculty and to make sure that their extracurricular experience is an enjoyable and productive one.

### **Procedure for selecting Adviser (s) for student organizations:**

1. The new e-board will approach the faculty and or staff member for their interest to serve as an adviser for the organization.
2. The new board and the adviser should contact the Director of Student and Professional Activities to review the adviser's responsibilities.
3. If the faculty/staff member confirms interest in the position, the e-board will give the name (s) to the Associate Dean for Academic & Student Affairs.
4. After confirmation, the Associate Dean will contact the faculty/staff member on the appointment.
5. All faculty/staff positions are for one academic year.

## STUDENT TRAVEL

The College of Pharmacy is proud to support student participation in professional meetings off campus. The travel policy (<http://www.liu.edu/About/Administration/University-Departments/Business-and-Finance/Policies>) is designed to promote safe travel to events and activities that occur beyond the boundaries of the campus or University. The policy applies to individual and student organization travel.

All student organization travel must be pre-approved by the organization adviser as well as by Student Life and Leadership Development. Individual pharmacy student travel must be pre-approved by the Associate Dean for Student and Academic Affairs. Prior travel approval insures the approval of the activity, that funds are available for allowable expenses, and that reimbursement of approved expenses will be guaranteed.

Once approved, students have to submit all necessary forms prior travelling:

-Request for Travel Authorization and signed Behavioral Contract (both documents can be found in the Travel Policy).

These documents can be returned to the Office of Student and Professional Affairs Room L130. You may also contact the Director of Student Professional Activities (Room L 123A) for questions about College supported travel procedures.

Please review the General Requirements for Travel (also found in the Travel Policy) for details regarding reimbursement, behavior, liability (accident and medical insurance) as well as the timeline for submitting all travel requests.

## COLLEGE OF PHARMACY COMMITTEES

The following listing details the College of Pharmacy committees in which students participate:

1. Curriculum Committee
2. Admissions Committee
3. Scholastic Committee
4. Assessment Committee
5. Committee on Professional Conduct, Discipline and Grievances
6. Co-Curriculum Committee

### Process for Selecting Students to Serve on Faculty Committees

- The Pharmacy Student Leadership Council (PSLC) shall inform students of vacancies on the Committee.
- All students in the professional program are invited to serve on faculty committees. An email is sent to all students on behalf of the PSLC President through the Director of Student & Professional Activities.
- A description of the charge of each committee is included in the email.
- Interested students are asked to submit a short statement regarding their interests to serve on the desired committee, by e-mailing the PSLC president and vice president at LIUpslc@gmail.com.
- The PSLC shall interview interested students from selected years and classes and from the interviewed students they shall nominate the student members on the Committee.
- The PSLC president shall send the list of all students who applied and the list of nominated students to the Office of the Associate Dean for Academic & Student Affairs for review and approval.
- The Associate Dean for Academic and Student Affairs notifies the Chair of each faculty committee with the students approved to serve on the committee.
- The Chair then invites the student via e-mail to attend committee meetings.
- Student members on the Committee shall be in good academic standing at the time of their appointment and at all times thereafter while a member of the Committee. If, during the time of service, a student member is placed on academic probation or, as applicable, ceases for any reason to be a full-time student at the College, that student member shall be replaced immediately.
- Student committee members may be replaced upon receipt of a written notice of resignation from the student to the Committee Chairperson or when the student has failed to perform his or her Committee duties and responsibilities including attendance of Committee meetings.

Below are the descriptions of each committee that are sent to all students:

#### Curriculum Committee

The Curriculum Committee develops, monitors and assesses, in concert with the Learning Outcomes Committee, the curriculum of the Doctor of Pharmacy and ensures that it provides appropriate and sufficient didactic and experiential opportunities for students to achieve program learning outcomes. The Committee considers and approves new elective courses and manages curricular improvement. The Committee shares responsibility with the Learning Outcomes Committee for assuring the College is compliant with ACPE Standards 1, 2 and 3 and is primarily responsible for assuring the College is compliant with ACPE Standards 10, 12, 13, 25.3, 25.7 and 25.8. 4 students (1 each from P3, P4, P5 & P6).

### **Admissions Committee**

The Admissions Committee is responsible for selecting the applicants admitted to the Pharm.D. program. The Committee recommends to the faculty performance expectations for admission tests, evaluations and interviews used in selecting students. The Committee assures that required program description and quality indicators are made available to the public. The Committee regularly assesses the criteria, policies and procedures to ensure the selection of a qualified and diverse student body, members of which have the potential for academic success and the ability to practice in team-centered and culturally diverse environments. The Committee is primarily responsible for assuring the College is compliant with ACPE Standards 16 and 25.9.

2 students (1-P4, 1-P5).

### **Scholastic Committee**

The Scholastic Committee in collaboration with the office of Academic and Student Affairs reviews academic records of students and advises the Assistant Dean for Academic and Student Affairs when administrative action is required. This is completed through thorough review of academic records and appeals of academic dismissal from the College whereby the Committee provides recommendations for approval for readmission or dismissal from the Doctor of Pharmacy program. The Committee reviews and recommends appropriate interventions that have the potential for successful resolution of the identified academic issues. In addition, the Committee reviews and recommends to the faculty regarding policies and procedures for academic progression, remediation, missed course work or credit, leaves of absence, academic appeal mechanisms and academic probation, dismissal, and readmission. The Committee reviews and recommends to the faculty the College's system of monitoring student performance and ensures the early detection of academic issues. The Committee provides advising services to students on probation or at risk for academic dismissal through a mentorship program run by the faculty in addition to separate advising services lead by the Coordinator of Pharmacy Academic Affairs. The Committee is primarily responsible for assuring the College is compliant with ACPE Standards 17 and 16.8.

