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## MESSAGE FROM THE DEAN

Welcome to the Medical College of Wisconsin School of Pharmacy!

I am delighted to welcome you to the MCW family and the profession of pharmacy. Our goal is to produce highly

## Secton I. GENERAL INFORMATION

### SCHOOL VISION, MISSION, AND CORE VALUES

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Engage learners, practitioners, and researchers to transform health care through the continuum of discovery and the advancement of innovative pharmacy practice and patient care models.

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Advance the health of our communities through innovative pharmacy education, continuous public and professional service, and diverse scholarly collaborations.

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We invest in our learners, patients, communities, and one another.

We serve with integrity, professionalism, and compassion

We foster a culture of diversity and inclusion

We embrace interprofessional collaboration in education, scholarship, and practice.

We inspire the pursuit of knowledge, innovation, and lifelong learning.

### PURPOSE OF THE STUDENT HANDBOOK

This handbook contains information, policies, and procedures specific to students enrolled in the Doctor of Pharmacy program. It is to be used in conjunction with the MCW All Student Handbook which includes information, policies, and procedures that pertain to all students.

Although every effort has been made to verify the accuracy of information in this publication, the School reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs. Changes will become effective whenever the proper authorities so determine and will apply to all matriculated students.

Updates and changes are made annually to the handbook. Anyone with suggestions for amending or changing any of the information in this handbook should make those suggestions in writing to the Office of Academic & Student Affairs.

It is the responsibility of the student to seek out clarification of policies and procedures.

All policies and procedures as they relate to Experiential Education can be found in Section IV of this handbook.

### FACULTY & STAFF

A complete listing of faculty and staff can be found on the [School of Pharmacy website](#).

examination or reciprocity reside with the respective state boards of pharmacy in accordance with their stareciprocity reside with

If the Executive Director finds a complaint to be extremely serious in nature charging egregious



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The White Coat Ceremony formally welcomes first-year students to the School of Pharmacy as colleagues dedicated to patient care. The presentation of the white coat represents passage into the pharmacy profession, with all the associated rights, opportunities, and responsibilities. During the ceremony, students recite the Oath of a Pharmacist, committing their professional careers and practices to excellence in pharmacy. Along with first-year students, faculty, staff, family, and friends are invited to attend the event. This event typically happens prior to the start of Pharmacy Practice Experience (IPPE).

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readiness to begin Advanced Pharmacy Practice Experiences.

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## TERMINOLOGY

The following terms, acronyms, and abbreviations are frequently used in the School of Pharmacy.

AAA	Annual Academic Assessment
AACP	American Association of Colleges of Pharmacy
ACPE	Accreditation Council for Pharmacy Education
APhA	American Pharmacists Association
APPE	Advanced Pharmacy Practice Experience
ASA	Academic & Student Affairs, Office of
ASHP	American Society of Health-System Pharmacists
CORE ELMS	Experiential Educational learning management system
EE	Experiential Education
EPA	Entrustable Professional Activity
HIPAA	Health Insurance Portability & Accountability Act
HRC	Health Research Center
ID	Infectious Diseases
IPE	Interprofessional Education
IPPE	Introductory Pharmacy Practice Experience
IS	Integrated Sequence
LAPPE	Longitudinal Advanced Pharmacy Practice Experience
MCW	Medical College of Wisconsin
MEB	Medical Education Building
MPJE	Multistate Pharmacy Jurisprudence Examination
MRMC	Milwaukee Regional Medical Center
NAPLEX	North American Pharmacist Licensure Examination
OASA	Office of Academic & Student Affairs
OEE	Office of Experiential Education
OSCE	Objective Structured Clinical Examination
PCL	Patient Care Laboratory
PCOA	Pharmacy Curriculum Outcomes Assessment
PGx	Pharmacogenomics
PharmD	Doctor of Pharmacy degree

Section II STUDENT SERVICES, GOVERNANCE, AND ORGANIZATIONS

MEDICAL COLLEGE OF WISCONSIN PHARMACY STUDENT ALLIANCE BYLAWS

**Name:**The name of this organization shall be known as the Medical College of Wisconsin Pharmacy Student Alliance (MCW

- Independent fundraising done by any Affiliated Student Organization shall be independent from Alliance funds as approved by the Alliance Executive Board.

**Dissolution:** Upon the event of dissolution, any residual assets shall be distributed to the MCW School of Pharmacy.

**Responsibilities:** The Alliance and its officers shall abide by the applicable rules and policies of the Medical College of Wisconsin pertaining to student organizations, as well as local, state, and federal laws and regulations.

