Message from the Associate Dean for Student Affairs

Dear Students of the USC School of Pharmacy,

I want to welcome you to the beginning of a great year in the PharmD program. Whether you are entering your P4 year and embarking on plans to complete a residency, fellowship or go directly into the workforce in July 2018, or starting with us as a P1, there are exciting changes occurring at USC School of Pharmacy.

We want to encourage our students to be excellent pharmacists, no matter what career path you are choosing. We’re honored to provide high-quality education to you during all years, P1 – P4.

I encourage you to attend a professional conference if you have never attended one before. CSHP Seminar is in Las Vegas, APhA Annual is in Nashville! You can broaden your networking by leaving our facilities and exploring opportunities to meet other pharmacy students, residents and practitioners. This is an excellent way to expand the scope of what pharmacy students can engage in, well beyond learning in the classroom setting. We continue to provide attendance scholarships for registration - please take advantage of these opportunities as often as you can.

Please look for e-mail invitations to be invited to join alumni and other friends of our Trojan Family to their homes to share a meal with them. Our predecessors want to give back, and in the spirit of wanting to give back, they are looking forward to meeting more students to identify ways that they can support your needs.

Our Dean is extremely supportive of our students, both in academics and extra-curriculars. He has instructed me to “…keep our students happy.” I hope to meet this goal for you.

Have a great 2017-18 year.

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Technical Standards
Section I
ESSENTIAL CHARACTERISTICS

PREAMBLE

The DOCTOR OF PHARMACY (PharmD) degree is a broad undifferentiated degree attesting to general knowledge in the field of pharmacy and the basic skills required for the practice of pharmacy. Essential characteristics and abilities required for completion of the DOCTOR OF PHARMACY degree consist of certain minimum physical and cognitive abilities, and sufficient mental stability to provide reasonable assurance candidates can successfully complete the entire course of study and participate fully in all aspects of pharmacy training. The USC School of Pharmacy expects its graduates to become fully competent pharmacists capable of completing graduate pharmacy education, passing licensure exams, and obtaining a pharmacist license. The USC School of Pharmacy will provide reasonable accommodations to prepare its students.

The USC School of Pharmacy has an ethical responsibility for the safety of patients with whom the candidates will come into contact both before and after graduation. Therefore, patient safety is a major factor in establishing requirements for physical, cognitive, and emotional capabilities of candidates for admission, promotion and graduation. Participation in the curriculum requires licensure as an Intern Pharmacist in the State of California throughout the four years of the program. The ability to become and maintain Intern Pharmacist Licensure is essential to participate in the pharmacy curriculum. Candidates may be required to submit to and pass background checks, including those of criminal activity, in order to participate in the experiential portion of the program. Drug testing may also be required for participation in the practice-based program.

All students of pharmacy must possess intellectual, ethical, physical and emotional capabilities necessary to undertake and to achieve expected levels of competence required by the faculty in the full curriculum. An avowed intention to practice only a narrow part of pharmacy practice following graduation does not alter the requirement that all students take and achieve full competence in the full curriculum. As healthcare providers, students of pharmacy must provide healthcare services to all seeking care without bias.
I. PHYSICAL REQUIREMENTS: After reasonable training and experience, the candidate must be able to observe and participate in demonstrations and experiments in the basic and clinical sciences, including but not limited to manipulation of needles, syringes and instruments related to sterile product preparation, visual and physical examination of pharmacy products including tablets, capsules and solutions, pharmaceutical products compounded, and microscopic studies (including the use of a microscope) necessary for such studies. Observation of gross and microscopic structures necessitates the functional use of the senses of vision and touch and is enhanced by the functional sense of smell. After reasonable training and experience, the candidate must be capable of performing a limited physical examination, including observation, palpation and percussion and auscultation. The candidate must be capable of using instruments, such as, but not limited to, a stethoscope, an ophthalmoscope, an otoscope and a sphygmomanometer. The candidate must be capable of performing clinical procedures such as, but not limited to, the following: visual examination, drawing and administering injections, basic cardiopulmonary life support, taking blood pressure and performing simple laboratory procedures (examples: measuring blood glucose and cholesterol). The candidate must be capable of performing basic laboratory exercises, using a calculator and a computer, and interpreting common documents. The candidate must be able to move in the clinical setting so as to act quickly in emergencies. At the conclusion of the relevant courses, the candidate will demonstrate proficiency in the skills described above. By the conclusion of the clinical clerkships (APPE), the candidate should achieve full competence in the skills described above including the ability to synthesize and organize these skills.

II. COMMUNICATIONS: The candidate must be able to communicate with, to receive communication from, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal affective and gesture communication. These communication skills also must enable the candidate to obtain a medication history in a timely fashion from a wide variety of patients, and to communicate effectively, efficiently and sensitively with all members of the health care team, other professionals, patients and their families. Communication includes speech and writing. The student must be able to produce a written “write-up” in the clinical rotations, which includes patient history, physical exam and assessment. In addition, the candidate must be able to comprehend written material sufficiently well to understand accurately common medical records, laboratory reports, and pharmacological prescriptions.

III. INTELLECTUAL-CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES: The candidate must have sufficient cognitive (mental) capacities to assimilate the technically detailed and complex information presented in formal lectures, small group discussions, medical literature, individual teaching settings and clinical settings. The candidate must be able to make decisions and evaluate complex problems quickly. The candidate must be able to measure, calculate, reason, analyze and synthesize information across modalities, appreciate three-dimensional spatial relationships among structures and logical sequential relationships among events, and form and test hypotheses in order to enable effective and timely problem-solving in diagnosis and treatment of patients.

IV. BEHAVIORAL AND SOCIAL ATTRIBUTES: The candidate must possess the emotional health, maturity and self-discipline required for full use of one’s intellectual and judgmental ability and for successful participation in, and the completion of, the course of study leading to the PharmD degree. These include but are not limited to attendance, integrity, honesty, conscientiousness in work, teamwork, and the attributes described in the California Edition of Pharmacy Law With Rules and Regulations.
The candidate must accept responsibility for learning, exercising good judgment, and promptly complete all responsibilities necessary for sensitive and effective relationships with patients and others. The candidate must be capable of interactions with patients and health care personnel in a caring and professional manner. The candidate must be able to tolerate physically taxing workloads, to function effectively under stress, be attentive to details, to adapt to changing environments and to display flexibility.

The practice-based experiences constitute a significant percentage of the curriculum. Practice-based experiences are taught in real-life settings such as community pharmacies, hospitals and clinics where exposure to topical/airborne substances (medications, perfumes, etc.), noise (i.e., conversations, ringing phones, medical equipment alarms, etc.) and distractions such as movement of people, equipment, and lighting changes are constantly present. The candidate must be able to calculate, evaluate, determine a course of action quickly, perform tasks such as preparing medications and intravenous solutions, check the work of technicians, and communicate with patients and health care providers in the actual practice settings.

V. SAFETY: The USC School of Pharmacy has responsibility to consider the safety and welfare of patients and others. Should the candidate have a condition that would place patients or others at significant risk, that condition may be the basis for denial of admission or dismissal from school. An otherwise qualified individual shall not be excluded from admission or participation in educational programs and activities solely by reason by his/her physical handicap, or medical condition. Students must adhere to universal precaution measures. Students must be able to comply with all school requirements working in a clinical environment and with hazardous materials.

VI. EVALUATION: The USC School of Pharmacy may require that an accepted student undergo an evaluation at the school’s expense for the purpose of determining whether an accepted applicant or student meets these essential characteristics and abilities.

The University of Southern California School of Pharmacy does not discriminate against otherwise qualified individuals who apply for admission to the PharmD degree program or who are enrolled as pharmacy students. Candidates with disabilities must register with the Disability Services and Programs (DSP) each semester in order to receive accommodations. All accommodations are determined by DSP and coordinated with a Designated Disabilities Coordinator. The Designated Disabilities Coordinator for the School of Pharmacy on the Health Sciences Campus (HSC) is the Associate Dean for Academic and Clinical Affairs. The Disability Services and Programs (DSP) is located on the University Park Campus (UPC) in the Student Union Building (STU-301). The DSP advisors may be reached at (213) 740-0776, Mondays through Fridays from 8:30am-5:00pm.

The University of Southern California School of Pharmacy document on Essential Characteristics and Abilities required for a pharmacy degree was adapted from the Medical College of Wisconsin document on technical standards (1995) and from the University of Southern California Keck School of Medicine statement on Abilities.
The successful completion of clinical rotations with healthcare providers/facilities unrelated to the University of Southern California (“USC”) is a requirement for obtaining the Doctor of Pharmacy PharmD degree at USC. In order to determine your fitness to participate and as a condition of participation in clinical rotations, the sponsoring healthcare provider/facility may require that you consent to a criminal background check, drug screening test and/or to provide fingerprints. If you refuse to consent, fail to fulfill the fitness for participation requirements of the sponsors of the clinical rotations, or are denied participation in the clinical rotation, you will be unable to qualify for the degree that you are seeking at USC. However, by consenting to the fitness for participation requirements of clinical rotations sponsors does not guarantee acceptance in any clinical rotation or the awarding of the degree you are seeking.

The areas of inquiry typically covered in the background check by USC’s clinical partners are

- A seven year criminal court history
- Address verification
- Sex offender database search
- Two names verification (current legal and one other AKA names)
- Three county check of records
- Office of Inspector General (OIG) Search
- Social security number verification

Neither a background check nor a drug test is required for admission to the Doctor of Pharmacy program. Fingerprints are required for licensure by the California State Board of Pharmacy, and licensure is required for participation in the Doctor of Pharmacy program.
The University of Southern California is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will continue to provide reasonable accommodation for academically qualified students with disabilities so they can participate fully in the university’s educational programs and activities. USC is not required by law to change the “fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students,” however, the university will provide reasonable academic accommodations. It is the specific responsibility of the university administration and faculty serving in a teaching capacity to ensure the university’s compliance with this policy.

The general definition of a student with a disability is a person who has “a physical or mental impairment which substantially limits one or more of such person’s activities,” and any person who has “a history of, or is regarded as having, such an impairment.” Reasonable academic and physical accommodations include but are not limited to: extended time on examinations; substitution of similar or related work for a non-fundamental program requirement; time extensions on papers or projects; special testing procedures; advance notice regarding booklists for visually impaired and learning disabled students; use of academic aides in the classroom such as note-takers and sign language interpreters; accessibility for students who use wheelchairs and those with mobility impairments; and need special classroom furniture or special equipment in the classroom.

**Procedures for Obtaining Accommodations:**

Students with disabilities are encouraged to contact Disability Services and Programs (DSP) prior to or as early in the semester as possible. The office will work with the course instructor, his or her department, and the student to arrange for reasonable accommodations. It is the student’s responsibility to provide documentation verifying disability.

**Academic Accommodations:**

Students seeking academic accommodations due to a physical, psychological or learning disability should make the request to the course instructor prior to the first week of class attendance or as early in the semester as possible. Instructors will require students to present documentation from the Office of Disability Services and Programs when academic accommodations are requested. The USC School of Pharmacy has definite policies for academic accommodations as specified in its *Essential Characteristics and Abilities* statement.

All students with disabilities should register each semester with the Disability Services and Programs (DSP), 3601 Trousdale Parkway, Student Union 301, Los Angeles, California 90089-0896. You may telephone DSP at 213-740-0776.
Grading System and Disqualification

Section III
Students in the Doctor of Pharmacy program are subject to the following *policies and procedures* on scholarship standards. Unlike degree requirements, *changes in regulations, policies and procedures are immediate and supersede those in any prior bulletin*. Students are also expected to be familiar with the University's academic policies as published in the *University of Southern California Catalogue*.

1. The Grading System
   A. Definition of Grades
      
      | Letter Grades | Academic Performance | Grade Points |
      |----------------|----------------------|--------------|
      | A              | Excellent            | 4.0          |
      | A-             |                      | 3.7          |
      | B+             |                      | 3.3          |
      | B              | Good/Average         | 3.0          |
      | B-             |                      | 2.7          |
      | C+             | Minimum Passing      | 2.3          |
      | C              | Not Passing          | 2.0          |
      | D              |                      | 1.0          |

   B. Definition of Credit/No Credit Courses
      
      CR—credit (passing grade for a non-letter graded course) equivalent to B (3.0 or better quality).
      
      | CR   | Passing | 0.0 |
      |------|---------|-----|

      NC—no-credit (non-passing grade for a non-letter graded course) equivalent to B- (2.7 or lower) quality.
      
      | NC   | Not Passing | 0.0 |
      |------|-------------|-----|

   C. Other Grades
      
      1. Grades of “IN” (Incomplete)
          The grade “IN” (incomplete) is assigned for work not completed in a course because of documented illness or some other emergency occurring after the twelfth week of the semester. Arrangements for an “IN” must be initiated by the student and agreed to by the instructor prior to the final exam.