3 students (1-P3, 1-P4, 1-P5).

### **Assessment Committee**

The Assessment Committee is responsible for ensuring implementation of the College's comprehensive programmatic assessment plan, and supporting accreditation compliance and self-study efforts. The Committee analyzes assessment data, makes recommendations in response to assessment data, and presents findings to various stakeholders. In addition, the Committee serves in an advisory capacity to members of the College community in developing measures designed to assess college-wide performance in meeting goals and objectives. The Committee is primarily responsible for assuring the College is compliant with ACPE Standard 25.

2 students (1-P4, 1-P5).

### **Committee on Professional Conduct, Discipline and Grievances**

The Committee on Professional Conduct, Discipline and Grievances reviews and makes recommendations on the College's policies and procedures related to academic dishonesty, standards of professional and ethical behavior, and code of conduct. It serves as the deliberative body of due process for alleged violations and infractions by students in matters related to academic dishonesty, unprofessionalism and misconduct. The Committee also serves as the deliberative body of due process for student complaints with respect to faculty, staff and other students that have not been addressed to the student's satisfaction consistent with the overall policies and procedures of the College for due process and appeal the undergraduate, professional and graduate programs. The committee is primarily responsible for assuring the College is compliant with ACPE Standards 15.2 and 15.3.

4 regular student members and 4 alternate student members (1 regular and one alternate from each of P3, P4, P5 & P6).

### **Co-Curriculum Committee**

The Co-Curriculum Committee ensures, in concert with the Learning Outcomes Committee, that co-curriculum activities and programs provide appropriate and sufficient opportunities for students to achieve program educational outcomes through co-curricular means by monitoring, assessing and evaluating structure, content,

processes and delivery. The Committee shares responsibility with the Learning Outcomes Committee for assuring the College is compliant with ACPE Standard 4  
4 students (1-P3, 1-P4, 1-P5, 1-P6).

## PHARMACY PUBLICATION AND SOCIAL MEDIA

**Pharmakon** is the yearbook created annually by the graduating students of the Arnold & Marie Schwartz College of Pharmacy and Health Sciences at Long Island University.

Since the earliest years after it was founded in 1886, the Brooklyn College of Pharmacy's graduating class published an annual yearbook call *The Crimson and Gold*. In 1924, it was renamed *Pharmakon*, an ambiguously interesting Greek word meaning that "which acts both remedy and poison;" it also refers to the gift of writing. The editors of *Pharmakon* accept the ambiguity of our publication's title seriously, since it accurately reflects our experience at this institution: that which hasn't killed us has made us stronger. The title's secondary meaning, the gift of writing, we take as a challenge, to improve upon that which has been passed down to us.

## STUDENT EVENTS CALENDAR

The Office of Student and Professional Affairs supports a robust and vibrant calendar of educational and social events. Events include Graduation, White Coat Ceremony, Honor & Awards Ceremony, Cultural Celebrations, Educational Presentations, off-campus trips, and more. With multiple events taking place every week, there are several opportunities for students to get involved.

Students are notified of upcoming events via e-mails from the Office of Student and Professional Affairs. In addition, students can access the **Student Event and Activity Google Calendar** via <https://goo.gl/R9a5yk>, where student organization meetings, event and activities are updated daily.

## G. GRADUATION AND POST-GRADUATION POLICIES AND PROCEDURES

### GRADUATION

Information regarding the College of Pharmacy and the LIU graduation and commencement exercises can be found via <http://webmail.my.liu.edu/Brooklyn/Commencement/>

Students are required to attend the graduation ceremony. Exemption can be obtained in writing to the Dean of the College.

Detailed information regarding graduation and commencement is sent to students via e-mails from the Office of Student and Professional Affairs.

### Graduation Honors & Awards

The College of Pharmacy has several awards that are based on scholastic achievements and/or service and professional activities. Each year, graduates are eligible to apply. To apply, a senior student must send a completed application including all supporting documents. Incomplete applications will be automatically disqualified.

#### **Qualification & Instructions:**

To be considered for Awards, a graduating student must comply with the following:

1. Be actively involved in advancing the profession of pharmacy.
2. Be in good academic standing.
3. Send all application materials as per the stated deadline.
4. Applicants will be contacted via e-mail if they are selected for the award.
5. Attend the College Honors and Award Ceremony.

For more Information regarding Graduation Requirements and List of Honors and Awards, please refer to the College of Pharmacy's Online Bulletin. (<http://www2.brooklyn.liu.edu/pharmacy/bulletin.html>)

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## GRADUATION DEGREE REQUIREMENTS

Upon recommendation of the faculty and approval by the board of trustees, the Doctor of Pharmacy is conferred by LIU upon a candidate who has met the following requirements:

- Satisfactory completion of the full prescribed curriculum or two or more years in this college and the required equivalent courses in some other registered and accredited college of pharmacy, or departments of a university.
- Maintenance of a prof GPA as per the academic standings policy.
- Satisfactory completion of all professional requirements including Co-curriculum, PCOA, Pre-APPEs, Portfolios, and IPE activities.
- Satisfactory demonstration of computer competency.
- Satisfactory completion of the minimum requirements of the Writing Across the Curriculum program or equivalent coursework as defined by the college.
- Settlement of all accounts with the university, including the graduation fee.
- Evidence of good ethical and professional character.

Students have until the time of their graduation to have changes made on their academic records. Once a student has graduated, the academic record cannot be changed retroactively.