**Alliance Structure and Leadership**

- The Executive Board shall consist

- Assist the President in coordinating activities of the Alliance Executive Board and the entire Alliance;
  - Perform the duties of the President is unable to perform their duties;
  - Lead recruitment of students to attend local, regional, state, and national professional meetings;
  - Coordinate class programs and/or activities for the student body in conjunction with the Community Engagement Director.
- Secretary:
    - Record and report the minutes at all regular, special, and Alliance Executive Board meetings and make copies of such minutes available to the Executive Board members and general members upon request;
    - Serve as the custodian of all Alliance meeting minutes and newsletters;
    - Perform such other duties as may be assigned as needed by the Alliance Executive Board;
    - Coordinate and distribute weekly Alliance newsletter emails
    - Assist the appropriate chapter president with publicizing all local, state, regional, and national affiliate events as necessary;
    - Oversee efforts to recruit and sustain active membership in the Alliance;
    - Organize comprehensive orientation program for new members;
    - Schedule and announce all Alliance and Executive Board meetings;
    - Relay information from the School of Pharmacy and the Alliance Executive Board to the student body;
    - Maintain and update the online Alliance document-sharing account with documents pertinent to the Alliance;
    - Assist with the preparation of a proposed schedule of events of the Alliance with the Community Engagement Director for the year in which he/she will be presiding.
  - Treasurer:
    - Be responsible for all funds of the Alliance including but not limited to the project account for the Alliance;
    -

- Participate as a non-
- APhA Chapter President
  - Serve as the liaison for the Alliance to APhA-ASP;
  - Communicate APhA events and updates with the Alliance;
  - Encourage participation in APhA sponsored events and committees;
  - Disseminate all pertinent information received from the national and state affiliates to the other officers





- Be enrolled in the MCW School of Pharmacy at the same time he/she receives the oath of office;
  - Be able to complete his/her term of office while enrolled in the MCW School of Pharmacy.
- **Nomination and Application Process:**
- Nominations may come from any member of the Alliance and may include self-nomination. If nominated by another member, the nominee may orally or electronically accept nomination;
  - Nominations of candidates for Alliance Executive Board positions will begin at the conclusion of the fall session and may be accepted prior to the closing of the nomination period as determined by the

- Alliance Advisor(s)
  - o The Alliance professional advisor(s) shall be subject to removal upon petition by two thirds (2/3) of the Alliance members. The Alliance Executive Board shall submit the petition to the dean to be approved. The Alliance professional advisor(s) may be removed for failure to perform any of his/her duties stated in the

- The proposed amendment(s) will be announced and voted on following an open review for all members at the general meeting.
- Adoption of the proposed amendment(s) will require an affirmative two thirds (2/3) vote of the members present.
- The adopted amendment(s) shall become effective immediately.







2. Academic obligations are a priority, while conference travel is an extracurricular activity. Students must ensure that they meet all academic obligations during conference dates. Students must schedule travel to conferences around their obligations (i.e. if there is a required lab or Friday clinical



4. Once the request is submitted, the Office of Academic & Student Affairs will review it. You will be notified regarding any amendments that need to be made to your request or of its approval via email.
5. Once all attendees have been approved and confirmed via written correspondence from the Office of Academic & Student Affairs, travel arrangements may be made. DO NOT make travel arrangements until written consent from the Office of Academic & Student Affairs has been received.
6. Once awarded, students are encouraged to purchase their airfare and registration as soon as possible. Airfare reimbursement is contingent upon submission of receipts. Lodging receipts must be submitted upon return from the conference.

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Each funded student must submit a final one-page report (in full paragraphs) that serves as an in-depth overview of the student experience what was learned and of be



A. TESTING ACCOMMODATIONS

Testing accommodations are changes made in the administration of a test to remove obstacles to the test-taking process that are imposed by \_\_\_\_\_ ns may include, but are not limited to, flexibility in the setting where the test is to be taken, or flexibility in the scheduling of or time allotted for completing the test.

1. **Request for Testing Accommodations.** Qualified students with disabilities are expected to submit supporting documentation to the director prior to the start of orientation and, when diagnosed after matriculation, at least two (2) weeks prior to the implementation of the requested testing accommodation(s). Exceptions to this deadline, and any of the other deadlines applicable to students requesting testing accommodations, may be made only by the director and only under exceptional circumstances.