      2. Grades of “IX”
          Expired incomplete “IX” is automatically assigned when the student has not completed requirements for removal of an “IN” within the specified time limit. An “IX” is calculated into the grade point average as zero grade points. A course offered on a “CR/NC” basis for which a mark of Incomplete is assigned will lapse with a mark of “NC” and will not be calculated into the grade point average.

      3. Grades of “W” (Withdrawn)
          The mark of “W” (withdrawn) is assigned when a student has officially withdrawn from courses prior to the end of the twelfth week of a semester-long course or prior to have completed 75% of the class-days for a modular course.
          A student in the School of Pharmacy must withdraw from ALL COURSES in which she/he is enrolled. A student MAY NOT selectively withdraw from a single course or group of courses.
4. Grades of “UW” (Unofficial Withdrawal)
The grade of “UW” (Unofficial Withdrawal) is assigned when a student stops attending
class without officially withdrawing. The “UW” is computed as a “NP” (No Pass) and
indicates a failure. It is the student’s responsibility to officially withdraw from class.

5. Grades of “MG”
A “MG” (Missing Grade) is an administrative mark used when an instructor fails to
submit a final course grade for a student.

2. Grade Points ( already covered under Definition of Grades)

3. Graduation Requirements For Doctor of Pharmacy Degree
All courses in the Doctor of Pharmacy program must be successfully completed with a grade of
“C” or better in letter graded courses and a grade of “B” quality or better in non-letter graded
courses to receive credits and meet graduation requirements. A minimum cumulative grade point
average of 2.50 is required for graduation.

4. Progression to Succeeding Academic Year
A. A student will be permitted to advance from each year when all courses have been
successfully completed with a minimum cumulative grade point average of 2.50. Satisfactory
Academic Progress (SAP) is defined as a 2.50 for all students in the Doctor of Pharmacy.
The SAP guideline applies to your financial aid. All related SAP/Financial aid questions
should be addressed with the financial aid office.
B. All terms and cumulative grade point averages will be reviewed by the Scholarship Standards
Committee. (This is an accurate statement to make. A determination when to
disqualify has to be set and approved before presenting to students.) Another accurate
statement can be made about Probation: “Any term or cumulative grade point average below
2.50 are considered probation status”.

GRADUATION REQUIREMENTS FOR DOCTOR OF PHARMACY DEGREE
All courses in the Doctor of Pharmacy program must be successfully completed with a grade of “C”
or better in letter graded course and a grade of “B” quality of better in non-letter graded courses to
receive credit and meet graduation requirements. A minimum cumulative grade point average of 2.5
is required for graduation.

PROGRESSION TO SUCCEEDING ACADEMIC YEAR
A student will be permitted to advance to the following year when all courses have been successfully
completed with a minimum grade of “C” and a minimum cumulative grade point average of 2.5.

DELAY IN PROGRESSION
A student who receives a grade of “D” in a letter graded course and/or “NC” in a non-credit
Graded course and is not disqualified by GPA, will be required to suspend her/his academic progress
for the next semester. The Scholarship Standards Committee will send notification of current status
and the required course grade which must be achieved for the repeated course. Failure to achieve the
specified grade will result in disqualification.
**Number of “D” Grades**
A student in any year who receives one “D” or “NC” or one “D” and one “NC” or two “D”’s or two “NC”’s grades within an academic year will be disqualified. Disqualification will occur regardless of a student’s cumulative grade point average and will apply after the fall or spring semester. A student win any year who receives a grade of “D” or “NC” on the second attempt at taking a course will be disqualified. Disqualification will occur regardless of a student’s cumulative grade point average and will apply after the fall or spring semester.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**
Satisfactory academic progress is defined as a 2.50 for students in the Doctor of Pharmacy program. A student whose semester grade point average and/or cumulative grade point average falls below 2.50 will receive notification from the university’s financial aid office. All questions related to SAP-Financial Aid should be directed to a financial aid in PSC 2016A.

**RECONCILIATION OF GRADES**
A student will not meet requirements for progression to the succeeding academic year for the Doctor of Pharmacy program if an Incomplete “IN”, “D” or “NC” grade in a course has not been officially reconciled. An Incomplete “IN” grade must be reconciled 4 weeks prior to the semester the course is next offered. A “D” grade must be reconciled by the last day of the final grading period of the semester in which the course is repeated.

A student can only remove grades of “IN” (Incomplete) by satisfying all stipulated requirements for the courses. A student may not remove grades of “IN” (Incomplete) by re-registering for the same course.

**LEAVE OF ABSENCE**
A leave of absence may be granted to a student in good academic standing for a period not to exceed one year. A student must submit a request for a leave of absence in writing to the Associate Dean for Student Affairs. A notification will be sent with fourteen days of written request.

**DELAYED IN PROGRESSION**
Students who are in a “delayed in progress” status must inform the Office of Admission and Student Affairs in writing her/his intention to re-enroll by the following dates:
- January 3rd for the fall semester
- December 1st for the spring semester

**RE-ADMISSION POLICY FOR VOLUNTARY WITHDRAWAL AND/OR LEAVE OF ABSENCE**
A student entering the Doctor of Pharmacy program is expected to successfully complete all course requirements for the degree within a 4-year period. Under certain circumstances, a student may be permitted an extension to complete requirements for the degree not exceeding 6 years from the date of initial admission.

The California Board of Pharmacy will be notified when a student has taken a voluntary withdrawal, a leave of absence, place in a delay of progression status, or has been academically disqualified from the School of Pharmacy program. The California Board of Pharmacy regulations require student to be currently enrolled in a school of pharmacy program in order to maintain a valid Intern License. The USC School of Pharmacy requires all students to hold a current valid intern license while enrolled in the...
PharmD program. Therefore, all students must re-apply to the California Board of Pharmacy for a new Intern License upon re-admission to the School of Pharmacy.

All students have the right to file an appeal on any decision related to enrollment and/or academic decisions in the Doctor of Pharmacy Program.

DEFICIENT ACADEMIC STATUS
Factors other than satisfactory grades and adequate GPAs are considered in determining a student’s qualifications for an advanced degree. A student’s overall academic performance, specific skills and aptitudes, and faculty evaluations will be considered in departmental decisions regarding a student’s continuation in the Doctor of Pharmacy degree program.

Satisfactory progress toward an advanced degree as determined by the faculty is required at all times. Students who fail to make satisfactory progress will be informed by the Scholarship Standards Committee or the school’s Dean. The faculty has the right to recommend at any time after written warning that a student be dismissed from a graduate program for academic or student conduct reasons or that a student be denied re-admission.

A. Academic Warning-Probation

A term and cumulative grade point average of 2.5 are required at all times. A student whose cumulative grade point average falls below 2.5 will be given a written warning notification, that her/his cumulative grade point average is insufficient to meet graduation requirements for the PharmD degree. A student whose cumulative grade point average falls below her/his year level warning requirement but above her/his year level disqualification requirement will be placed on academic probation.

Two consecutive semesters is the maximum allowable time on probation. All students on academic probation must raise her/his cumulative grade point average to meet her/his year’s academic progression requirements to advance to the next academic year. All students must have a 2.5 cumulative grade point average for graduation.

A P1-3 student whose cumulative grade point average falls below a 2.5 will be given a written notification status, with any required action necessary, according to Section III-IV, the Academic Progression Chart, for each applicable semester.

B. Academic Disqualification

A student is subject to disqualification from the School of Pharmacy, Doctor of Pharmacy program for the following reasons:

1. Grade Point Average Deficiency

   a. A P1, P2, or P3 student whose cumulative grade point average falls below 2.50 at the conclusion of the academic year will be disqualified.
b. A P4 student whose cumulative grade point average falls below 2.5 at the conclusion of the academic year will be disqualified.

c. A student on probation for two consecutive terms will be disqualified at the end of the second term.

2. Number of “D” Grades

a. A P1, P2, or P3 student, who is not disqualified, but receives a grade of “D” or “NC” at the end of the fall or spring semester will be required to suspend her/his academic progress and repeat the assigned course when it is next offered.

b. A P4 student who receives a grade of “D” in a letter graded course and a “NC” in a credit graded course will be required to repeat the assigned course when it is next offered for a graded course and when available as a non-graded course.

c. A student in any year who receives one “D” or “NC” or one “D” and one NC, or two “D” or two “NC” grades within an academic year will be disqualified. Disqualification will occur regardless of a student’s cumulative grade point average and will apply after the fall or spring semester.

d. A student in any year who receives a grade of “D” or “NC” on the second attempt at taking a course will be disqualified. Disqualification will occur regardless of a student’s cumulative grade point average and will apply after the fall or spring semester.

3. Satisfactory Academic Progress (SAP)

Satisfactory academic progress is defined as a 2.5 GPA for students in the Doctor of Pharmacy program. Any student whose semester grade point average and/or cumulative grade point average falls below 2.5 will receive a warning notification. Any student whose cumulative grade point average falls below the GRADE POINT AVERAGE DEFICIENCY POLICY requirements will be disqualified. A student on academic probation who does not raise her/his cumulative grade point average after two consecutive semesters of written notification will be disqualified.

4. Re-admission after Disqualification

A disqualified student may re-apply for re-admission ONLY by submitting an application through the PharmCAS application. A re-applicant will be evaluated applying the same requirements and process applicable to a first time applicant. Re-admission is not guaranteed.

RECONCILIATION OF GRADES

A student will not meet the requirements for progression to the succeeding academic year for the Doctor of Pharmacy program if an Incomplete “IN”, “D” or “NC” grade in a course has not been officially reconciled. An Incomplete “IN” grade must be reconciled 4 weeks prior to the semester the course is next offered. A “D” grade must be reconciled by the last day of the final grading period of the semester in which the course is repeated.
A. Repeated Course Work in the PharmD. Program

A P1, P2, or P3 student who is required to repeat a course will be automatically placed on a “Delay in Progression” status.

1. Repeating Grades of “C+” and “C”
   To repeat a course in which a grade of “C+” or “C” was obtained, a student must first receive prior approval from the School of Pharmacy Scholarship Standards Committee. Second, a student must file a petition and receive approval from the Committee on Academic Policies and Procedures (CAPP) prior to re-registering in the course. Post hoc approval will not be granted. Both the original “C+” or “C” and repeat grades will be used to calculate the grade point average (GPA). In no case will additional degree credit be allowed for repeated courses or duplicated work. No student may repeat a course in which a grade of “B-“ or better was received.

2. Repeating Grades of “D”
   When a student repeats a School of Pharmacy course in which a grade of “D” was obtained, both the original and repeated grades will be included in the computation of the grade point average, but no additional degree credits for the repeated courses will be allowed toward fulfillment of unit and course requirements for the PharmD degree.

3. Reconciliation of grades of “D, NC” in an (APPE) Advanced Pharmacy Practice Experiences for P4 students
   a. A P4 student who receives a grade of “D or NC” in a required (APPE) course must repeat the course. The repeat course site/preceptor will be assigned for by the Director of Experiential Programs. A repeated required (APPE) course will only be assigned on a space available basis during a summer session.
   b. A P4 student who receives a grade of “D” in an APPE elective course will be required to take an additional APPE elective course when space is available. The student may register in a different APPE elective course or repeat the same APPE elective course subject to approval by the Director of Experiential Programs.

B. Reconciliation of Grades of “IN” (Incomplete)

A student can only remove grades of “IN” (Incomplete) by satisfying all stipulated requirements for the courses. A student may not remove grades of “IN” (Incomplete) by re-registering for the same course.

All requirements for grades of “IN” (Incomplete) must be satisfied by the student and authenticated by the School of Pharmacy according to the School of Pharmacy’s policy. All withdrawals must be made according to the School of Pharmacy’s policy and “BEFORE THE University’s LAST DAY TO DROP A CLASS WITHOUT A MARK OF “W” AND RECEIVE 100% REFUND” for the subsequent registered term.
a. Reconciliation of Grades of “D, NC, or IX” (Expired Incomplete)

1. Remedial courses are not offered in the School of Pharmacy.

2. If any grade of “D, NC or IX” (Expired incomplete) has been assigned in any course, a student must re-register for the course at its next regularly scheduled period.