## POST-GRADUATION

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### LICENSING REQUIREMENTS

Holders of the Doctor of Pharmacy degree who have fulfilled all scholastic requirements may sit for state board of pharmacy licensing examinations. Graduating students are advised to carefully consult with the boards of pharmacy in the states they are considering to obtain licensure to ensure they comply with regulations concerning internship and licensure requirements.

Briefly, to become a licensed pharmacist, you basically need to apply to the Board of Pharmacy of interest (to complete the licensing application), and to register online with NABP (to take the exams). NABP is the organization responsible for developing and managing the exams.

The licensure application can be obtained from the Board of Pharmacy of the state in which you wish to become licensed (Access to contact info for all state boards are at <http://www.nabp.net> under the "Boards of Pharmacy" tab, at the top of the page)

To register with NABP, you have to apply online at [www.nabp.net](http://www.nabp.net)

Once the Board of Pharmacy determines that you meet the eligibility requirements, it will notify NABP. NABP will then notify Pearson Vue, the company that administers the test, to send you the Authorization To Test (ATT) letter. You need the ATT letter to schedule your exam. The letter provides instructions for scheduling your testing appointment, available dates, and other important information.

Most questions regarding licensing examinations can be addressed by reviewing the NAPLEX/MPJE Registration bulletin. The NAPLEX/MPJE Registration Bulletin is accessible from the NABP website (click on "Programs" tab and then "NAPLEX" tab, and the link to Registration Bulletin will appear in the middle of the page.

Generally speaking, questions related to licensure should be directed to the Board of Pharmacy in the State for which you are applying for licensure.

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## RESIDENCY AND FELLOWSHIP OPPORTUNITIES

A Pharmacy Residency is additional education and training that a licensed pharmacist can pursue most commonly immediately after graduation with a PharmD degree. Pharmacy residencies often have a clinical focus. Residents work as a licensed practitioner but receive training under the supervision of an experienced preceptor and/or a residency director.

There are two types of residency programs: Postgraduate year one (PGY-1) offers generalized training and exposes residents to a broad range of clinical scenarios. Postgraduate year two (PGY-2) emphasizes a specific area of interest and helps lead to specialization in that field. In order to complete a PGY-2 residency, a PGY-1 program must be completed.

During a residency program, the resident is able to develop skills and competence in providing pharmaceutical care to a variety of patients in various settings, thus fast tracking your opportunities for growth beyond entry-level introductory and advances pharmacy practice experiences. Always a benefit, residency training provides practitioners with a competitive advantage in the job market because many positions require residency training for positions within hospitals and health-systems. Completing a residency gives the pharmacist an opportunity to better define his/her career goals. By participating in a variety of practice areas, a better perspective can be gained on which area of care best fits his/her career development goals.

Pharmacy Fellowship Programs are designed to train PharmD or PhD graduates for careers in academia or the pharmaceutical industry. Fellowships may be researched focused, or focused on a particular area of industry such as medical communications, regulatory affairs, or product development and marketing. Under the close direction, instruction, and supervision of a qualified investigator-preceptor, the fellow receives a highly-individualized learning experience, using the fellow's research interests and knowledge needs as a focus for his/her education and training. Fellowships are typically offered through schools/colleges of pharmacy, academic health centers, the

pharmaceutical industry, and/or specialized care institutions and many have shared sponsorship. Fellowships may be one or two years in length; those with a significant research focus are generally two years in length.

In preparation for post-graduate training, interested students may wish to contact Dr. DiGregorio, Associate Dean for Clinic Affairs at [robert.digregorio@liu.edu](mailto:robert.digregorio@liu.edu) or visit the American College of Clinical Pharmacy website at <https://www.accp.com/resandfel/guidelines.aspx> or the American Society of Health System Pharmacists at <https://www.ashp.org/Professional-Development/Residency-Information>.

## TIPS ON PREPARING FOR A RESIDENCY OR FELLOWSHIP

The earlier you begin your preparation for a residency or fellowship the better off you will be! Each semester there is at least one and often more than one Professional Development Program (PDP) dedicated to Residency and Fellowship opportunities including how to navigate the application process. Since several of our faculty members also serve as residency directors and preceptors, they are excellent sources of information. In addition, The Associate Dean for Clinical Affairs hosts workshops and seminars for those interested in residency and/or fellowship programs; students should arrange to meet with the Associate Dean early in their pharmacy curriculum to learn more and develop a strategy for successfully finding and matching with a program that suit their goals. Below are some things they look for when selecting residents:

- A strong academic ability.
- A clear, well-articulated letter of intent by the applicant outlining why the student wishes to apply to a particular residency/fellowship program AND why the student believes he/she is a good fit for the program.
- Letters of recommendation from faculty or preceptors who know the applicant well (i.e. beyond stating the grade the applicant received in a didactic or experiential course).
- Evidence of leadership (what type and to what extent has the candidate has been involved on campus organizations or national organizations, what position(s) has/have been held).
- Active membership in student chapters of professional organizations at the local, state or national level.
- Experience doing research or having published a research paper.
- Presenting posters (summary of a research project) at national or regional meetings.
- Participation in extracurricular activities that depict a well-rounded individual (e.g. volunteer work).
- Receiving any pharmacy-related awards.
- Work related experience that aligns with the residency/fellowship program for which you are applying.

## H. COLLEGE OF PHARMACY (COP) STUDENT SERVICES

### COLLEGE OF PHARMACY SCHOLARSHIPS

In addition to the financial aid and scholarships available through the University, there are a number of annual and endowed scholarships available specifically for pharmacy students. These scholarships have been funded through the generosity of alumni and friends of the Arnold & Marie Schwartz College of Pharmacy and Health Sciences.