2021-2022 Final Response to Request for Testing Accommodations. Within 10 business days of receiving a request for testing accommodations, the director will provide a written response to the request. The response will include a determination of whether the request is approved or denied, and the reasons for the determination. The response will also include information regarding the process for appealing a denial of a request for testing accommodations. The response will be provided to the student and the student's advisor. The response will be provided to the student and the student's advisor. The response will be provided to the student and the student's advisor.

on a case-by-case basis. Supplementary services may be paid for by MCW. A final or interim decision concerning whether to grant the services will be rendered within ten (10) class days of the director of the request for accommodation.

2. **Director as Facilitator.**The director will typically approve and facilitate the provision of services for qualified students without consulting or involving the faculty or others at the School of Pharmacy. In such cases, the student will be informed that the director is the facilitator for purposes of providing supplementary services.
3. **Involvement of Faculty and MCW Affiliates.**There may be occasions where the director must consult a faculty member to determine whether certain requested supplementary services are reasonable in the context of the essential standards of a course, academic program, or related activity. In these cases, the director may be consulted. The director will consult with a faculty member, without divulging the identity of the student, within five (5) class days of the request. If the faculty member wishes to deny the requested services, the instructor must provide the reasons for denying the request, in writing, to the ADCA. The ADCA will provide notice of the need for accommodations.
4. **Final Determination Authority.**After reviewing the request and any written reasons for denying the requests, the ADCA (or designee) must consult with the director and may also consult with the faculty. If the ADCA



### **Incomplete Grades**

A grade of \_\_\_\_\_ is used only when students are unable to complete course requirements for some acute and/or unexpected circumstance beyond the student's control. Students have no more than 10 calendar days after the published grading deadline to complete the course requirements and have the course grade converted from \_\_\_\_\_ to a final grade. If the course requirements are not completed within this period of time a grade of Unsatisfactory is automatically assigned to the course, and the student is subject to the Program Requirements section of this policy.

Exceptions: If the \_\_\_\_\_ grade was earned in any of the following types of courses, the individual listed below determines the required material and date by which the course requirements must be completed and will communicate this information to students.

1. Patient Care Laboratory course: course director
2. Personal & Professional Development Course: faculty mentor
3. Pharmacy Practice Experience: director experience education
4. Scholarly Pathway: School of Pharmacy course director/representative

### **Satisfactory Academic Progress**

period. Students who fail to satisfactorily complete the co-curriculum requirement within the specific period are subject to dismissal.

3. Students who earn an Unsatisfactory grade in an elective course or independent study continue in the Doctor of Pharmacy program but may be required to follow a revised academic plan as determined by the Academic Standing Committee to ensure they satisfy graduation requirements.
  - b. Students who earn an Unsatisfactory grade in any course or pharmacy practice experience are automatically placed on Academic Probation by the Academic Standing Committee, effective at the start of the next academic session in which the students are registered for courses. The end date and related requirements for the period of Academic Probation are determined by the Academic Standing Committee.
  - c. Students who earn more than two Unsatisfactory grades are subject to dismissal from the Doctor of Pharmacy program.
  - d. Students who appeal their dismissal and are allowed to continue and subsequently earn a grade of Unsatisfactory in any course or pharmacy practice experience are automatically dismissed from the Doctor of Pharmacy program without the opportunity for reconsideration or appeal.
3. Repeat pharmacy practice experiences in which an Unsatisfactory grade was earned. Pharmacy practice experiences, many of which involve direct patient care, demand a strong knowledge base along with the requisite set of skills and competencies. Expectations for the successful completion of these pharmacy practice experiences require a set of parameters separate from those for didactic courses.
  - a. Students who earn an Unsatisfactory grade in a pharmacy practice experience continue in the Doctor of Pharmacy program, are placed on Academic Probation, and are required to repeat the pharmacy practice experience in which the Unsatisfactory grade was earned during a future rotation block based on site







Should the Committee reverse the dismissal decision, the Committee Chair shall promptly prepare a written report within two (2) days of the hearing, which will contain:

- a. A brief summary of the facts found; and
- b. A statement of the Committee action, any performance expectations set for the student, and any modifications to progression through the program. Students are required to repeat a course in which they have earned an Unsatisfactory grade before proceeding with any future coursework.

A copy of the Academic Standing Committee's report shall be delivered to the student via electronic mail and by registered or certified mail. A copy of the decision report shall also be sent to the Office of Academic & Student Affairs for the Registrar, and to the MCW Financial Aid Office. The decision of the Academic Standing Committee will be conclusive and binding unless appealed by the student and overturned by the dean or designate (as described below).