3. A student receiving a grade of “D, or NC” within an academic year must repeat the course(s) at its regularly scheduled time (fall or spring) before being permitted to advance to the next academic year. (Refer to Section III-IV. PROGRESSION TO SUCCEEDING ACADEMIC YEAR)

4. A P4 student who receives a “D, or NC” in an elective course is required to register for and complete an elective (may be the same course or a different course) course and earn a “C” or better in a letter graded course and “B” quality in a non-letter graded course with a cumulative grade point average of 3.00 or better to meet graduation requirements.

VOLUNTARY WITHDRAWAL
Occasionally, it becomes necessary for a student to interrupt or discontinue her/his pharmacy education for non-academic reasons.

A. Guidelines for University Withdrawing for P1, P2, P3, and P4
A student must submit a request for withdrawal in writing to the Office of the Associate Dean for Faculty and Student Affairs.

B. Timeline for University Withdrawing for P1, P2, and P3
If a student officially withdraws from the university prior to the end of the twelfth week of the semester the student will receive a mark of “W” for all courses in which the student is registered.

C. Timeline for APPE Course Withdrawing/Changing for P4
If a student officially withdraws/changes an APPE course after the first week and prior to the end of the fourth week of the six-week APPE course the student will receive mark of “W” in the course(s).

LEAVE OF ABSENCE

A. A leave of absence may be granted to a student in good academic standing for a period not to exceed one year.

B. A student must submit a request for a leave of absence in writing to the Associate Dean for Faculty and Student Affairs.

C. The student will be notified of approval or non-approval of the request within fourteen days of receipt by the Associate Dean for Faculty and Student Affairs.
DELAYED IN PROGRESS
Students who are in a "delayed in progress" status must inform the Office of Admission and Student Affairs in writing his/her intention to re-enroll by the following dates:

    February 1st for fall semester
    December 1st for spring semester

RE-ADMISSION POLICY FOR VOLUNTARY WITHDRAWAL AND/OR LEAVE OF ABSENCE
A student entering the Doctor of Pharmacy program is expected to successfully complete all course requirements for the degree within a 4-year period. Under certain circumstances, a student may be permitted an extension to complete requirements for the degree not exceeding 6 years from the date of initial admission.

    A. A student who has voluntarily withdrawn or has taken an approved leave of absence must submit a written request to the Scholarship Standards Committee for the semester she/he wishes to re-enter the pharmacy program.

    B. All requests must be received by the following dates.
       
       February 1st for fall semester
       February 1st for spring semester

    C. The California Board of Pharmacy will be notified when a student has taken a voluntary withdrawal, a leave of absence, or has been academically disqualified from the School of Pharmacy program. The California Board of Pharmacy regulations require students to be currently enrolled in a school of pharmacy program in order to maintain a valid Intern License. The USC School of Pharmacy requires all students to hold a current valid intern license while enrolled in the PharmD program. Therefore, all students must re-apply to the California Board of Pharmacy for a new Intern License upon re-admission to the School of Pharmacy.

Approved May 2003
Revised October 2017
Policy Regarding Missed Examinations and Quizzes

Section IV
A MISSED EXAMINATION OR QUIZ WILL BE GRADED AS ZERO “0” BY THE COURSE COORDINATOR/INSTRUCTOR.

EXCEPTIONS MAY BE MADE FOR THE FOLLOWING SITUATIONS:

1. If a student has an immediate personal emergency the student SHOULD MAKE EVERY EFFORT to notify the Course Coordinator or the Office of Admission & Student Affairs** prior to the start of the examination. If the student is not able to make immediate contact, he/she MUST make contact within 24 hours of the start of the examination or quiz. Personal emergencies are defined as serious vehicle accidents, hospitalization, serious illness or physical injuries which require emergency medical treatment, or the sudden death of an immediate family member (spouse, child, mother, father, sister or brother). All immediate personal emergencies must be verified in writing.

2. If a student has a significant pre-scheduled event which conflicts with an examination or quiz, the student must contact the Course Coordinator two weeks prior to the examination or quiz to obtain approval for a rescheduled examination or quiz. For holy days, civic procedures, citizenship interviews, and necessary medical procedures that have been verified by the Course Coordinator, approval must be granted. An approval for other reasons may or may not be granted.

3. If an approval is granted for other reasons, the Course Coordinator has the option to administer a mark of “C” as the highest grade in that examination or quiz. The regular grading system will apply to verified holy days, civic procedures, citizenship interviews, and necessary medical procedures.
IF A STUDENT IS EXCUSED FROM A MISSED EXAMINATION OR QUIZ THE COURSE COORDINATOR/INSTRUCTOR HAS THE OPTIONS TO:

1. Administer a make-up examination or quiz to the student who has missed the examination or quiz. If copies of the examination or quiz have been distributed to the class, under no circumstances will the identical test be administered as a make up for the missed examination or quiz.

2. Excuse the student from taking the examination or quiz.

MAKE-UP FINAL EXAMINATIONS POLICY

No student is excused from a final examination.

When a final examination falls at a time which conflicts with a student’s observance of a holy day, faculty members must accommodate a request for an alternate examination date at a time that does not violate the student’s religious creed. A student must discuss a final examination conflict with the professor no later than two weeks prior to the scheduled examination date to arrange an acceptable alternate examination date.

Note: Days may not be requested to study for an exam because of time taken off for religious observance.

Arrange to e-mail the faculty and coordinate make-up assignments or examinations.

** The Office of Admission & Student Affairs only passes the information to the Course Coordinator/Instructor and is not involved in the final decisions.

5/05 updated by Pharmacy Faculty Assembly

UNIVERSITY POLICY ON RELIGIOUS OBSERVANCE

The School of Pharmacy faculty are responsive to requests by enabling students who contact us in advance to make up work missed because of religious observance. We recognize that some holy days require additional time for preparation or travel before and/or after the actual observance.

Please note that this will be a challenging year for many Jewish students on campus as a number of holy days fall during the school week. Please also note that observance of Jewish holy days begins the evening before the holy days. The Jewish holy days most likely to present a clear conflict with academic demands are as follows:

- Rosh Hashanah: September 21 and 22
- Sukkot: October 5 and 6
- Shemini Atzerat / Simchat Torah: October 12 and 13
- Passover: April 6
- The Muslim holy day of Eid ul-Adha is September 1, 2017
- The Christian holy day of Good Friday is March 30, 2018
Should you have any questions or concerns, please contact the **Office of Religious Life** or the **Office of Equity and Diversity**.

A listing of holy days and occasions also appears on the Office of Religious website, which is at [http://orl.usc.edu/](http://orl.usc.edu/)

For more information about the university’s policy, please see: [http://orl.usc.edu/life/calendar/absences/](http://orl.usc.edu/life/calendar/absences/)

Varun Soni, Ph.D.  
Dean of Religious Life  
University of Southern California  
University Religious Center, Suite 106  
Phone: 213-740-6110 / Fax: 213-740-0254  
http://orl.usc.edu/  
http://mindful.usc.edu/  
www.varunsoni.com/  

*Added to the Student Handbook on 08/01/17*
The Student Honor System
Section V
HONOR SYSTEM

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Pharmacy is regarded one of the most trusted profession in the United States (Gallup Poll, 2016). We have earned this top ranking by not only providing quality care to our patients, but by upholding the highest ethical and moral standards. It is our intention to maintain and further this reputation by instituting an Honor System which will foster the development of a culture that makes dishonorable conduct unacceptable.

The Honor System of the USC School of Pharmacy was initiated at the request of the students in order to enhance the student’s preparation for entry into the profession of pharmacy. The Honor System is designed to provide a standard of character, behavior, and performance that promotes a spirit of community conducive to mutual trust among students, faculty and administrators. There are three sections to the Honor System: 1) the Honor Code, and 2) the Adjudication System. A third section provides guidelines for examination behavior.

The purpose of the Honor Code is to set forth and define the principles of personal integrity, intellectual honesty, and ethical conduct. It is designed to be compatible with and not to compromise in any way the University’s Student Conduct Code & Review Systems and the American Pharmaceutical Association’s (APhA) Code of Ethics. In order to maintain such an environment, the entire University community bears the responsibility of promoting and protecting these ideals.

The adjudication process focuses on the Honor Council. This Council is a student-run committee that is responsible for investigating complaints and/or violations of the Honor Code. Once a complaint is filed, it is the job of the Honor Council to weigh the evidence and determine if a violation did occur. Upon finding a violation, they will hear the case and decide on an appropriate punishment, if necessary. An Oversight Committee exists to resolve appeals made by the student. In general, the Honor Council acts as the judiciary body of the Honor System.

Rules for examination behavior are listed in the appendix of this document. Included in this portion of the System are the roles of faculty and teaching assistants, measures which may prevent behavior problems, and suggested examination behavior. These standards are mentioned in order to explain and help curtail violations of the Honor Code.

Attendance at the University of Southern California School of Pharmacy constitutes acceptance of this Honor System and its procedures. Anyone who cannot or does not pledge to abide by the Honor System is not welcome at the School of Pharmacy. The students, faculty, and administration believe that these high standards are an integral part of the pharmacy profession.
THE HONOR CODE

The students, faculty, and administration of the USC School of Pharmacy, in accordance with the high demand for ethical professionalism in which the practice of pharmacy necessitates, do hereby support and consent to the establishment of and adherence to the following Honor Code:

The profession of pharmacy demands excellence of its constituents -- excellence in character, behavior, and performance. Personal integrity, intellectual honesty, and ethical conduct are the principles that we hope to exhibit in these three categories both while enrolled at the USC School of Pharmacy and as practicing professionals.

Attendance or participation as a student, faculty member, administrator, or staff member at the USC School of Pharmacy constitutes acceptance of this Honor Code (including its concepts, procedures, standards, and principles) as a system of governing and promoting academic integrity.

Excellence in Character
The foundation of “the most trusted profession” clearly rests in the moral character of the individuals employed in it. Personal strength, marked by integrity, honesty and ethics, is the cornerstone in which pharmacy professionals have abided in order to obtain their reputation. In preparation for this position, students at the USC School of Pharmacy should endeavor to respect the moral standards required by their future profession and act accordingly. Excellence in character is the building block for the future of the profession of pharmacy.

Excellence in Behavior
USC School of Pharmacy is a community of students and professionals concerned with upholding higher standards of conduct. Therefore, the preservation of the Honor Code principles is the responsibility of all members of the School of Pharmacy’s academic community.

Students accept their obligation to a self-imposed discipline, individually striving to maintain their personal and academic environments in a manner that reflects the principles of the Code. In addition to being of moral character, students pledge to behave in accordance with the provisions of the Code. It is their promise to never act in any fraudulent manner, either academically, personally, or professionally, and to maintain the confidentiality of individuals who accuse others and who are accused of violations of the Honor Code. Lastly, students assume the significant responsibility of protecting the Honor Code’s integrity. Each student, by virtue of his/her enrollment in the School of Pharmacy, not only must abide by the Honor Code System, but must also agree to enforce its principles, including the reporting of violations of the Honor Code.

Faculty have an important role in the preservation of the Honor Code. Not only is it their responsibility to encourage the principles governing the Code, but it is their obligation to facilitate an academic atmosphere that purposely discourages any type of academic fraudulent activity. Furthermore, faculty members must dutifully and consistently report any and all Honor Code violations they may witness or suspect in order to preserve and uphold the integrity of the Code, its purpose, and its standards.

Excellence in Performance
The honor of the profession of pharmacy is that we, as pharmacists, are able to help others with our expertise. Just how well we are able to benefit patients depends enormously on our own professional performance. Therefore, as students, we must not create any incorrect impressions of our abilities, nor
must we attempt to take any unfair advantage of our colleagues in the academic setting. To do so would violate the excellence demanded and expected of us, as pharmacists, by American society. Most important, falsifying our abilities can be potentially harmful to patients we may encounter in the future.

EXPLANATION OF THE HONOR CODE

Excellence in Character
Personal integrity, intellectual honesty and ethical conduct are the cornerstones of the profession for which students at the USC School of Pharmacy prepare. However, these are terms that are difficult to define. The foundation of this attitude is exemplified by a philosophy to be thoughtful, honest and sincere. In order to develop professionals who are competent and care for their patients, it is necessary to demonstrate these principles while the student is in school. The character developed while a student is an example of the behavior which might be expected of the professional. To best serve the patient, it is important that the student maximize learning and cultivate pride in work. It is therefore important that the student show personal respect, as well as respect for peers and future patients by exhibiting these principles while in school to attain the highest standards set by our profession.

Excellence in Behavior
The Honor Code refers to establishing a self-imposed discipline. This means that one must be able to impose personal boundaries. Furthermore, these standards should be followed consistently. It is necessary that the student develop personal, self-regulated ideals that will not be compromised. If a student can achieve this, the student will be successful not only as a professional but more importantly, as a person.