In order to receive a scholarship from the College, students must submit a pharmacy scholarship application. Application materials are sent to all students via email. Applications are typically sent out during the spring semester for the following academic year

## COPYING/PRINTING RESOURCES

A LIU ID is needed to access the pharmacy student copying and printing rooms. Machines are located in the Niemann study lounge on the 1<sup>st</sup> floor of the Wet Lab building and the student study lounge on the 3<sup>rd</sup> floor of the Pharmacy building.

## I. NON-ACADEMIC POLICIES

### STUDENTS' RIGHTS AND RESPONSIBILITIES

(<http://www.liu.edu/Brooklyn/Academics/Schools/CLAS/Programs/Div1/CSD/Rights.aspx>)

#### STUDENTS' RIGHTS, GRIEVANCES AND APPEALS

Student concerns may relate to academic or clinical experiences, and/or administrative policies and procedures within the department. The Department's goal is to be respectful, fair, and responsive to each student's concerns and to thoroughly review any issues that may arise. Students are assured that there will be no repercussions for initiating a complaint or grievance in the department. In any matter in which students feel that their rights have been violated, or in matters of serious dispute with faculty member, supervisor or administrator, students may avail themselves of the following complaint and/or formal grievance procedure:

##### Identification of Terms

A complaint is an informal verbal statement by a student that has perceived a problem with a faculty member, supervisor or administrator within the department. A grievance is a formal written statement by a student that addresses a perceived problem with a faculty member, supervisor or administrator within the department.

##### Complaint Process

Students who have a particular problem or issue are first encouraged to discuss the perceived problem with the appropriate individual (that is, faculty member, course coordinator, etc.). Often these misunderstandings may be resolved through direct face-to-face interaction and discussion between the two parties.

If discussions with the faculty member, course coordinator or division director does not result in resolution of the problem, the student may choose to follow the formal grievance process.

##### Grievance Process

The student will write a clear statement of the grievance. A grievance should be submitted within a reasonable time of the issue or problem arising. The faculty member, coordinator or administrator will provide a written response to the student's grievance within a reasonable time. If a student is not satisfied with the response, the student may submit a written statement to the Associate Dean for Academic and Student Affairs. The grievance will be reviewed to determine disposition to the Committee on Professional Behavior, Discipline and Grievances.

Student Confidentiality: the College will maintain the confidentiality of any complaint or grievance expressed by any student to the greatest extent consistent with our goal of conducting a thorough and complete investigation. Effort will be made to safeguard the privacy and rights of all persons involved.

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## THE ROLE OF THE COMMITTEE ON PROFESSIONAL BEHAVIOR, DISCIPLINE AND GRIEVANCES

The Committee on Professional Conduct, Discipline, and Grievances is primarily responsible for developing and amending the College's Honor Code (<http://www.liu.edu/Pharmacy/About/Policies/Standards>), and serves as a

deliberative body of due process for alleged Honor Code violations and infractions by students in matters related to academic dishonesty, un-professionalism and misconduct, and also serves as the deliberative body of due process for student complaints with respect to faculty, staff and other students, that have not been addressed to the student's satisfaction consistent with the overall policies and procedures of the College for due process and appeal. The Committee is composed of a faculty chair, several faculty members, administrator(s), and student representatives. When a report of a Code violation is brought to the committee, the Chair of the committee convenes a hearing. If a conflict of interest exists, any member of the Committee must disqualify him/herself from that particular case.

Within a reasonable timeframe of receiving the report, the Committee chair contacts the student in writing and informs him/her that the matter was forwarded to the Committee and that a hearing is scheduled. Such notification is made several days before the scheduled hearing date. In addition to the hearing date, time, and place, the notification includes a description of the alleged violation, a description of supporting evidence to be used at the hearing, and an overview of the conduct of the hearing.

As noted above, hearings are conducted in the presence of the Committee chair, faculty members and/or administrators, and student members of the Committee. In addition, when necessary, the person bringing the charge is invited to present the charge. Likewise, the accused student is invited to present his/her response to the charge. These presentations take place during the scheduled hearing, but at separate times. Both the person bringing the charge and the accused student are permitted to produce witnesses at the hearing; however, the intent to produce witnesses must be made known to the Committee chair at least three (3) calendar days prior to the hearing date. The accused may also have an advisor present at the hearing; however, he/she is not permitted to speak during the hearing. The invitation of the advisor must be made known to the Chair prior to the hearing date. During the hearing, all members of the Committee may ask questions of the accuser and the accused. The hearing proceedings are recorded in writing by one of the Committee members present at the hearing.

After both parties are excused, Committee members consider all the evidence and deliberate on the case. In cases where further information is needed from either party, either party may be called back and provide the requested information. Once the deliberation is complete, the Committee members present at the hearing cast their votes via secret ballots concerning whether the accused is guilty of violating the Code. A majority vote is required to establish a "guilty" verdict. In case of a tie, the Committee Chair casts his vote as well. When the accused is found guilty the Committee deliberates again to establish the appropriate penalty and cast their vote via a secret ballot. The penalty is determined by the majority vote. In case of a recommended penalty of dismissal from the College, a unanimous vote is required.