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### Upheld Dismissal Decisions

If the Academic Standing Committee upholds the dismissal decision after the reconsideration hearing is held, students may appeal the decision in writing to the dean or designee within five (5) calendar days of the date of the Academic Standing

- a. There is evidence to suggest that the decision of the Academic Standing Committee is arbitrary and capricious; and/or
- b. There is evidence to suggest that the decision reflects an unfair or incorrect application of institutional or school policies, or violation of applicable law.

No irregularity in the procedure or deliberations of the Academic Standing Committee shall be a ground for rejection so long as it has conformed substantially to suggested guidelines, unless the substantial rights of the student have been prejudiced by any such irregularity.

The dean or designee shall render his/her decision regarding the student appeal within seven (7) calendar days of receipt of the decision. The dean or designee may investigate further, clarify issues, and communicate with all persons involved in the case. The dean or designee may reconvene the Academic Standing Committee, if necessary. If the dean or designee requires additional time, he/she will provide the student with a best estimate of when the final decision will be made. The dean or designee shall either:

- a. Accept the decision of the Academic Standing Committee to dismiss the student;
- b. Reverse the decision to dismiss the student and delineate the conditions by which the student may continue in the Doctor of Pharmacy program.

A written copy of the decision rendered by the dean or designee shall be delivered to each of the following:

- a. The student, in person, or electronically, and by certified mail, return receipt requested;
- b. The director of academic and student affairs;
- c. The chair of the Academic Standing Committee;
- d. The Registrar;
- e. The MCW Office of the Registrar; and
- f. The MCW Financial Aid Office.

The decision by the d

last date of enrollment is the official

dismissal date.

### Deceleration Decisions

Students may appeal a deceleration decision in writing to the dean or designee within five (5) calendar days of the date of the Academic Standing

deal:

- a. There is evidence to suggest that the decision of the Academic Standing Committee is arbitrary and capricious; and/or
- b. There is evidence to suggest that the decision reflects an unfair or incorrect application of institutional or school policies, or violation of applicable law.

No irregularity in the procedure or deliberations of the Academic Standing Committee shall be a ground for rejection so long as it has conformed substantially to suggested guidelines, unless the substantial rights of the student have been prejudiced by any such irregularity.

Students who appeal a deceleration decision may remain enrolled until a final decision has been rendered. Living expense refunds of financial aid funds may be held until a determination is reached.

The dean or designee shall render his/her decision regarding the student appeal within seven (7) calendar days of receipt of the decision. The dean or designee may investigate further, clarify issues, and communicate with all persons involved in the case. The dean or designee may reconvene the Academic Standing Committee, if necessary. If the dean or designee requires additional time, he/she will provide the student with a best estimate of when the final decision will be made. The dean or designee shall either:

- a. Accept the decision of the Academic Standing Committee to decelerate the student;
- b. Reverse the decision to decelerate the student and delineate the conditions by which the student may continue in the Doctor of Pharmacy program.

A written copy of the decision rendered by the dean or designee shall be delivered to each of the following:

- a. The student, in person or electronically, and by certified mail, return receipt requested;
- b. The director of academic and student affairs;
- c. The chair of the Academic Standing Committee;
- d. The stu

After the conference with the designated hearing officer, students may receive one of the following sanctions depending on the severity of the MCW Honor Code violation:

- a. Reprimand
- b. Academic Probation
- c. Suspension

The sanction will become part of \_\_\_\_\_'s academic record but will not appear on an official transcript.

Repeated Offense - Individual Course. Students who have been sanctioned for violating the MCW Honor Code (other than for examinations) and again violate the MCW Honor Code will receive zero points for the assignment and are subject to dismissal. The School of Pharmacy Academic Standing Committee will conduct the hearing and render a decision based upon the hearing procedures as they appear in the MCW School of Pharmacy Student Handbook.

Offense in Multiple Courses within one Academic Session

At the time of withdrawal, the Tuition & Fees Payment po





The ability to make up a graded assignment, quiz, or other graded activity due to an excused absence is left to the discretion of the course director. All missed exams will be administered in accordance with the Make-Up Examination policy.

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As a private, not-for-profit, non-sectarian organization, the Medical College of Wisconsin does not promote any religion. MCW does not discriminate against students, staff, or faculty based on religion or lack of religious belief.

MCW recognizes there may, on occasion, be conflicts between educational requirements and the private free exercise of religion. MCW is committed to reducing these conflicts; however, minimizing these conflicts must be accomplished without causing unreasonable interference with the delivery of coursework and never at the expense of patient s claim of sincerely held religious beliefs will be taken at face value and information provided by a student about religious beliefs will be kept confidential to the extent possible.