As a member of the pharmacy community and society in general, it is imperative that we work together in such a way as to demand and expect the best from one another. Not only is the student expected to maximize personal learning, it is also necessary that the student strive to help peers live up to their potential. Peers should be encouraged to become honest and ethical in all aspects of conduct.

The principles set forth by the Honor Code are not exclusive to the behavior of the student. It is also extended to the faculty, staff and administration. In order for the Honor Code to succeed, it cannot be expected that the student enforce these principles without assistance from those who are our leaders and mentors. If one party does not fulfill their role, then the Honor Code will not succeed in assuring an academic environment of appropriate ethical behavior.

It is of utmost importance that individuals take personal responsibility for reporting violations of the Honor Code that they know have occurred. Reporting of violations is an integral part of this Honor System and is intended to help other students and the profession. When members of the community fail to report violations, all members of the community including the offending student, student peers, and members of the profession suffer. Unreported dishonest activity thwarts learning, accurate performance evaluation, and negates the otherwise trustworthy image of professional graduates as competent and knowledgeable.

Confidentiality for individuals accused of violating the Honor Code must be maintained at all times by the faculty and by students. The name of the accuser must also be held in confidence until such time as a Review Panel finds that the evidence merits a Formal Hearing. At this time, the name of the
accuser shall be made known only to the accused and to those directly involved in the Formal Hearing and appeals processes but shall otherwise remain confidential.

Any party (student, faculty, or administrator) who does not contribute to enforcing the Honor Code, is still in violation of these principles. In other words, an indirect infraction, such as not reporting misconduct, is as serious an offense as a direct violation of the Honor Code.

Excellence in Performance
The Honor Code demands that no student, faculty, or staff member act to create an incorrect impression of one’s abilities. As a student and professional, it is not wrong to admit that one does not know an answer to a question. Rather, it is wrong to give falsified information instead of finding the correct answer.

In agreeing to attend the USC School of Pharmacy, it is assumed that the student agrees to, believes in, and will comply with the Honor Code. The Honor Code is based upon principles of honesty, integrity, and ethical conduct that must be maintained and elevated to a high standard within the School of Pharmacy. In doing so, the student will subsequently honor the profession of pharmacy and will consequently serve the patient to their highest capability. Consistent application of these principles will naturally encourage peers to meet or exceed these standards. In this way, pharmacy will continue to elevate its standards of professionalism.

HONOR COUNCIL AND ADJUDICATION SYSTEM

The Honor Council and Oversight Committee are designed to serve as the judiciary component for the Honor System at the University of Southern California School of Pharmacy. The offices and procedures outlined in this section are meant to ensure due process for anyone accused of a violation of the Honor Code. To that end, care has been taken to protect the anonymity of the accused and to remove personal or other bias from relevant proceedings. Those who serve in the offices outlined in this section have a duty to serve with the integrity, honesty, and sincerity fitting members of our profession.

Article I: The Honor Council and the Oversight Committee

A. The Honor Council

The Honor Council shall consist of 18 student members selected each year for a one-year term by the Oversight Committee. The Honor Council shall include a minimum of four representatives from each of the Level I, Level II, and Level III classes. The Honor Council may include representatives from the Level IV class.

B. The Oversight Committee

The Oversight Committee shall consist of two faculty members appointed by the President of the Faculty Assembly of the School of Pharmacy, one faculty member from the School of Pharmacy, one faculty member of the University of Southern California who is not from the School of Pharmacy, and a student representative selected by the Student Body Council and approved by the Associate Dean of Professional and Student Affairs. Such student may not be
a member of the Honor Council and at the same time serve as a member of the Oversight Committee. The members of the Oversight Committee shall be selected each year for a one-year term.

C. Appointment of Honor Council and Secretary to the Honor Council.

1. All full-time students in good academic standing who are pursuing degrees offered by the School of Pharmacy are eligible for membership on the Honor Council. Each year, students may apply for appointment or re-appointment to the Honor Council by submitting a written application to the Oversight Committee.

2. The Oversight Committee shall interview applicants and shall appoint 18 members from those who have applied to serve on the Honor Council.

3. The Associate Dean of Professional and Student Affairs, shall appoint a Secretary to the Honor Council for a one year renewable term. The Secretary of the Honor Council, who shall be a University employee, shall keep orderly records of all Honor Council and Hearing Panel proceedings, and perform the other duties specified in this document.

4. The Associate Dean of Professional and Student Affairs or his appointee shall serve as an Advisor to the Honor Council. The Advisor, shall provide advice and counsel to the members of the Honor Council, and shall perform the other duties specified in this document.

D. Officers of the Honor Council

1. The Honor Council shall elect from its members a President and a Vice-President.

2. The President of the Honor Council must be either a Level II or a Level III student and, except for the 1997-98 school year, must have served a minimum of one year as a member of the Honor Council. The President shall preside over meetings of the Honor Council and may serve as a voting member of Hearing Panels.

3. The Vice-President shall preside over meetings in the absence of the President.

E. Meetings

1. Meetings of the Honor Council shall be called by its President when necessary or, if the President is unavailable, by the Vice-President.

2. A majority of the members serving shall constitute a quorum of the Honor Council for the purpose of transacting its affairs.

3. The Honor Council shall prepare and file with the Secretary of the Honor Council a semi-annual report at the end of each semester listing all disciplinary actions taken by the Honor Council in that semester. The report shall consist of the date on which violations of the Honor Code occurred, the provisions of the Honor Code which were violated, and the penalty imposed for such violations. The report shall not include any names, course
descriptions or other factual details which could lead to disclosure of the identity of the person or persons found in violation of the Honor Code. The Secretary of the Honor Council shall distribute this report to all students, faculty, and administration upon its completion.

F. Vacancies and Removal of Members

1. The Oversight Committee shall fill vacancies on the Honor Council. In so doing, the Committee shall first consider the current year’s applicants not previously appointed. It may then seek additional applicants from among the student body as necessary.

2. Members of the Honor Council may be removed by majority vote of the Oversight Committee on its own motion, or upon recommendation of the Honor Council President, for failure to attend meetings or hearings, for failing to maintain the confidentiality of the accused or of accusers, or for other good cause.

Article II: Proceedings

A. General

The Honor Council is not a court of law. No attorneys shall be present at its hearings. The Honor Council’s purpose is to investigate complaints, determine the facts, and, if a violation of the Student Honor Code is determined, to assess the penalty prescribed by the Code. The Honor Council shall maintain the confidentiality of the accused and of the accuser at all times.

B. Complaint

Upon observing or discovering an alleged violation of the Student Honor Code, a student, faculty member, or other member of the School of Pharmacy community shall (1) submit a written and signed complaint or “Report of Academic Integrity Violation” to the Secretary of the Honor Council stating the name of the student charged, the facts giving rise to the alleged violation, and the names of any witnesses; (2) shall identify any documents relevant to the alleged violation; and (3) shall provide such other information as may be useful in determining the accuracy of the allegations made.

C. The Review Panel and the Hearing Panel

1. Upon receipt of the complaint, the Secretary of the Honor Council shall randomly select two members of the Honor Council to serve with the Advisor to the Honor Council on a Review Panel. Review Panels shall be filled randomly and on an impartial basis and shall not include members in the same class as the accused. Any member of the Honor Council selected by the Secretary of the Honor Council for service on a Review Panel may be removed from the Review Panel by the accused for good cause shown. Review Panel members who are removed for good cause shall be replaced randomly by the Secretary of the Honor Council from the remaining members of the Honor Council who are not in the same class as the accused.
2. Upon completion of the Preliminary Review by the Review Panel, a Hearing Panel shall be formed if the Review Panel determines there is sufficient evidence of a violation of the Honor Code to merit a Formal Hearing. The Hearing Panel shall consist of the Advisor to the Honor Council, the two members of the Honor Council randomly selected by the Secretary of the Honor Council who serve on the Review Panel, and two additional members of the Honor Council, one selected by the accused, and one randomly selected by the Oversight Committee. Hearing Panels shall not include members of the Honor Council who are in the same class as the accused. Any student member of the Hearing Panel may be removed by the accused for good cause, and any two may be removed by the accused without cause. Hearing Panel members who are removed shall be replaced randomly by the Secretary of the Honor Council from the remaining members of the Honor Council who are not in the same class as the accused.

3. In the case of multiple accused students, a separate Formal Hearing and Preliminary Review shall be conducted for each. Each case will be reviewed separately but the members of the Honor Council may simultaneously serve on more than one Hearing Panel or Review Panel as needed.

4. Immediately following a Preliminary Review, the Secretary of the Honor Council shall supply the members of the Hearing Panel with the name of the student charged, the name of the complainant, the nature of the charge, and the course or other academic activity to which the charge relates. Upon receipt of this notice, members of the Panel shall immediately notify the Secretary of the Honor Council if they must disqualify themselves. If disqualified, a member will be replaced by an alternate. Hearing Panel members shall disqualify themselves if they are aware of any personal bias or conflict of interest that may improperly affect their judgment, they were a witness to the alleged violation, or if they are enrolled in the course section to which the complaint relates, or for other good cause. If a Hearing Panel member does not offer a voluntary disqualification, a majority of the Hearing Panel, excluding the challenged member, may remove that member for cause.

5. Each Hearing Panel shall select a Chair to preside over its deliberations.

6. The Advisor to the Honor Council shall serve as a voting member of the Panel.

D. Notice to the Student Charged

1. Following receipt of the complaint and appointment of the Review Panel, the Secretary of the Honor Council shall serve the student charged with a copy of the complaint and the names of the Review Panel members. Any notification of the student charged shall be conducted by the Secretary of the Honor Council by certified mail to the residence of the accused. The accused student shall not be given the names of the student witnesses nor the name of the student or faculty complainant until after the Review Panel has determined there is sufficient evidence of a violation of the Honor Code to merit a Formal Hearing. After a charge is held over for a Formal Hearing, the Secretary of the Honor Council shall provide the accused with a list of names of the Honor Council members who are not in the same class of the accused from which the accused may select one member of the Hearing Panel. The Secretary shall also provide the accused with the name of the member of the Hearing Panel randomly selected from the members of the Honor Council by the Oversight Committee.
Committee. The Secretary of the Honor Council shall also provide a copy of the complaint, if appropriate, to any faculty member or administrator named in the accusation at this time and shall notify the accused of the name of the faculty member or administrator so informed.

2. Following receipt of the list of the Review Panel or Hearing Panel members, the accused may challenge any member of either panel with cause by submitting to the Secretary of the Honor Council a written statement specifying a panel member and reason for exclusion from service on the panel. The accused may remove any two student members of the Hearing Panel without cause by submitting to the Secretary of the Honor Council a written statement specifying which student members of the Hearing Panel should be excluded without cause. In the event of any such challenge, the challenged member shall be automatically removed and replaced randomly by the Secretary of the Honor Council from the remaining student members of the Honor Council who are not in the same class as the accused.

3. The student alleged to have committed the violation, may submit to the Secretary of the Honor Council, a written response to the complaint detailing his or her position in the matter and either admitting or denying the complaint. Submission of such a statement is optional on the part of the student alleged to have violated the Honor Code. Failure of the student alleged to have violated the Honor Code to submit such a statement shall not be construed as an admission that the allegation is either true or false.

4. If the student contests the allegation(s), he or she must be allowed to attend all classes and complete all assignments until the complaint is resolved. If the alleged violation is discovered or reported during the final examination, the instructor should assign a mark of “MG” until he/she has provided adequate opportunity to resolve the matter.

E. Cooperation of the Faculty and Administration

If the violation involves academic integrity, the faculty and/or administrative members responsible for the course or other academic activity to which the charge relates shall file a written statement or any document, list of witnesses, or other information relevant to the alleged offense with the Secretary of the Honor Council.

F. The Preliminary Review

Concurrent with the selection of the Review Panel, the Secretary of the Honor Council shall prepare all documentation related to the charge including the removal of the names of the accused and the accuser. The Secretary of the Honor Council shall submit this prepared documentation to the Review Panel. The Review Panel shall review the prepared documentation to ascertain whether there is adequate reason to believe that the student committed the act or acts stated in the complaint. The Review Panel shall also determine if the alleged action(s) would constitute a violation of the Honor Code if proven. The Review Panel shall make its determinations by a majority vote of its three members. The name of the student charged shall not be revealed to the Review Panel until the case is retained by a majority vote of the Review Panel for a Formal Hearing. The Preliminary Review shall consist of an examination of documentation only and shall not involve interviews with either the complainant or the accused. At its discretion, the Review Panel may request further
documentation from the appropriate parties through the Secretary for clarification of the documents submitted for review. If it is determined as a result of this review that there is not adequate reason to proceed, the complaint shall be dismissed and no further action taken against the student charged, by either the School of Pharmacy Hearing Panel or the University Student Conduct Code System with reference to the conduct or action alleged by this complaint.