## **PENALTIES**

Due to the wide range of seriousness of offenses of any given general type, no specific penalties are suggested for first occurrences. Each case must be judged independently, taking into account the seriousness of the offense, as well as aggravating and mitigating circumstances introduced at the hearing. The Committee will not override or negate penalties that are otherwise described and defined on any examination cover sheet or syllabus. While guilt of an alleged Code violation is carefully and distinctly evaluated and established by Committee members present at the hearing, general penalty guidelines are used by the Committee. Depending on the details of the case, severity of violation, and prior history of professional misconduct, violations of the Code have resulted in disciplinary action that may include, but is not limited to, one or more of the following:

- Dismissal from the College (requires a unanimous decision by Committee members present at the hearing)\*
- Academic suspension (for one or more semesters)\*
- Grade reduction for the course (including assigning a grade of "F" for the course)
- Probation

- A requirement to participate in community service
- Loss of College privileges (holding an office, participating in any extracurricular activities)
- A requirement to write a reflective essay

\*When a disciplinary hearing results in a penalty of dismissal or suspension for one or more terms, the decision shall be a university-wide penalty and the student will be barred from admission to any other unit of the university while the penalty is served. Once the Committee comes to a decision on the appropriate verdict and sanction, a report of the Committee's findings and recommendations for penalty are forwarded to the Associate Dean for Academic and Student Affairs within a reasonable time frame. The Associate Dean then contacts the student within a reasonable time frame of receiving the Committee's recommendation and informs him/her of the final verdict.

#### **APPEAL PROCESS**

Decisions of the Committee on Professional Conduct, Discipline, and Grievances and/or the appropriate administrator that the student believes may demonstrate arbitrary and capricious treatment or to be fundamentally unfair may be appealed, as a final step, to the Dean of the College of Pharmacy.

### PROFESSIONAL BEHAVIOR CODE OF CONDUCT

This section is provided for informational purposes. It should not be construed to be a comprehensive presentation of all policies and regulations that affect students of LIU Pharmacy, but rather as a distillation of those policies and regulations of which every student should be aware.

The LIU Pharmacy 2018-2019 Professional Program and Graduate Bulletin provides detailed information on the following important topics relating to the standards of professional and ethical behavior. The Bulletin is accessible at <http://www2.brooklyn.liu.edu/pharmacy/bulletin.html>.

#### **PROFESSIONAL INTEGRITY**

Students enrolled in the PharmD program are expected to demonstrate honesty and integrity in all aspects of their classwork and their interactions with classmates, faculty, staff, preceptors, patients and other health care providers.

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### PLAGIARISM/COPYRIGHT INFRINGEMENT

- Use by paraphrase or direct quotation of the work of another person(s) without fully and properly crediting the author(s) with footnotes, citations or bibliographical reference.
- Use of materials prepared in collaboration with others without release in writing from the collaborators.
- Reproduction of copyright material (e.g. textbooks, handouts) without obtaining written permission from the copyright owner.
- Copying or downloading information from websites, whether in whole or in part, and submitting that material in a paper as your own without crediting the source or sources.
- Submitting patient-specific care plans/FARM notes written for one faculty/preceptor to another faculty/preceptor.
- Submitting false sources, such as bibliography of works that you do not actually use.
- Lecture notes should not be used as a reference in handouts or on slides for any formal presentations or in-services.

Any student found to be plagiarizing will receive a failing grade for the assignment and disciplinary action by the College.

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## ACADEMIC DISHONESTY RELATED TO CLINICAL PRACTICE

- Falsification of a patient's medical records or providing fabricated information regarding a patient's medical status.

## PROFESSIONAL ATTIRE

The professional attire standards fall under the Honor Code for the College of Pharmacy and are as follows:

Students shall maintain a neat, clean appearance, and dress in attire that is appropriate for the setting. While in practice experiences and during official college professional events, students must be dressed in professional attire. For men, this includes a dress shirt, tie, and dress slacks or neat-appearing khaki pants. Women should be similarly appropriately and conservatively attired such as in a blouse with skirt or dress pants, or in a dress. Sneakers, open-toe shoes of any kind, work boots or shoes that look like work boots, T-shirts, shorts, and jeans of any color are examples of what is not permitted. In the classroom, students should be dressed in clothes that are clean and neat and are not considered offensive or embarrassing to the faculty or students. Additional/specific dress code requirements may be outlined in individual course syllabi.

## TEACHER/COURSE EVALUATIONS

LIU Pharmacy utilizes CoursEval to gather student opinions on courses and instructors. By logging into CoursEval students are able to provide evaluations of their current classroom and experiential courses as well as the instructors and preceptors involved in teaching.

Students may access CoursEval via the following address:  
<https://p3.courseval.net/etw/ets/et.asp?nxappid=HG2&nxmid=start>

## USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and pagers should be set to a non-audible mode (vibrate or flashing light) during class (classroom or laboratory) and all meetings.

Calls should not be answered until the class or meeting is over, except in extenuating circumstances.

Electronic devices, other than calculators and computer, without communication capabilities, should not be used during examinations or classroom instruction. Cell phones and pagers should be set to a non-audible mode during business hours while a student is on experiential education rotations.

Calls should not be allowed to disrupt any activity at the site, other than in extenuating circumstances. The preceptor has the final decision regarding cell phone and pager use while at the site.

Please be advised that beyond the aforementioned policies, faculty members, at their discretion, may also have strict individual policies related to cell phones, pagers, and other personal electronic devices outlined in their

syllabi in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

## SOCIAL MEDIA GUIDELINES

Students are expected to maintain a professional standard of behavior when accessing the Internet and on any website.

### **Websites**

Students are reminded that while not official LIU websites, class webpages still tell a story about who we are and what we do to anyone who searches the web. Class or club websites are expected to maintain a professional tone and content. It is the responsibility of the class webmaster or club secretary to ensure compliance with this guiding principle.

### **Email**

Regardless of the format, correspondence with faculty and staff should have a formal as opposed to casual tone. Proper honorifics such as Prof., Dr., Dean, Ms., or Mr. are necessary when addressing emails. Please don't forget proper punctuation and grammar and use spell check, please!