MCW recognizes there are likely to be periodic conflicts between mandatory academic requirements and religious obligations. A student with a conflict between an academic requirement and a religious holy day may be offered an alternative means of meeting the academic requirement subject to the following:

1. A student who requests an alternative means of meeting an academic requirement due to religious practices must notify the course director of the specific dates that they are requesting the rescheduling of an academic requirement. The course director must be notified as soon as possible and no later than the fifth day of classes for the session.
2. Course directors may set limits on the number of days requested by any one student.
3. Students remain responsible for coursework covered during any absence.
4. Course directors may schedule make-up exams or other mandatory work or the claimed religious day.
5. Course directors are permitted to make changes in the arrangements for make-up work. For example, if an exam







4. Should the chief proctor determine that s

1. Calculator
2. Missing Answer Reminder
3. Text Highlighting
4. Show 5 Min Alarm
5. Numbering
6. Backward Navigation
7. Cut, Copy, and Paste
8. Notes
9. Question Feedback

Premature closure of the examination window will not merit additional examination time, except at the discretion of the proctor.

Students should exit the classroom and follow the faculty proctors to the designated Evacuation Assembly Area outside of the building.

- < From the digital classrooms, use the northeast stairwell by the study/test rooms to exit via the courtyard next to the executive parking lot. The Evacuation Assembly Area is on the grass north of the driveway from the executive parking lot down to 87th street.
- < From the learning and skills classrooms, use the closest west stairwell to exit to the courtyard between the Medical Education Building and the MACC Fund Research Center. The Evacuation Assembly Area is along Connell Avenue at the south end of the courtyard.

Students are prohibited from discussing assessment content during the duration of the evacuation.

Once the all clear has been given and it is safe to re-enter the building, students should follow the faculty proctors back to the classroom, take their seats, and press the power button on their laptop to resume their ExamSoft assessment. A universal continuation code will need to be entered by each student on their machine, and this can be provided by exam support staff. Once students have entered the continuation code, their timers will resume from where they stopped when they powered down their machines. No time is lost if the student powered down correctly.

Once students have resumed testing, the faculty proctors can consult with exam support staff regarding any additional

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The purpose of a post-exam review is to enhance the learning experience for the students and enable them to be more proficient at the material covered. In most cases, School of Pharmacy examinations will make use of an immediate exam review in the Exemplify platform that students may access prior to leaving the examination room.

While completing the immediate exam review in Exemplify, students may request a piece of colored paper from an exam proctor to make note of questions they would like to discuss during the post-exam review. Students must record their name and the date of the exam on the paper, and students must submit their paper to a proctor before departing the exam room. If the course director(s) is not offering this option, the course director should notify students prior to exam day.

11. Calculators can only be brought to examination if specifically permitted by course director; students would be notified prior to examination whether calculators would be permitted.

No recording devices are permitted. Students are prohibited from reproducing any part of test material through means including, but not limited to,

will determine if the absence will be considered excused or unexcused. If the absence is determined to be excused, an alternative examination time will be offered to the student, which may occur prior to the scheduled class examination time. If the absence is determined to be unexcused, the student will be required to complete the examination during the originally scheduled time.

In the event of an unforeseeable absence at an examination due to an extenuating circumstance, the student is required to contact the course director as soon as possible to explain the situation. The course director, in consultation with the Office of Academic & Student Affairs and the Course Attendance and Absences policy, will determine if the absence will be considered excused or unexcused. If the absence is determined to be excused, an alternative examination time will be offered to the student. If the absence is determined to be unexcused, the student will not receive an alternative exam time and will receive no credit for the examination.

A student is prohibited from participating in a post-exam review session if they have not taken the examination.

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This policy applies to student learning assessments labeled as examinations (exams) in the course syllabus.

#### Midterm Examinations

Students who participate in the first iteration of a midterm examination in a course and earn an Unsatisfactory grade (score below 75%) are eligible for re-examination. Eligible students must notify the course director via email of his or her intent to re-examine no later than 5:00 PM on the business day following the release of exam scores. Students who do not adhere to this deadline will not be permitted to re-examine. Re-examinations occur after the post-exam review and before the next scheduled examination in the course.

#### Team-Based Examinations

Students who participate in the first iteration of an individual examination followed by a team-based examination and earn a Unsatisfactory grade (score below 75%) between the two assessments are eligible to re-examine the individual portion. The team-based portion of the examination may not be re-examined.