G. The Formal Hearing

1. Following the Preliminary Review, the Hearing Panel shall, unless the case has been dismissed, hold a Formal Hearing in private. Three members of the Panel in addition to the Advisor must be present to constitute a quorum. The Secretary of the Honor Council must also be present and shall make an audio tape recording of the proceeding. The student charged must be given three business days advanced written notice of the time and location of the Formal Hearing. Notice may be given in person or by mail. Only the Panel, the complainant, the student charged, an advisor to the student charged who may not be an attorney, the Secretary of the Honor Council, the Advisor to the Honor Council, and any witnesses may be present. The hearing is closed to all other parties unless an open hearing is requested by the student charged. Witnesses may be present only to present their testimony. No person involved in the hearing shall during the course thereof, discuss the case with anyone outside the hearing.

2. The Chair of the Hearing Panel shall commence the hearing by reading the complaint, any written statement submitted by the student accused, and reading any statement received from a faculty member or administrator.

3. It is not the function of the Hearing Panel to act as prosecutor of the case against the student charged, but to examine all evidence in order to make a determination in the matter. Accordingly, the Panel shall call witnesses and shall call for documents and other evidence as appropriate. The student charged shall have the right to be assisted by a non-attorney advisor; to present a defense to the charge; to question any witnesses; to present any document; to present witnesses; and to testify. If the student charged does not testify, no inference shall be drawn from that refusal.

4. A student who is called as a witness is expected to appear and testify before the Hearing Panel unless the witness claims that such testimony, if truthful, would tend to incriminate that witness in a violation of this Code.

H. Deciding the Case

1. When all of the evidence has been presented and the Hearing Panel is satisfied that all pertinent evidence has been received and that the student charged has been given an adequate opportunity to make arguments or other comments regarding that evidence, the Hearing Panel shall meet in closed session to decide whether or not the student charged was responsible for a violation of the Honor Code.

2. The hearing Panel shall find a student in violation only on the charge as stated and on no other charge and only on the basis of evidence that, when weighed against that opposed to
it, has the more convincing force and the greater probability of truth. A minimum of three votes shall be required to find a student in violation of the Honor Code.

3. Any student who has been found to have violated the Honor Code will, if no appeal is entered, have sanctions imposed upon him or her that are appropriate for the violation. Appropriate sanctions are outlined in SCampus (see section 11.80 and Appendix A: Academic Dishonesty Sanction Guidelines).

4. The Hearing Panel’s decision shall be made following the conclusion of the Formal Hearing. Notice thereof shall be sent by the Secretary of the Honor Council to the student charged. If the student charged is found to have violated the Honor Code, the notice to the student charged shall contain a summary of the evidence upon which the finding was based.

5. Each panel member, the complainant, the advisor to the student charged, and all witnesses shall treat any and all knowledge and information obtained through their participation in the proceedings, the name of the student(s) charged, and the nature of the charge as confidential.

6. Regardless of the outcome of the case, no mention or notation of the case will be made on the official records of the student unless so required by SCampus section 16.00.

Article III: Appeals

A. Appeals by a student found to be in violation of the Student Honor Code shall be made to the Oversight Committee. Such an appeal may be taken only from a Hearing Panel decision finding the student charged in violation of the Student Honor Code. The only grounds for appeal shall be that the procedures leading to a determination of guilt violated this Code, that new evidence has been discovered, that the Hearing Panel was prejudiced against the student, that the evidence presented was insufficient or did not have the more convincing force and the greater probability of truth when weighed against the evidence opposed to it, or that the allegation, even if true, does not constitute a violation of the Honor Code. A student who is found in violation of the Honor Code and wishes to appeal must submit to the Oversight Committee within three business days of receipt of notification a written statement listing the specific grounds for the appeal. The Oversight Committee may extend the time for filing an appeal.

B. The Oversight Committee shall decide whether an appeal is timely and based upon proper grounds. A negative determination on either question will result in dismissal of the appeal. If an appeal is to be heard, the Oversight Committee shall review the record and may in its discretion, affirm the decision or return the case to the Hearing Panel for appropriate action. The decision of the Oversight Committee shall be final unless the Dean of the School of Pharmacy considers an appeal of such decision in which case the decision of the Dean shall be final.
Article IV: Publication of Proceedings

The Secretary of the Honor Council shall prepare and post on a bulletin board designated for that purpose a report of each hearing when action on the case has been completed, without revealing the names of the student, faculty member, or administrator involved.

Article V: Amendments

The Honor Code and its articles and provisions may be amended by formal action and majority vote of the Honor Council if approved by a majority vote of the Oversight Committee and ratified by a majority vote of the School of Pharmacy student body and faculty either directly or by the vote of their elected representatives.

Article VI: Statute of Limitations

No charges shall be received nor shall hearings be held on any complaint which has not been filed with the Secretary of the Honor Council of the Honor Council within twelve weeks of the date of an alleged violation. To expedite proceedings, it is recommended that all charges be filed as soon as possible.

Adopted by the School of Pharmacy on April 9, 1996
Updated August 1999_EDITED August 1, 2017
HOW A COMPLAINT IS PROCESSED

The Complaint is Submitted to the Secretary
- Notification of appropriate faculty
- Form action of a Review Panel
- Notification of the accused about the charge and names of those on the Review Panel

Options of the Accused
- Remove any panel member for replacement from the Honor Council
- Respond to the charge in writing statement to the secretary

Duties of the Notified Faculty
- File a written statement or any document.
  List of witnesses of other information relevant to the alleged offences with the

Name of Accused and Accuser Removed From All Documentation by The Secretary for Preliminary Review

Preliminary Review
* Is there good evidence of a violation of the Honor Code?
  - If “NO” — Case Dismissed
  - If “YES” — Formal Hearing

Formal Hearing
* Did the accused violate the Honor Code?
  - If “NO” — Case Dismissed
  - If “YES” — Penalty Determined

Appeal by Accused to the Oversight Committee
* Are there grounds for appeal?
  - If “NO” — Decision of Hearing Panel Upheld
  - If “YES” — Actual Penalty or Case Dismissed

Appeal by Accused to the Dean
* Are there grounds for appeal?
  - If “NO” — Decision of Oversight Committee is Final
  - If “YES” — Actual Penalty or Case Dismissed (Decision is Final)
Structure of the Application System

**Review Panel**
2 Student members of the Honor Council randomly selected by the Secretary of the Honor Council
1 Advisor to the Honor Council

**Hearing Panel**
Review Panel members
1 student member of the Honor Council selected by the accused
1 student member of the Honor Council randomly selected by the Oversight Committee

**Honor Council**
18 student members supported by the oversight committee
1 advisor to the Honor Council appointed by the Associate Dean of Professional and Student Affairs

**Oversight Committee**
1 student elected by ASSP and approved by the Associate Dean of Professional and Student Affairs
1 Faculty member from USC affiliated with the School of Pharmacy appointed by the President of the Faculty Assembly
1 Faculty member from USC not affiliated with the School of Pharmacy appointed by the President of the Faculty Assembly

**Dean of the School of Pharmacy**
APPENDIX A

Recommended Guidelines for Examination Behavior

**Purpose of Policy:** Examinations are one of the most commonly used methods for determining student mastery of subject matter in many of our courses. It is essential that examinations attempt to reflect the knowledge and abilities of each individual student. This represents the knowledge that each student can bring to a patient advisement situation and reflects, in part, the information that each student possesses for use in Pharmaceutical Care providing. It is difficult to determine, during or after the fact, if a student willfully intended to breach examination integrity. Therefore, recommendations have been proposed to secure an honest academic environment. Any violation of the Honor System and the policies for professional and academic conduct should be documented and submitted in writing to the Secretary of the Honor Council.

**Role of the Faculty:** The role of the faculty in securing the examination process has been specified in the Faculty Handbook:

*The environment of the examination should be designed to prevent not only cheating but also the appearance of cheating. This would include such preventive measures as caution against talking during the examination, care in the seating arrangements during the examination, and, for crowded classrooms, the use of different question sets and the presence of additional proctors. In addition, care should be taken in the writing and handling of test materials both prior and subsequent to the examination itself.*

Faculty proctors consist of those faculty that have prepared questions for each examination. Each faculty member that prepares questions for an examination should be present during the examination. This responsibility cannot be delegated to secretaries or administrative staff members. Faculty proctors are responsible for ensuring that there are no breaches of examination behavior and are authorized to recognize and manage inappropriate examination behavior in accordance with these policies. Course directors are responsible for providing sufficient proctors and for making proctors aware of the examination behavior policy. There should be at least one proctor for every 40 students. Faculty members who are found guilty by the Honor Council of violating the provisions of the Honor System may be sanctioned. Such sanction may include, but not be limited to, verbal or written reprimand, or statement of no confidence.

**Teaching Assistant Proctors:** Graduate students may serve as proctors for those courses in which they are teaching assistants. The course director should advise all proctors of the policy on examination behavior and is responsible for ensuring its implementation. Teaching assistants will have the responsibility to report inappropriate examination behavior to a faculty proctor and submit written documentation to the Secretary of the Honor Council.
Preventive Actions: The following preventive actions are intended to secure an honest academic environment and can be implemented prior to the start of the examination.

1. Rules of examination behavior - The course director should review the rules regarding examination behavior with the students before the examination occurs. The course coordinator should also inform students that the consequence of inappropriate examination behavior is that the student will fail the course.

2. Personal items - All backpacks, briefcases, notebooks and other personal items should be placed at the front of the room before the examination can start. Students are responsible for picking up any litter or objects in the vicinity of their seats before the examination begins. Any notes or suspicious material of any kind within the student’s vicinity should be considered a violation of the honor code. Students may not share calculators during examinations.

3. Seating chart - Students should sit in randomly assigned seats with scantrons and examination materials placed at each seat. Seating charts should be arranged by the course coordinator before each examination.

4. Multiple examination versions - Each examination should be produced in at least three (3) versions.

Behavior during examinations: These guidelines are intended to limit the potential for academic dishonesty during tests, labs, and examinations.

1. Students should ensure that their materials are not exposed to others by following these guidelines:

   a. Materials should be kept flat on the desk and should be guarded from the view of others.
   b. When an examination paper or a scantron is not in use, such as at the end of the examination, the examination and/or scantron should be placed face down on the desk.
   c. Students should not mark their answers in large, easily seen circles or letters, such that neighbors can easily see the answers.
   d. Students providing answers to others may be found to have breached appropriate examination behavior.

Students may not look at others’ examination materials. Students should direct their eyes toward their own examinations or toward the ceiling. If a student is seen looking to the side or rear, the student should be moved. If the student is seen looking to the side or rear after having been moved, a violation of the Honor System will be considered to have occurred.
APPENDIX B

11.00 Behavior Violating University Standards and Appropriate Sanctions

The Student Conduct Code articulates violations that are most common and readily identifiable. Conduct violating university community standards that is not specifically mentioned still may be subject to disciplinary action.

Academic Integrity Violations: This is a partial listing of academic integrity offenses and recommendations. See Scampus 2017-18 for additional violations.

11.11 Plagiarism

A. The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form.

B. The submission of material subjected to editorial revision by another person that results in substantive changes in content or major alteration of writing style.

C. Improper acknowledgment of sources in essays or papers.

Note: Culpability is not diminished when plagiarism occurs in drafts which are not the final version. Also, if any material is typed by another person, the student is expected to proofread the results and is responsible for all particulars of the final draft.

11.12 Acquisition of term papers or other assignments from any source and the subsequent presentation of those materials as the student's own work, or providing term papers or assignments that another student submits as his/her own.

11.13

A. Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are considered unacceptable examination behaviors: communicating with fellow students during an exam, copying material from another student's exam, allowing another student to copy from an exam, possession or use of unauthorized notes, calculator, or other materials during exams and/or any behavior that defeats the intent of an exam or other classwork.

B. Submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.
11.14

A. Obtaining for oneself or providing for another person a solution to homework, a project or other assignments, or a copy of an exam or exam key without the knowledge and expressed consent of the instructor.

B. Unauthorized collaboration on a project, homework or other assignment. Collaboration between students will be considered unauthorized unless expressly part of the assignment in question or expressly permitted by the instructor.

11.15 Attempting to benefit from the work of another or attempting to hinder the work of another student.

11.16 Using an essay, term paper or project in more than one course without permission of the instructors of the courses.

11.17 Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

11.18 Taking a course, portion of a course or exam for another student or allowing another individual to take a course, a portion of a course or exam in one's stead.