### **Cyberbullying**

According to [stopbullying.gov](http://stopbullying.gov), cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

## LOCKER RULES AND REGULATIONS

Lockers are intended primarily as a convenience for the user for the temporary storage of textbooks, references, articles of outer clothing such as coats and laboratory jackets, personal laboratory equipment and other such items as may be necessary in the normal day-to-day conduct of the responsibilities of a student. Locker access is available only during the normal operational hours of the building in which it is housed. Special arrangements cannot be made to access lockers at times the building closed such as nights, weekends and holidays. Full-time students enrolled in the 3rd, 4th or 5th year of the Doctor of Pharmacy program are eligible for a locker.

The Office of Student and Professional Affairs determines all locker assignments. All students receiving a locker assignment must agree to and sign a locker agreement. Students are responsible for understanding and abiding by the terms of the agreement.

Assignments are typically made from the beginning of the fall semester and continue through until the day immediately following the last final examination in the spring semester for students enrolled throughout the academic year.

Locker spaces for summer sessions are only provided to students enrolled in summer courses. Application for summer locker space must be made no later than May 15th of each year. Students assigned summer locker spaces are not guaranteed that they will retain the same locker space for summer as was held during the fall and spring semesters.

At the conclusion of the locker assignments period all locks must be removed and all materials cleared from the lockers. Students who withdraw from studies or whose studies are terminated must remove locks and clear their lockers within three (3) days of the withdrawal or termination.

Lockers are supplied as is. Students are responsible for any damages to the lockers. Please report any locker damage to the Office of Student and Professional Affairs immediately. Students must supply their own padlock for your locker.

The College of Pharmacy and Long Island University assume no liability for thief, loss and/or damage to property or injury to persons that results from the use of lockers. Individuals must take full responsibility for the items stored in lockers. Students are advised not to store valuable and irreplaceable property in lockers. Any loss or damage should be reported to the Office of Student and Professional Affairs immediately.

## FOOD AND BEVERAGES POLICY

Members of LIU Pharmacy are expected to comply with the policies (posted, contained in the course syllabus, or at the request of the faculty member) regarding food and drink in the classroom or clinical setting.

## STUDENT CONTACT INFORMATION

All professional students must report changes of address or telephone number to the LIU Brooklyn Office of the Registrar and to the LIU Pharmacy Office of Student and Professional Affairs and the Office of Experiential Education.

## CLASS CANCELLATIONS/SEVERE WEATHER POLICY

In the event of snow storms, inclement weather, power outages and other emergencies at the Brooklyn Campus, please call 718-488-1000 or 718-488-1078 for information on class and event cancellations.

*INFORMATION IS ALSO AVAILABLE ON THE WEB AT: [WWW.LIU.EDU/BROOKLYN](http://WWW.LIU.EDU/BROOKLYN)*

*THESE RADIO AND TV STATIONS WILL BE NOTIFIED OF CLASS AND EVENT CANCELLATIONS:*

**FM Stations:** WALK 97.5 FM, WBAB 102.3 FM, WBLI 106.1 FM, WRCN 103.9 FM, WMJC 94.3 FM, WKJY 98.3 FM, WBZO 103.1 FM

**AM Stations:** WCBS 880 AM, WINS 1010 AM, WOR 710 AM, WLIE 540 AM, WHLI 1100 AM, WLIM 1580 AM

**TV Stations:** News 12 Brooklyn, CBS Channel 2, WNBC Channel 4

*NOTE:* Since some of these radio and TV stations announce cancellations only once daily, students are urged to call the above phone numbers or visit the web sites listed for official cancellation information.

Make-up classes will be at the discretion of the faculty and administration of the College of Pharmacy.

## EMERGENCY MANAGEMENT GUIDELINES SUMMARY

Information regarding emergency management guidelines for the College of Pharmacy and the LIU Brooklyn campus may be found at: <http://www.liu.edu/Brooklyn/About/Offices/Public-Safety/Emergency>

## RELIGIOUS OBSERVANCES

### Religious Diversity and the Academic Calendar

Religious diversity has formed a part of LIU Pharmacy's curricular and extracurricular programs since its founding. In order to advance religious diversity the College makes reasonable accommodations for students whose religious holy days coincide with their work schedules and classroom assignments. The College neither promotes any particular form of religion nor discriminates against students on the basis of their religious viewpoints.

College holidays are not religious holy days, although a religious holy day may from time-to-time coincide with a College holiday. The College attempts to make reasonable accommodations in its work assignments, test schedules, and classroom attendance in ways that do not unfairly burden students.

Students who notify the faculty of a religious holy day conflict in a timely manner shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Where attendance is mandatory, students compelled by their religious convictions to refrain from attending class on specific days must notify their instructors no later than the third week or one week before the absence if a conflict occurs before that time.

Students who notify their instructors of a religious holy day conflict in a timely manner shall be permitted a reasonable amount of time to make up the material or activities covered in their absence, including examinations. Students who receive an exemption on religious grounds cannot be penalized for failing to attend class on the days exempted. The instructor may, however, appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.

In those cases where a request for an excused absence based upon a religious holy day conflict is denied by the instructor, a student may pursue a grievance under "LIU Pharmacy Grievance and Disciplinary Procedures" (posted above in Policies & Regulations affecting Students). Where a timely request is made but denied by the instructor, the grievance process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious holy day accommodation is not unduly disadvantaged by the passage of time.

Students with attendance conflicts may be required to notify an instructor in writing. An instructor who requires written notice must inform the class of this expectation in the class syllabus. An instructor may deny a student's request for an excused absence on the ground that the request was not made within a reasonable time period, that is, no later than the third week of class or one week before the absence if a conflict occurs before that time.

The above policy is also available on the website at <http://www.liu.edu/Pharmacy/About-LIU-Pharmacy/Pharmacy-Policies-and-Regulations/Religious-Diversity>.