#### Final Examinations

Students who participate in the first iteration of the final examination in a course and earn an Unsatisfactory grade (score below 75%) are eligible for re-examination so long as a re-examination score higher than 75% is not required for the student to earn a Satisfactory grade in the course. Students will be notified by the course director within 24 hours of the first iteration of the examination of



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The student shall first request, in writing or in person, a conference with the course director to explain the reason for the appeal and seek a resolution. The request must be made no later than seven (7) calendar days after the start of the next academic session. In matters relating to grades, the course director

After the conference, students may appeal the professional judgment exercised by a course director in assigning a grade only under the following circumstances:

1. Grades resulting from deviations in the course director
2. Errors in application of grading procedures
3. Modification of grades for non-academic reasons
4. Gross error in judgment by the course director

---

If the student is not satisfied with the course director with the department chair. This request to meet with the department chair must be made in writing within seven (7) calendar days of the date of the meeting with the course director for appeal and provide supporting evidence where appropriate. The department chair shall conduct an investigation, prepare a written report of his/her findings, and deliver the findings through official correspondence to the student and the Office of the Dean within fourteen (14) calendar days of the student conference.

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If the student desires to appeal the findings and decision of the department chair, a written request for a conference with ) calendar days of the issuance of the official correspondence of the decision of the department chair of the appeal to the course director, and the course director will respond, in writing, prior the

to extraordinary circumstances for example, if the instructor will not be available during the following semester to ensure that the work is completed. Under such circumstances, the instructor will complete and submit an Incomplete Grade Extension Request form.

## **GRADUATION REQUIREMENTS**

Candidates for the Doctor of Pharmacy degree must:

1. Complete the required minimum number of professional Doctor of Pharmacy degree credits.
2. Complete courses required in the professional pharmacy curriculum, including the required number of professional electives, selected from the list of approved elective courses.
3. Complete the Scholarly Pathways requirements as defined by the School of Pharmacy;
4. Complete the co-curriculum requirements as defined by the School of Pharmacy;
5. Pay all fees and financial obligations to the institution;
6. Maintain technical standards for admission, promotion/progression, and graduation;
7. Be recommended for the degree by the Academic Standing Committee; and
8. Complete the requirements of the Doctor of Pharmacy degree within 5 years of matriculation.

The requirements for graduation, including policies and specific courses, are subject to periodic review and may be changed from time to time as determined by the School of Pharmacy.

Graduation dates are determined by the MCW Office of the Registrar.

## **INDEPENDENT STUDY**

Independent study is an educational activity such as project-level research or concentrated inquiry undertaken by a student under the direction or supervision of a faculty member. The type of activity selected for independent study cannot be part of an existing required or elective course. Credit earned via independent study satisfies elective credit in the Doctor of Pharmacy program.

Generally, students are not considered for enrollment in an independent study until





4. The dean or designee will meet with the student in private and inform him or her of the behavior or performance that has been suspected, observed, or reported. When possible, include a second or reported

1. Remove the student from patient care, contact, and/or work with or access to all pharmaceuticals.
2. Contact the director of experiential education or designee in the School of Pharmacy.
3. Meet with the student in private and inform him or her of the behavior or performance that has been observed. When possible, the faculty and/or preceptor should include a second person in the meeting (another faculty member, clinician, security / law enforcement officer or staff member) to serve as an independent observer and witness.
4. During the meeting, the faculty member or preceptor should ask the student to disclose all alcohol or drugs that have been ingested, and to t or control (if any). The faculty member or preceptor may contact site security or law enforcement for assistance if warranted. If the student has stored alcohol or drugs on site premises other than where this meeting is occurring, the faculty member, preceptor, or security / law enforcement officer should accompany the student to the place where the alcohol and drugs are stored for retrieval.
5. Drug and alcohol testing will be done at the st -of-custody testing process must be used, and the Drug Abuse Profile must include but not be

- F. Dismissal from the School of Pharmacy; and/or
- G. Temporary Withdrawal (Leave of Absence).

may require the student to undergo drug and/or alcohol testing as part of the re-entry evaluation and/or ongoing enrollment.

Failing to complete the treatment recommended by the counselor, having a positive test for any banned substance after being granted the Temporary Withdrawal, or having a positive result on a re-entry drug or alcohol test will be deemed an offense under this policy. The student will then be required to meet with the Academic Standing Committee to determine if and when the student may continue in the Doctor of Pharmacy program. If the student regains his or her eligibility to



work, good knowledge of patients, and teamwork. The applicant or student is responsible for learning, exercising good judgment, promptly completing all responsibilities, and engaging in respectful, professional interactions with patients and others. All students must contribute to open, safe, and effective learning and patient care environments.