11.19

A. Using university computer and word processing systems to gain access, alter and/or use unauthorized information.

B. Misuse of university computer systems or access to those systems as articulated by the university's Student Computer Use Policy (SCampus page 102).

11.20 Fabrication: Submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.

11.21 Any act which gains or is intended to gain an unfair academic advantage for the student may be considered an act of academic dishonesty.

Note: Culpability is not diminished for acts in violation of this code that are committed under the influence of any illegal drugs or controlled substances such as alcohol.

11.31 Dishonesty, such as furnishing false information to any university official, faculty member or office. This includes, but is not limited to, furnishing false information in academic petitions or requests, financial aid documents, student employment documents, financial statements or other documents or intentionally evading legitimate financial obligations to the university.
11.32 Conducting oneself in a manner that endangers the health or safety of oneself, other members or visitors within the university community or at university sponsored or related events.

11.33 Unauthorized entry, presence in or use of university premises, facilities or property.

11.34

A. Forgery, unauthorized alteration or unauthorized use of any university document, records, keys or instruments of identification, or of documents or records related to functions of the university.

B. Unauthorized presentation of oneself as a representative of the university for the purpose of gaining or attempting to gain privilege, convenience, goods or services.

C. Possession, manufacture or distribution of false or altered instruments of identification within the university community.

11.35 Theft (or attempted theft) of property or of services within the university community; possession of stolen property regardless of origin; misappropriation of university resources.

11.36 Causing physical harm to any person in the university community or at university-sponsored activities or causing reasonable apprehension of such harm. This includes hazing. (Also see University Policy Against Hazing, SCampus, page 108)

11.37 Destroying, damaging or defacing the property of others, whether in the university community or at university-sponsored activities or assignments.

11.38 Behavior which disrupts or interferes with normal university or university-sponsored activities, including but not limited to, study, teaching, research, officially invited speakers, university administration, public safety, or fire, police or emergency services or other authorized activity. (Also see University Policy on Free Expression and Dissent, SCampus, page 130.)

11.39 Failure to comply with directions of university officials acting in the performance of their duties while in the university community or at university-sponsored activities, or resisting or obstructing such university officials in the performance of their duties, including failure to carry and/or provide upon request appropriate USC student identification.

11.40 Unauthorized use, possession or dissemination of alcohol in the university community or at university-sponsored activities. (Also see University Policy on Alcohol and Other Drugs, SCampus, page 109.)
11.41 Use, possession or dissemination of illegal drugs or drug-related paraphernalia (when accompanied by evidence of drug use) in the university community or at university-sponsored activities. (Also see University Policy on Alcohol and Other Drugs, SCampus, page 109.)

11.42 Behavior which disrupts or interferes with the freedom of expression of others in the university community or at university-sponsored activities. (Also see University Policy on Free Expression and Dissent, SCampus, page 101-102.)

11.43 Participation in or promotion of a disturbance of the peace or unlawful assembly in the university community or at university-sponsored activities as well as violating published USC guidelines regarding amplification equipment and noise. (Also see University Policy on Free Expression and Dissent, SCampus, page 101-102.)

11.44

A. Engaging in disorderly conduct or lewd, indecent or obscene behavior in the university community or at university-sponsored activities.

B. Encouraging or permitting others to engage in misconduct prohibited within the university community.

11.45 Initiating or causing to be initiated any false report, warning or threat, such as that of fire, explosion or other emergency in the university community or at university-sponsored activities.

11.46

A. Misusing or damaging fire safety equipment or other emergency equipment in the university community or at university-sponsored activities.

B. Failure to evacuate during a fire alarm, whether the alarm is activated falsely, as a drill, or in a genuine emergency.

11.47 The use or possession of firearms or replicas, ammunition, explosives, knives or other weapons or fireworks in the university community or at university-sponsored activities. Any exception requires prior authorization from the USC Department of Public Safety.

11.48 Violating rules and regulations pertaining to the operation of bicycles, mopeds and/or vehicles, roller skates, roller blades, scooters and skateboards in the university community property. (Also see Bicycle Policy, page 118, Scooter and Motorcycle Policy, page 146; Roller Skates, Roller Blade, Scooter and Skateboard Policy, page 146, SCampus.)

11.49 Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.
11.50

A. Violating rules outlined in the USC housing contract, and/or established university regulations or policies governing, residence in university owned or administered property (i.e., Residential Life policies and Greek Recognition Standards.)

B. Violating any policies, rules or regulations of the university including but not limited to administrative rules of campus offices.

C. Violating the University Policy Concerning Group Responsibility for Student Organizations (including social Greek letter organizations). This policy is available in the Scampus, page 139 guidebook or from the office for Residential and Greek Life and in the Office of Student Activities.

11.51 Verbal comments which are individually directed and which are harassing, intimidating or threatening and/or interfere with work or learning. (Also see Sexual Harassment Policy, SCampus, page 134.)

11.52 Any act chargeable as a violation of local, state or federal law may be cited as a violation of the University Student Conduct Code, whether or not charges are brought by civil authorities, when such act(s) occur on university premises, or at university sponsored activities or events, or when such conduct adversely affects the university community and/or the pursuit of its objectives.

11.53 Participation in rape or any other kind of sexual assault by an individual student or in concert with others. For the purposes of this section, students should understand that:

A. Forced intercourse, or other sexual contact which is not consensual is defined as rape or sexual assault whether the assailant is a stranger or an acquaintance of the complainant;

B. Intoxication of the accused does not diminish his/her responsibility for a sexual assault;

C. In situations where the complainant is incapable of giving consent, which includes but is not limited to when the complainant is prevented from resisting due to consumption of alcohol or drugs, the accused is responsible for misconduct if the accused sexually assaults the complainant.

11.54 Any act that intimidates or threatens a student, staff or faculty member because of his/her intending to file, filing and/or Proceeding with a police, USC Department of Public Safety or Student Conduct incident report or review.

11.80 Sanctions

Sanctions for violations of the university Student Conduct Code are assessed appropriately for the cited violation. Sanctions will be considered in light of students' entire conduct records
at the university and will be designed to hold students accountable for their actions and the resulting or potential consequences of such actions, to promote the educational well-being of students and to protect the educational environment of the university and the safety of its community. All academic integrity violations will result in an academic consequence. Failure to comply with the terms of any imposed sanctions may be considered an additional violation.

One or more of the following sanctions may be imposed for violations of university regulations.

11.81 Expulsion from the university: Permanent termination of student status. Permanent notation will appear on the student's transcript. The student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activity; and is barred from university premises. If the expulsion becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

11.82 Suspension from the University: Termination of student status for a specified but limited period of time. A permanent notation will be made on the student's transcript indicating the period of suspension and the date of removal of suspension. During the period of suspension, the student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activity; and is barred from university premises. During the period of suspension for a violation of academic integrity guidelines, the student may not complete academic work elsewhere that may be counted toward the completion of a USC degree. Violation of the conditions of suspension, university policies or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the university. Normally after the suspension, the student will be on disciplinary probation for a specified period of time. If the suspension becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

11.83 Interim Action: The Vice President for Student Affairs or designee may initiate interim action against a student or organization pending disciplinary proceedings whenever there is evidence that the student or organization poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or when a student or organization poses a continuing threat of disruption or interference to normal university life or functions. A student or organization subject to interim action will be given prompt written notice of the charges and the opportunity for a review within 15 days of the notice, unless a later date shall be mutually agreed upon by the accused student and the Office for Student Conduct.

A. Interim Suspension: Exclusion from all classes, seminars and programs; prohibition of participation in university-sponsored activities and exclusion from university premises.
B. Other Interim Action: Includes, but is not limited to, exclusion from university housing or a specified portion thereof, or from other specified activities or areas of the campus as set forth in the written notice of Interim Action.

11.84 Revocation of Admission: The student loses admitted status to the university. The student may not continue enrollment or enroll for future semesters. Normally, revocation of admission precludes the student from the opportunity to apply to or be admitted to any program at the university in the future. A permanent notation will be made on the student's Transcript indicating that admission was revoked and the date of the action. If the revocation of admission becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

11.85 Revocation of Degree: The student loses the right to claim the degree as earned. Posting of the degree will be removed from the student's transcript, and a permanent notation will be made on the transcript indicating the revocation, the degree involved and the date of the action.

11.86 Dismissal from an Academic Unit: Permanent termination of the student's right to enroll or participate in the classes, seminars and/or programs of a specific academic unit, school or department.

A. Undergraduate Students: Dismissal from a specific undergraduate academic unit shall not prevent undergraduate students from enrolling in other university academic units. Normally after dismissal from an academic unit, the student will be on disciplinary probation for a specified period of time.

B. Graduate Students: Students who have been dismissed from a specific graduate academic unit may not enroll in other graduate programs unless they have gained formal admission to such programs.

11.87 Removal from an individual course or section of a course. Removal precludes the student from participation in and attendance of the course or section, or any of its sessions. In multiple section courses, the student will not necessarily be allowed to transfer to another section.

11.88 Grade Sanctions: Any disciplinary grade reduction including, but not limited to, grades of F or no-credit for a course, a reduced grade for a course, grades of F or zero credit for assignments, or reduced credit for assignments.

11.89 Disciplinary Probation: Indicates that the student has engaged in unacceptable behavior and may be required to report to the Office for Student Conduct and meet specific conditions related to the violation during the probationary period. Additionally, the student is given written notice that any further violations of university policies may result in more severe sanctions such as eviction from university housing, suspension, dismissal from an academic unit or expulsion from the university.

11.90 Warning Probation: Written reprimand for violations of specified university policies or regulations, including notice to the student that continued or repeated violations may be cause
for further disciplinary action, normally in the form of disciplinary probation, suspension or expulsion.

11.91 Restitution: Reimbursement for damage to university property or for misappropriation of university property or services may be imposed in combination with other disciplinary action where appropriate. The student may be required to make reimbursement to the university for property damages incurred as a result of a violation of this code. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be assigned for minor damage to the property of individuals or groups within the university community, but adjudication of student discipline usually will defer determination of significant restitution to other appropriate processes.

11.93 Organizational Sanctions: All residential and non-residential organizations, clubs and similar organized groups are responsible for compliance with university rules and regulations. Upon a determination that the group has encouraged violations or did not take reasonable steps as a group to prevent violations of university rules and regulations, the group may be subjected to permanent or temporary removal of recognition/registration, social probation, denial of the use of university facilities or other appropriate sanctions (see University Policy Concerning Group Responsibility for Student Organizations, SCampus, page 117).

11.94 Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified in the above list. Examples include but are not limited to: university housing reassignment or removal, temporary or permanent loss of computer use privileges, restrictions upon or denial of driving privileges on campus, prohibition of student leadership opportunities, community service work, research projects, seminars, classes or other educational experiences deemed appropriate. Certain sanctions also may be assigned as "deferred" under appropriate circumstances (e.g.: deferred removal from housing, deferred suspension from the university, deferred loss of organizational recognition).

Talking to another student during an examination is a breach of proper examination behavior. Students may not talk to a student or faculty proctor except for an emergency.

2. Students may not exchange notes examination materials or any object during an examination.

3. A student who completes an examination before the time allotted, may raise her/his hand and give the completed materials to a proctor. The student may then collect their belongings and leave the room, taking care not to communicate with other students. If a student completes an examination within 15 minutes of the end of the period, the student should remain seated until the period is over. At the end of the examination period, all examination materials should be collected by the proctors. Students should not be allowed extra time to finish their examinations.

4. Students should take examinations at the time they are scheduled. The course coordinator may approve another examination time for a student with medical, family, or transportation emergencies. The emergency should be documented to the satisfaction of the Associate Dean of Student Affairs.

5. Students should take care of biological needs prior to the examination. Should an emergency
arise, a student may leave the room and go to a rest room assigned to the student by a proctor. At no time may more than one student be in a rest room during an examination. Rest rooms should be inspected and cleared of helpful notes, by a proctor, before the student may enter.

6. If a student is suspected of any breach of examination behavior, the student can be moved to a different seat. This should prevent the student from looking at the papers of potentially helpful students, or communicating with others. The faculty proctor or teaching assistant does not have to tell the student why a move is required. However, if a proctor suspects that inappropriate behavior has occurred, the student should be moved and warned. The student should comply with the stipulation to move.