In addition, the New York State Law on religious observances is also available on the LIU Brooklyn website at <http://liu.edu/Brooklyn/About/Offices/Registrar/Calendar>, and is stated below:

Notification of Student Rights Under Section 224-a of New York State Education Law – Absence Due to Religious Observation

Under § 224-a of the NYS Education Law: "Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements

which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity."

## J. LIU BROOKLYN CAMPUS STUDENT SERVICES

Office of Enrollment Services (Registrar, Bursar, Financial Aid Offices)	Student Union Building, 3rd Floor (S310)	718-488-1037
<a href="http://liu.edu/brooklyn/enrollment-services">http://liu.edu/brooklyn/enrollment-services</a>		
Testing Center	Library Learning Center (LLC) 4 <sup>th</sup> Floor	718-488-1392
<a href="http://www.liu.edu/Brooklyn/TestingCenter">www.liu.edu/Brooklyn/TestingCenter</a>		
Academic Counseling and Psychological Services	Pratt Building, Room 510	718-488-1266
<a href="http://www.liu.edu/Brooklyn/Psychological-Services">http://www.liu.edu/Brooklyn/Psychological-Services</a>		
Library Resources	Library Learning Center – Floors 3-5	718-488-1303
<a href="http://www2.brooklyn.liu.edu/library/">http://www2.brooklyn.liu.edu/library/</a>		
Writing Center	Humanities Building, Room 218	718-488-1095
<a href="http://www.liu.edu/Brooklyn/writingc">www.liu.edu/Brooklyn/writingc</a>		
Center for Student Information- CSI (MY LIU)	Library Learning Center (LLC) 3 <sup>rd</sup> Floor	718-488-3313
<a href="http://csi.liu.edu">csi.liu.edu</a>		
LIU Brooklyn Campus Ministry	Sloan Building S-302	718-488-3359
<a href="http://www.liu.edu/Brooklyn/Ministry">www.liu.edu/Brooklyn/Ministry</a>		
Student Life and Leadership Development	Sloan Building S-304	718-488-1216
<a href="http://www.liu.edu/Brooklyn/StudentLife">www.liu.edu/Brooklyn/StudentLife</a>		
Wellness, Recreation and Athletic Center	WRAC Center, WRAC 1 <sup>st</sup> FL	718-780-4072
<a href="http://www.liu.edu/Brooklyn/WRAC">www.liu.edu/Brooklyn/WRAC</a>		
University Identification (LIU ID) Card	Metcalfe Building Room M413	718-488-1428
<a href="http://www.liu.edu/InfoTech">www.liu.edu/InfoTech</a>		
Information Technology Services	Library Learning Center (LLC), Rm 201	718-488-1082
<a href="http://www.liu.edu/InfoTech">www.liu.edu/InfoTech</a>		
Residential Life (Housing)	Conolly Hall Lobby	718-488-1046
<a href="http://www.liu.edu/Brooklyn/ResLife">www.liu.edu/Brooklyn/ResLife</a>		
University Book Store	(Near Humanities Building)	718-488-1017
<a href="http://www.liu.edu/Brooklyn/Bookstore">www.liu.edu/Brooklyn/Bookstore</a>		
Brooklyn Campus Dining Services (Aramark)	Humanities, H309	718-488-6466
<a href="http://www.liu.edu/Brooklyn/DiningServices">www.liu.edu/Brooklyn/DiningServices</a>		

## K. BROOKLYN CAMPUS GENERAL INFORMATION

### UNIVERSITY NON-DISCRIMINATORY STATEMENT

Long Island University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ronald Edwards

Title IX Coordinator

Long Island University

700 Northern Boulevard

Brookville, New York 11548

Phone: (516) 299-4236

For further information on notice of nondiscrimination, visit

<https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

(LIU Brooklyn Bulletin).

## UNIVERSITY DRUG AND ALCOHOL POLICY

The Campus recognizes that students are adults and expects them to obey the law and Campus regulations. All students must take personal responsibility for their own actions and behavior.

Only those of legal drinking age (21 years of age or older), may be permitted to possess or drink alcoholic beverages on campus. The University has established other guidelines regarding the consumption of alcohol

The Campus supports federal, state and local laws regarding illegal drugs, narcotics and other controlled substances. Possession or sale of such drugs is a violation of applicable laws and Campus policy. (<http://www.liu.edu/Brooklyn/About/Offices/Public-Safety/Alcohol-Drugs>)

## BROOKLYN CAMPUS SMOKE-FREE ENVIRONMENT

### **LIU Brooklyn Smoke Free Policy**

Effective January 1, 2016 the University become a smoke-free campus. Smoking or inhaling any tobacco or other substance, by any method, including, but not limited to cigarettes, cigars, pipes, e-cigarettes, and hookahs is prohibited in the following areas:

- University owned or managed academic, athletic, recreational, and administrative facilities;
- University owned or managed residential facilities, including residence halls;
- University owned and leased vehicles;
- University parking garages and loading docks of university facilities;
- In any university owned outdoor space including, but not limited to, University athletic fields.
- In public space that abuts buildings around campus that are used by the university for academic, athletic, recreational, residential, and administrative purposes;
- Within a minimum of 20 feet of buildings used by the university for academic, athletic, recreational, residential, or administrative purposes.

## UNIVERSITY IMMUNIZATION REQUIREMENTS

New York State regulation requires two doses of MMR if born after January 1957 and taking six credits or more. Students must comply with the New York State Public Health Law #2165. Proof can consist of an official immunization record, a blood test showing immunity to these diseases, or a physician's verified history of measles and mumps only. All students are required to submit a completed MMR/ Meningitis form.