The Medical College of Wisconsin has a responsibility to consider the safety and wellbeing of patients and others. Should an applicant or student have a condition that would place patients or others at significant risk, that condition may be the basis for denial of admission or dismissal

They must demonstrate compassion and a concern for others, accepting responsibility for their actions and decisions. An MCW pharmacy student is expected to display characteristics of integrity, honesty, conscientiousness in work, good knowledge of patients, and teamwork. All students are responsible for owning their learning, exercising good judgment, promptly completing all responsibilities, and engaging in respectful, professional interactions with patients and others. This includes the ability to self-examine their personal attitudes, viewpoints, and biases to embrace cultural competency and diversity while discouraging stigma. All students must contribute to open, safe, and effective learning and patient care environments.

The Medical College of Wisconsin has a responsibility to consider the safety and well-being of patients and others. Should an applicant or student have a condition that would place patients or others at significant risk, including active impairment from alcohol or other substances, that condition may be the basis for denial of admission or expulsion from the School of Pharmacy. The Medical College of Wisconsin may require that an applicant or enrolled student undergo an occupational

Technical Standards.

#### **TRANSFER OF CREDIT**

The number of credit hours which may be transferred from other institutions is limited to protect the integrity of the

transfer. There is no guarantee that credits will be approved for transfer. Students should consult the director of academic and student affairs before requesting transfer of credits earned elsewhere before taking additional courses for which they may want to transfer credits.

## Section IV. EXPERIENTIAL EDUCATION REGULATIONS

### CONTACT INFORMATION

The Medical College of Wisconsin School of Pharmacy Office of Experiential Education is nested within the School of Pharmacy administrative office suite on the second floor of the Health Research Center (HRC).

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8701 Watertown Plank Road  
Milwaukee, WI 53226  
Phone 414-955-7476  
Fax: 414-955-6476  
Email: [pharmayEE@mcw.edu](mailto:pharmayEE@mcw.edu)







## Procedure for Requesting to Use Personal Professional Development Days:

Students are expected to submit an Absence Request Form (found in the CORE ELMS Document Library). That completed document should be uploaded to the Absences module (found on the left navigation panel of CORE ELMS) for preceptor and Office of Experiential Education review no later than 14 calendar days prior to the PPD activity.

preceptor, and will provide a final decision within seven calendar days of receipt.

Students will be required to provide formal documentation to verify the PPD activity by uploading it to CORE ELMS.

If the request falls outside of the PPD day allotment, documentation outlining the make-up plan must be uploaded to CORE ELMS.

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APPE students attending the American Society of Health-System Pharmacists (ASHP) Midyear Meeting & Clinical Exhibition are excused from their rotation site for up to four days, including travel time. This time does not need to be made up and is in addition to their PPD allotment. Students who elect not to attend this conference are required to be on rotation and are not allowed to end that block early.

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Students will be required to attend the on-campus APPE seminars that occur the last Friday of each rotation block. Students and preceptors will be notified of these dates prior to the beginning of the rotation block. The on-campus APPE seminar hours are considered required rotation activities and the completion of additional rotation days or projects may be assigned at the discretion of the Director of Experiential Education.

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

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

If holidays fall on a Saturday the holiday will be recognized on the Friday before, and if they fall on a Sunday they will be recognized on the Monday after.

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The MCW School of Pharmacy may schedule events tailored to PharmD students and/or their preceptors. Communication of these events and attendance expectations will be communicated to preceptors in advance of occurrence. Hours spent attending these required educational events would not need to be made up. Preceptors may be invited to attend these pharmacy events as well.

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On rare occasions, severe external conditions (such as inclement weather or other potentially hazardous weather or emergency situations) may require MCW to close or delay opening. Announcements pertaining to closures are coordinated through the Office of Communications and are posted on the Office of Communications website and broadcasted on several local AM and FM radio and television stations.

The Office of Public Safety will coordinate the announcement of a closure through the mass notification system, which notifies students via their MCW email address in addition to other means of communication which students have entered into the system, such as personal phones or email.

It is the general policy that MCW will maintain a normal operating schedule. A student should never assume that MCW will close, delay opening, or close early. MCW will be open on its regular schedule with the expectation that students will report to class, regardless of the weather condition, unless otherwise officially announced by MCW.

Students are encouraged to make every effort, consistent with their own safety, to arrive to class or rotation as scheduled. A student is required to inform their preceptor and the Office of Experiential Education by email if they are unable to report to their rotation site or anticipate arriving late due to adverse weather conditions or some other emergency. Preceptors are asked to contact their student and the Office of Experiential Education if the site were to close. Students will be required to make up hours missed due to weather, unless MCW is closed. If the student misses rotation time due to MCW closure, the missed rotation hours do not need to be made up.