7. It is strongly recommended but not required that faculty not interpret questions for students. Teaching assistant proctors must not interpret questions for students. If a student believes a test question to be unfair, unclear, or inappropriate, they should document the nature of their concerns in writing at the end of the examination. The course coordinator may then determine whether the question should be eliminated from the examination.
## APPENDIX C

### Examples of Honor Code Violations and Sanction Guidelines

<table>
<thead>
<tr>
<th>Section</th>
<th>Violation</th>
<th>Recommended Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.11</td>
<td>Plagiarism.*</td>
<td>Fail the course.</td>
</tr>
<tr>
<td>11.12</td>
<td>Submission of purchased term papers or papers done by others.*</td>
<td>Suspension or expulsion from the university; F for course.</td>
</tr>
<tr>
<td>11.13A</td>
<td>Copying answers from other students on exam.*</td>
<td>Fail the course.</td>
</tr>
<tr>
<td>11.13A</td>
<td>One person allowing another to cheat from his/her exam or assignment.*</td>
<td>Fail the course for both persons.</td>
</tr>
<tr>
<td>11.13A</td>
<td>Possessing or using material during exam (crib sheets, notes, books, etc.) which is not expressly permitted by the instructor.*</td>
<td>Fail the course.</td>
</tr>
<tr>
<td>11.13A</td>
<td>Continuing to write after exam has ended.*</td>
<td>Fail or zero on exam if continued after warning.</td>
</tr>
<tr>
<td>11.13A</td>
<td>Taking exam from room and later claiming that the instructor lost it.*</td>
<td>Fail the course and recommendation for disciplinary action (possible suspension).</td>
</tr>
<tr>
<td>11.13A</td>
<td>Any action taken to assist in an act of academic dishonesty or to keep such an act from being detected.</td>
<td>Fail the course and recommendation for disciplinary action (possible suspension).</td>
</tr>
<tr>
<td>11.13A</td>
<td>Roving eyes during exam.</td>
<td>Fail or zero on exam after student has been warned.</td>
</tr>
<tr>
<td>11.13A</td>
<td>Talking during exam.</td>
<td>Fail or zero on exam after student has been warned.</td>
</tr>
<tr>
<td>11.13B</td>
<td>Changing answers after exam has been returned.*</td>
<td>Fail the course and recommendation for disciplinary action (possible suspension).</td>
</tr>
</tbody>
</table>
11.14 Fraudulent possession of exam prior to administration.* | Fail the course and recommendation for suspension.

11.14 Obtaining a copy of an exam or answer key prior to administration.* | Suspension or expulsion from the university; Fail the course.

11.14A Breaking into file/office/or other location by physical, electronic or other means to obtain examination. | Suspension or expulsion from the university; Fail the course.

11.15 Hiding from another student or otherwise making material inaccessible which is necessary for the completion of an assignment or exam. | Fail the course.

11.16 Submission of the same term papers to more than one instructor, where no previous approval has been given.* | Fail both courses.

11.17 Falsification, alteration, or misrepresentation of official records of school or university. | Expulsion from the university.

11.18 Having someone else take an exam for oneself.* | Suspension or expulsion from the university; Fail the course.

11.20 Fabrication, in part or whole, of any classroom or laboratory assignment (e.g., “dry labbing” assignments). | Fail the course.

11.51 Any physical, verbal, written, or other action which tends to demean, abuse, or otherwise dehumanize another individual’s character. | Reprimand with community service, expulsion, or suspension from university.

Failing to keep information about investigations or hearings confidential. | Suspension or expulsion from university.

Supplying false information to the Honor Council. | Suspension or expulsion from university.
<table>
<thead>
<tr>
<th>Violation</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second conviction of violating the Honor Code upheld on appeal.</td>
<td>Suspension from university; expulsion recommended.</td>
</tr>
<tr>
<td>Accusing another student of violation of the Honor Code in bad faith.</td>
<td>Suspension or expulsion from university.</td>
</tr>
<tr>
<td>11.52 Breach of patient confidentiality whereby the patient can be identified.</td>
<td>Fail the course.</td>
</tr>
<tr>
<td>11.52 Any act of sexual harassment of student colleagues, faculty, staff, or patients.</td>
<td>Suspension or expulsion from university.</td>
</tr>
</tbody>
</table>

Note: Violations marked with an asterisk (*) have been previously identified in Appendix A: Academic Dishonesty Sanction Guidelines, SCampus 2017-2018.
APPENDIX D

Report of Academic Integrity Violation

(See Student Conduct Code Section 14.00 of SCampus for details)

When an instructor has reason to believe that a student has violated the university’s academic integrity standards, he or she should make reasonable attempts to meet with the student and discuss the alleged violation prior to filing a formal report. When such attempts are unsuccessful within a reasonable amount of time (preferably within 15 days of identifying the violation), a completed report should be forwarded to the Office for Student Conduct with the understanding that the student may subsequently wish to meet with the instructor.

Procedures to be followed when meeting with a student are outlined in Trojan Integrity: A Faculty Desk Reference (available from the Office for Student Conducts). Members of the Office for Student Conduct are also available for consultation at (213) 821-7373.

Student:

Name

Student Identification Number

Class:

Title

Course#  Class #  Semester

Instructor:

Name

Department / School

Phone #

Room # / Mail Code

Date of Incident


Description of Incident: (attach additional pages or a supplementary report as necessary; please include original or facsimile copies of supporting documents):
APPENDIX E

Implementation Plan

How are reports of academic integrity handled?
How are reports investigated, and what is the timeline, judicial rulings, and potential for appeal?

An *ad hoc* Honor Council will be formed to discuss the report of academic integrity violations. This group will be made up of the Associate Dean for Student Affairs, who will solicit 2-3 students from each class level, P2 – P4 (see Appendix F for Application for Membership on Honor Council).

Members will also consist of at least two faculty members appointed by the Associate Dean for Student Affairs.

The Council will meet no later than three weeks after a review of the Report.

The Council will make a decision to the accused no later than one week after the Council meets.

A faculty will be asked to write a written recommendation of action to provide to the accused. The Associate Dean for Student Affairs will meet one-on-one with the accused and communicate the recommendations set forth by the Council.
APPENDIX F

Application for Membership on Honor Council

Name:

Social Security Number:

Year:

Briefly describe why you are interested in serving on the Honor Council:
Student Evaluation
Dispute Resolution Policy
Section VI
If a dispute should arise regarding the manner in which a student has been evaluated in a given course, the student is to follow the procedures outlined below:

♦ First, attempt to resolve the subject dispute with the instructor for the course involved. If no resolve is attained at this level, then

♦ Attempt to resolve the subject dispute with the course coordinator for the course involved. If no resolve is attained at this level, then

♦ Attempt to resolve the subject dispute with the Department Chair who has departmental jurisdiction over the course. If no resolve is attained at this level, then

♦ The disputed matter is to be written up and submitted to the Associate Dean for Academic Affair's Office within a reasonable period of time that should not exceed 30 days after the student has notice of the evaluation results that give rise to the dispute.

Once the matter of dispute is brought to the Associate Dean's Office, the Associate Dean will meet with both the student and the appropriate faculty member involved to discuss the merits of the dispute. If there is no resolve to the dispute at this level, the student will be instructed that his/her request (or a revised written request stating the facts as well as the student's arguments be prepared and submitted to the Associate Dean's office within 10 days from the date of the first meeting with the Associate Dean and the involved faculty member), if the student wishes, will be forwarded to the School's Scholarship Standards Committee (a five member pharmacy faculty body) via the Committee's chair for review and the scheduling of a "due process hearing." The hearing shall be scheduled within 30 days after the Committee chair has received both the written statement from the student and notice by the Associate Dean's Office to convene a hearing. If a member of the Scholarship Standards Committee at the time should be an instructor, course coordinator, or chair for the department having jurisdiction over the subject course, they shall dismiss themselves from serving as a member on the Committee's panel to hear the case. Faculty having interest in a course where a dispute arises shall not partake in the Committee's decision regarding the specific dispute. If such a conflict exists with the chair of the Committee, then a disinterested acting chair shall be appointed by the chair from the remaining members of the Scholarship Standards Committee.

The student will be notified of the hearing date by the Scholarship Standard Committee's chair and will be instructed that he/she may have a faculty advocate accompany him/her to the hearing. The student will also be allowed to present witnesses (if deemed appropriate) pertinent to the issue surrounding the dispute. The student's choice regarding a faculty advocate and witnesses shall be sent in writing to the chair of the Scholarship Standards Committee naming the parties that will accompany the student. The Committee may also call additional witnesses as it sees fit, and will notify the student of the witnesses it has called to attend the hearing.
At the scheduled hearing, the student will be asked to present any facts or arguments on his or her behalf. Witnesses and the student's faculty advocate will also have opportunity to make presentations. The Committee panel will have an opportunity to question the student, the faculty advocate and witnesses. Once all presentations and arguments are made, the Committee panel will deliberate on its decision. The decision will be prepared in writing and provided to the student within 20 days from the hearing date.

If the decision is unfavorable to the student, the student may appeal the decision to the office of the Pharmacy School Dean within 20 days after receipt of the decision. The Dean will review the record of the case, and will communicate his/her decision within 20 days from his/her receipt of the student's written appeal. The same procedure of appeal applies to the faculty member whose course is subject to the dispute if the decision rendered is unfavorable to the faculty member's student evaluation decision. The Dean's decision becomes the final decision in the process. However, if a student is not satisfied with the outcome of the complaint resolution procedure, he or she may also submit a written complaint directly to the ACPE via email (csinfo@acpe-accredit.org). ACPE contact information currently can be provided to the student by the Director of Admission & Student Affairs or the Associate Dean for Faculty/Student Affairs.

Approved by the School of Pharmacy Faculty on February 8, 2009
Student Grievance Procedures
Section VII
The University of Southern California School of Pharmacy is committed to treating all students equitably and fairly. Consequently, in its interactions with students, the School does not differentiate between students on the basis of race, color, religion, gender, sexual orientation, national origin, disability or medical condition. Likewise, in creating and maintaining a learning environment that promotes academic excellence, one element of maintaining such an environment is ensuring that students are free from the effects of misconduct by other members of the academic community, including faculty members. Policies for the School regarding “Honor Code Violations” and “Student Evaluation Dispute Resolution”, when such matters are reported by students to faculty or to the School’s Administration, are addressed in separate sections within the School’s Academic Policies and Procedures Manual and updated each year.

A complaint registered against an individual associated with the School by a student who believes that he or she has been treated by a fellow student, instructor, staff member or an administrator in an arbitrary, capricious or discriminatory manner that fundamentally deprives him or her of an alleged or a perceived right, as written within the policies of the University, shall not be denied or deprived of having such matter investigated and dealt with in a timely manner in order to ensure that the student is provided the appropriate protections.

INFORMAL RESOLUTION

A student bringing a complaint against a fellow student, faculty member, staff member, or School administrator must first attempt to put forth a good faith effort to resolve the grievance first with the party directly responsible for the disputed matter or second with a member of the School’s Administration (either with a department chair if appropriate or with the Associate Dean for Academic and Clinical Affairs).

Attempts at informal resolution must have been initiated within 30 days of the student becoming aware of the grievance, otherwise the grievance cannot proceed to the formal process described in the following section. (This time period may be extended for good cause as determined by the Associate Dean for Academic and Clinical Affairs or his/her designee).

FORMAL RESOLUTION

Should a situation arise in which a dispute between a student and another individual associated with the School is not resolved by less formal means, the School’s formal grievance process may be employed as follows:

1.0 Filing a Written Complaint:

Students bringing complaints against another individual associated with the School must initiate a formal complaint within 30 calendar days of completion of the informal resolution process (or within 60 days from the incident giving rise to the complaint). In complaints concerning personal misconduct by faculty, the student must initiate a formal written complaint within 30 calendar days of the behavior or incident giving rise to the complaint. A copy of the formal written complaint is to be directed to the office of the Associate Dean for Academic and Clinical Affairs.
The content of a formal written complaint must include the following:

- Identification of the office or individual against whom the complaint is brought;
- A detailed description of the specific action or individual behavior giving rise to the complaint, and the perceived negative consequences or harm that occurred as a result of the behavior involved;
- The date or period of time during which the behavior or action occurred, and the location of the incident;
- Any and all steps taken for informal resolution and the reasons they were unsuccessful, and a desired remedy;
- The name, address and telephone number of the person making the complaint;
- The name of any witnesses who may have observed or participated in the action that has given rise to the complaint, and where and how such witnesses can be contacted; and
- An accurate listing of all individuals who received copies of the complaint.

The 30 calendar day limit for submission of a formal complaint to the Associate Dean’s Office may be extended reasonably for good cause by direction of the Associate Dean.

1.2 Investigation of a Complaint

Upon receiving a formal complaint, the Associate Dean for Academic and Clinical Affairs will either investigate the substance of the complaint, or assign an impartial faculty or staff member to conduct the investigation. However, it may be necessary, based upon the party who is the subject of the complaint, that someone other than the Associate Dean for Academic and Clinical Affairs be responsible for conducting the investigation.