Meningitis Information: New York State Public Health Law #2167 requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, be vaccinated for meningitis or sign a waiver form to decline the vaccine. Waiver forms can be downloaded (<http://www.liu.edu/Brooklyn/StudentLife/UHMS/Forms-Brochures/Immunization-Forms>) or picked up at the University Health & Medical Services office.

## ANTI-HARASSMENT POLICY

Long Island University is committed to creating and maintaining an educational environment free from all forms of sexual misconduct. The broad term "sexual misconduct" includes, but is not limited to, acts of sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Such behaviors are illegal, against University policy, and strictly prohibited. This policy is incorporated into the Student Code of Conduct.

This policy covers all members of the University community – students, faculty and staff – as well as those who interact with members of the University community such as vendors or visitors. The University encourages everyone to report all incidents of discrimination or harassment, regardless of who the offender may be. Students may download the full sexual violence and harassment policy at: <http://www.liu.edu/About-LIU/University-Policies/Sexual-Respect>

## LIU SAFE ZONE

The LIU Safe Zone program strives to improve the campus climate for GLBT individuals. The program's contact is an LIU employee who has participated in the Safe Zone training and is committed to increasing their knowledge of and sensitivity to GLBT issues. For additional information, please contact Dr. Sara Haden ([Sara.Haden@liu.edu](mailto:Sara.Haden@liu.edu)).

## CODE OF ETHICS FOR PHARMACISTS

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

### PREAMBLE

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

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

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

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

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

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

VI. A pharmacist respects the values and abilities of colleagues and other health professionals. When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs. The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

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

## OATH OF A PHARMACIST

THE REVISED OATH WAS ADOPTED BY THE AACP HOUSE OF DELEGATES IN JULY 2007 AND HAS BEEN APPROVED BY THE AMERICAN PHARMACISTS ASSOCIATION.

"I PROMISE TO DEVOTE MYSELF TO A LIFETIME OF SERVICE TO OTHERS THROUGH THE PROFESSION OF PHARMACY. IN FULFILLING THIS VOW:

I WILL CONSIDER THE WELFARE OF HUMANITY AND RELIEF OF SUFFERING MY PRIMARY CONCERNS.

I WILL APPLY MY KNOWLEDGE, EXPERIENCE, AND SKILLS TO THE BEST OF MY ABILITY TO ASSURE OPTIMAL OUTCOMES FOR MY PATIENTS.

I WILL RESPECT AND PROTECT ALL PERSONAL AND HEALTH INFORMATION ENTRUSTED TO ME.

I WILL ACCEPT THE LIFELONG OBLIGATION TO IMPROVE MY PROFESSIONAL KNOWLEDGE AND COMPETENCE.

I WILL HOLD MYSELF AND MY COLLEAGUES TO THE HIGHEST PRINCIPLES OF OUR PROFESSION'S MORAL, ETHICAL AND LEGAL CONDUCT.

I WILL EMBRACE AND ADVOCATE CHANGES THAT IMPROVE PATIENT CARE.

I WILL UTILIZE MY KNOWLEDGE, SKILLS, EXPERIENCES, AND VALUES TO PREPARE THE NEXT GENERATION OF PHARMACISTS.

I TAKE THESE VOWS VOLUNTARILY WITH THE FULL REALIZATION OF THE RESPONSIBILITY WITH WHICH I AM ENTRUSTED BY THE PUBLIC."

## ACADEMIC CALENDAR

PharmD students are expected to be cognizant of the Academic Calendars of the College of Pharmacy and Long Island University to ensure knowledge of important deadlines such as those pertaining to late registration, withdrawal from courses, and applying for graduation.

### FALL 2018

Labor Day-holiday	September 3
Weekday classes begin	September 5
Registration and program changes	September 5 - 18
First weekend session classes begin	September 8 - 9
Awarding of September degrees	September 14
Convocation Day	September 18
Registration and program changes end	September 18
Last day to apply for comprehensive examination	October 5
Spring 2019 Registration Begins for Continuing Students	October 8
Last day to apply for January degree	October 19
First weekend session final examinations	October 20 - 21
Second weekend session classes begin	October 27 - 28
Election Day-classes in session	November 6
Last day to withdraw from full-semester course(s)	November 9
Wednesday follows a Friday schedule	November 21
Thanksgiving holiday - <b>no classes</b> - University Holiday	November 22 - November 25
Classes resume	November 26
Second weekend session final examinations	December 8 - 9
Semester classes meeting Saturday-Sunday end	December 8 - 9
Semester classes meeting Monday through Friday end	December 13
Last day to submit thesis	December 14
Final examinations-undergraduate and graduate	December 14 - 20
Winter recess begins	December 21

## SPRING 2019

Awarding of January degrees	January 18
Martin Luther King Day - no classes	January 21
Weekday classes begin	January 22
Registration and program changes	January 22 - February 4
First weekend session classes begin	January 26 - 27
Registration and program changes end	February 4
President's Day - <b>no classes</b>	February 18
Tuesday follows a Monday schedule	February 19
Last day to apply for May degree	February 22
Summer 2019 Registration Opens	March 4
Fall 2019 Registration Begins for Continuing Students	March 4
Spring recess begins - no classes in session	March 11
Classes resume	March 18
Second weekend session classes begin	March 23 - 24
Last day for withdrawal from full-semester classes	April 5
Last day to submit thesis and complete degree requirements	May 3
Second weekend session final examinations	May 4 - 5
Semester classes meeting Saturday-Sunday end	May 7
Final examinations-undergraduate and graduate	May 8 - 14
Commencement Ceremony (tentative)	May 16
Conferral of May degrees	May 17