Computer use policy violations include:

- < Using computer resources for personal reasons
- < Sending an individual or group repeated or unwanted (harassing) email or using email to threaten someone
- <
- < s of how the password was obtained
- < Using illegally obtained licensed data/software in violation of their licenses or purchase agreements
- <
- < Using or attempting to u r networks as a means for the unauthorized access to computer systems or networks outside the site
- < Viewing, distributing, downloading, posting, or transporting any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes
- < Violating Federal copyright laws

### **CONFLICT OF INTEREST**

Students are not permitted to complete rotations where they will be directly supervised and/or evaluated by a relative or an employer. Students are required to notify the Office of Experiential Education of any known or potential conflicts of interest prior to the start of any rotation.

### **DISABILITY ACCOMMODATIONS**

The MCW School of Pharmacy is committed to compliance with all applicable laws regarding nondiscrimination and affirmative action. Students who require disability accommodations must contact the Office of Experiential Education prior to the first rotation.

### **DRESS CODE**

Student pharmacists are recognized as both a representative of MCW School of Pharmacy and the profession of pharmacy. Therefore, students are expected to conduct themselves in a courteous and professional manner and to dress in a way that will enhance their ability to earn the respect of their patients and other healthcare professionals while at their









Section

Any behavior determined to be disrespectful or disruptive to peers or instructors will not be tolerated and may result in

Complaints or concerns that are sent to the department chair anonymously will not, in most cases, result in an investigation. However, if a student brings a concern to the department chair and prefers that his/her name remain confidential, this request will be honored when practical.

The department chair will send official correspondence to the student to acknowledge their complaint and the process that will be followed to address their complaint.

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If the student is not satisfied with the resolution at the



The School grants preference to students seeking to present a poster or their research or to a student chapter

- c. Once the abstract is approved, students will be sent the School of Pharmacy student poster templates to use in the preparation of their draft poster. Posters are expected to include where applicable all elements found on the MCW School of Pharmacy Student Poster Template.
  - d. Once the abstract has been approved and accepted by the sponsoring organization, the student may proceed with preparing the final poster draft.
  - e. The final poster draft must be submitted to the Office of Academic & Student Affairs no later than three weeks prior to the start date of the professional meeting. The initial internal reviewers assigned by the Office of Academic & Student Affairs will review the poster.
  - f. Once final approval is granted by the Office of Academic & Student Affairs, the student may print the poster.
2. Should the student be approved for attendance, the director of academic and student affairs will communicate via email such approval to the student no fewer than 30 days prior to the start of the meeting.
  3. A group of students who has been approved for attendance with lodging funding provided by the School may be required to share a hotel room with at least one student of the same gender.
  4. Students who are approved to attend a professional meeting are expected to attend as many of the sessions as possible that are applicable to their role. If there are sponsored sessions or recognition events by or for MCW or the MCW School of Pharmacy, student attendance is mandatory.
  5. Students who are approved to attend a professional meeting who then must miss a meeting session or an entire day of the meeting must request permission from the director of academic and student affairs before travelling to the meeting.
  6. The School of Pharmacy reserves the right to rescind attendance approval/support based upon the student not maintaining Satisfactory Academic Progress as defined in the Academic Standing policy. Within one week of the start of the professional meeting, the director of academic and student affairs will inquire with the Office of Academic & Student Affairs to confirm the student has no academic deficiencies. In the event the student has one or more deficiency and approval/support is rescinded, the director of academic and student affairs will notify the student. The School of Pharmacy will not be obligated to costs incurred with the rescinded approval.

Students who have a poster approved through the process above, present it at a professional meeting, and wish to submit/present the same or a slightly modified version of the poster at a subsequent professional meeting do need to have their poster re-approved by the process outlined above. However, a professional meeting attendance request should still be submitted by the student.

Students who have a poster approved through the process above, present it at a professional meeting, and wish to submit/present a significantly modified version of the poster (due to a furthering of the project, updated results/outcomes, etc.) at a subsequent professional meeting must have the updated poster approved by the process outlined above.

When necessary, the W\* nBT/F(W\* )n1iG(n)3(w)-4(-4(ic)12( a)9(n) C)-3(s nB.2IAfWhen)3( nec)9(essar)10(y)-3(, t)-3(h)3(e)9( )JTJE

## Appendix A

## Appendix B