- If the complaint involves a faculty member, the Associate Dean will provide a copy of the complaint to the department chair who has jurisdiction over that faculty member. The respective department chair will be responsible for providing a written response to the Associate Dean or an assigned investigator within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Associate Dean or the assigned investigator. A copy of the investigative report will be forwarded to both the complainant and the respondent. The Associate Dean or assigned investigator may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (faculty member) agree in writing upon an informal resolution approved by the Associate Dean for Academic and Clinical Affairs.
- If the complaint involves a department chair, the Associate Dean for Academic and Clinical Affairs will be responsible for conducting the investigation. The Associate Dean will be responsible for providing a written response to the Dean within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Dean. A copy of this investigative report will be forwarded to both the complainant and the respondent. The Dean or Associate Dean may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (department chair) agree in writing upon an informal resolution approved by the Associate Dean for Academic and Clinical Affairs.
- If the complaint involves any of the School’s Associate or Assistant Deans, the Dean will be responsible for conducting the investigation. The Dean will prepare a written response within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Dean. A copy of this investigative report will be forwarded to both the complainant and respondent. The Dean may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (Assistant or Associate Dean) agree in writing upon an informal resolution approved by the Dean.
- If the complaint involves the Dean or an Administrative Official outside the School of Pharmacy, the complaint is to be registered with the University’s Office of Student Affairs and the Section entitled,
“Student Grievance Procedures” found on page 106 of the recent edition of SCampus shall constitute the procedure that the complainant must follow.

- If the complaint involves a School of Pharmacy Staff member, the Associate Dean for Administrative Affairs will conduct the investigation and provide a written response to the Dean or an assigned investigator appointed by the Dean within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Associate Dean for Administrative Affairs or the assigned investigator. A copy of the investigative report will be forwarded to both the complainant and the respondent. The Associate Dean for Administrative Affairs or the assigned investigator may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (staff member) agree in writing upon an informal resolution approved by the Associate Dean for Administrative Affairs.

- If the complaint involves another student enrolled in the School of Pharmacy, the Associate Dean for Academic and Clinical Affairs or an assigned investigator will be responsible for an investigation report to be prepared within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Associate Dean or the assigned investigator. The Associate Dean or assigned investigator may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (School of Pharmacy Student) agree in writing upon an informal resolution approved by the Associate Dean for Academic and Clinical Affairs.

1.3 Investigational Report

A written report of the investigation will be produced, including a description of the investigation, a summary of relevant information gathered, and a determination of whether or not the complaint has merit. When a complaint is found to have merit, a proposed administrative resolution to the complaint will be included in the report.

In cases of an alleged inappropriate action on the part of a faculty member, department chair, or a School of Pharmacy administrative officer, the report will be submitted to the Vice President for Student Affairs and will be provided to the complainant and respondent. If either the complainant or respondent are unwilling to accept the administrative resolution, a formal hearing within the School of Pharmacy may be requested in writing within 15 calendar days of the release of the report. Should no request for a hearing be initiated, the administrative resolution will be final and binding.

In cases of alleged personal misconduct by a faculty member, department chair, an administrative Assistant or Associate Dean, or a staff member, the report will be submitted to the Dean, who may approve or modify the recommendation. The Dean will distribute the report and a written statement of the decision to the complaining student and accused employee of the School of Pharmacy. Either party may appeal the Dean’s decision, in writing, within 15 calendar days. The matter will then be referred to a formal hearing conducted by a group of faculty, and others within the School of Pharmacy selected by either the Dean, or Associate Dean for Academic and Clinical Affairs, or Associate Dean for Administrative Affairs.

1.4 Formal Hearing

When a formal hearing is necessary concerning personal misconduct by a faculty member, School administrator (other than the Dean), or a School staff member, the Dean or his/her designee (either the Associate Dean for Academic and Clinical Affairs or the Associate Dean for Administrative Affairs (if neither are the subject of the complaint), will appoint an impartial panel to preside over the hearing and render a decision. The panel will consist of two faculty members, a student affairs staff member, and a student. One of the two faculty members will be appointed to chair the hearing. The chairperson will arrange to convene the hearing within 30 calendar days of receipt of the written complaint.
days of the written request being received. The complainant and respondent will be notified in writing of the date, time and location of the hearing.

Information presented at the hearing will be limited to matters addressed in the written complaint. At least seven calendar days prior to the hearing, each party will submit to the hearing officer or chairperson copies of any evidence and the names of any witnesses each may present, and the name and professional legal status of any person who may assist them at the hearing. These materials will be available to the both parties.

It is the responsibility of each party to secure any witnesses he or she intends to present. Neither the School of Pharmacy nor the panel will be responsible for locating or compelling witnesses to provide testimony.

If presentation of a School or University record or document is required at the hearing, a written request should be submitted to the panel chairperson no later than seven calendar days prior to the hearing. The hearing officer will make a reasonable attempt to produce the requested material, provided no privacy or confidentiality rights are violated by doing so. The release of any record containing personally identifiable student information must comply with the University’s Student Records Policy and Procedures.

Other matters pertaining to the hearing:
• The hearing shall be closed to the public unless both parties and the hearing officer agree to an open hearing;
• Prospective witnesses, other than the complainant and respondent, will be excluded from the hearing during all testimony but their own;
• Both the complainant and respondent may be present throughout the hearing, may present written and verbal evidence concerning the complaint, may respond to evidence presented by the opposing party and may question any witnesses presented by the opposing party;
• The complainant may be assisted by a person of his/her choice. If any of the witnesses or those assisting either the complainant or the respondent are attorneys, then the hearing chair has the right to have University legal counsel represented at the hearing;
• Formal rules of evidence do not apply to this process. The panel maintains sole authority to determine admissibility and relevance of evidence and witnesses to be presented;
• An audiotape recording will be made as the single verbatim record of the hearing.
• The complainant will first present evidence and witnesses, with the respondent provided the opportunity to question the complainant and any witnesses presented, and to present a response prior to the closing of the hearing.
• At the conclusion of the complainant’s presentation, the respondent may request that the panel grant a summary decision on the grounds that the complainant has failed to offer evidence sufficient to support the complaint. If the request is granted, the complaint will be dismissed without further presentation by the respondent;
• If summary decision is not requested or is denied, the respondent will present evidence and witnesses, with the complainant provided the opportunity to question the respondent and any witnesses presented, and to present a response at the closing of the hearing;
• Following presentation by both parties, closing statements will be presented, beginning with the complainant. Closing statements shall be made for the purpose of summarizing evidence presented and for recommending an appropriate determination to the hearing officer. No new evidence is to be presented during closing statements.

The panel will provide written decision in the matter within 15 calendar days of the conclusion of the hearing. The written decision will include a statement of the hearing officer’s findings and, if the complaint was determined to have merit, a recommendation for appropriate action. Before issuance to any other party, the decision will be submitted to the Dean and to the University’s Office of Student Affairs and is subject to his/her review and modification. Once approved for release, the decision is final and binding for all parties to the complaint.

Approved by the School of Pharmacy Faculty on June 11, 2002
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Welcome Address and School Administration

Section 1
ABOUT THE SCHOOL

Throughout its 112-year history, the USC School of Pharmacy has remained a place of innovation and excellence in pharmacy education. The nation’s longstanding pioneer in expanding the scope and impact of pharmacy education and the profession itself, the School is renowned for attracting and preparing future leaders for the field — in all its many aspects. The School’s rigorous curriculum, customizable degree options, and emphasis on hands-on learning and interprofessional education provide students with unparalleled training. The dedicated faculty and staff, legendary alumni network and partnership with experts throughout the profession ensure students have the support and mentorship to thrive. And the location within a major academic medical center in the heart of a vibrant and diverse city offers extraordinary opportunities for internships and service learning.

The four-year, full-time PharmD program, the largest degree program at the School, is known for outstanding faculty and leadership in pharmaceutical education, providing students with:

- A unique pharmacy practice experience program beginning in the first year of study that gives students immediate and progressively challenging clinical experiences
- An extensive offering of specializations, dual degree, joint degree and certificate programs
- A powerful alumni network of pharmacists who occupy leadership positions in academia, government, industry and private business throughout California and around the world

Ranked a top-10 pharmacy school by U.S. News and World Report, the School remains committed to advancing the preparation of future pharmacists, with an innovative curriculum that continues to evolve, allowing students to customize their education to meet their specific needs and goals.

Physical Locations & Facilities

The programs of the Titus Family Department of Clinical Pharmacy are largely housed in two buildings on the USC Health Sciences Campus: the John Stauffer Pharmaceutical Sciences Center (PSC) and the Center for Health Professions (CHP).

As the School’s headquarters, the John Stauffer Pharmaceutical Sciences Center includes a variety of teaching, research, and administrative areas. On the first floor, there is the lobby, two lecture halls and a meeting room with sophisticated audiovisual equipment, as well as the office suite for the Titus Department of Clinical Pharmacy. The Office of Admission and Financial Aid is located on the second floor, along with the Walgreens Conference Room, a meeting space with modern technology, and several faculty offices and research labs. The third floor is home to offices and laboratories as well as the student lounge. The fourth, fifth, sixth and seventh floors house faculty and staff offices and research laboratories. The School’s Administrative Offices—including the offices of the Dean and the Associate Dean for Student Affairs—are located on the seventh floor. The basement contains various classrooms, faculty offices, and the School’s business offices. A short walk away from the Pharmaceutical Sciences Center is the Center for Health Professions, which is home to additional faculty and staff offices, classrooms and the School’s state-of-the-art sterile compounding laboratory.

As the School will be your home away from home in the coming years, feel free to familiarize yourself with all of the School’s facilities and get to know your classmates as well as the outstanding faculty and staff. On behalf of the administration, faculty and staff, welcome to the USC School of Pharmacy.
August 1, 2017

Dear Members of the Class of 2021,

It is my pleasure to welcome you to the USC School of Pharmacy and to our Trojan Family.

Our School leads the nation in advancing pharmaceutical care and education – shifting the focus from products to patients, transforming healthcare delivery and influencing policymaking, while continuing to fuel laboratory discoveries that foster breakthroughs in treatments and technology.

Our dedicated faculty and staff, legendary alumni network and partnerships with experts throughout the profession are here to ensure you have the support and mentorship you need. We attract students, such as yourself, who share a commitment to innovation and a desire to solve intractable health issues, shape the future of the profession and improve the lives of people everywhere.

To this end, throughout your time at the USC School of Pharmacy, I would like to ask you for two things. First, please know that you are always encouraged to share your ideas, thoughts and feedback about your experiences at the USC School of Pharmacy. Additionally, you can always send an anonymous message through the Comment Box on mypharmacyschool.usc.edu, or you can email me directly at vpapadop@usc.edu.

Second, and more generally, as you think about your future, I want to encourage you to keep an open mind. The pharmacy profession is ever changing, creating new opportunities and careers, and there are so many options ahead of you. Challenge yourself to remain open to new possibilities and you may find opportunities in places you never expected.

Thank you in advance for all of your ideas and contributions, and welcome to the USC School of Pharmacy.

Sincerely,

Vassilios Papadopoulos, D.Pharm., Ph.D., D.Sc. (Hon)
Dean
John Stauffer Dean’s Chair in Pharmaceutical Sciences
Professor of Pharmacology & Pharmaceutical Sciences
WELCOME FROM
ASSOCIATE DEAN OF ACADEMIC AFFAIRS

I want to add my welcome to the Class of 2021 and introduce you to the academic affairs team responsible for your PharmD curriculum. As I indicated at your pre-orientation meeting, we are in the third year of implementing a new PharmD curriculum that greatly enhances your opportunities for electives and pursuit of differentiated experiences within the field of pharmacy. Rapid changes in health care and an ever-expanding scope of practice for pharmacists means we must have a nimble and flexible curriculum to allow you to practice at the highest level of your license.

Working with me on the academic affairs team is Ian Haworth, PhD, Director of Curriculum, and Maryann Wu, EdD, Director of Assessment. Joyce Day is our Administrative Assistant, and Aileen Li is our Curriculum and Assessment Support Specialist. Of equal importance on our team is Ana Barron, your Vice President of Academic Affairs of the Associated Students of the School of Pharmacy, Doctor of Pharmacy Candidate 2019.

As you also heard during our pre-orientation meetings from both students and faculty, I urge you to minimize outside distractions during your fall P1 semester, focus on establishing good study habits and developing your time management skills. There will be plenty of time after your first semester to become involved in our many student organizations and to begin your intern work experiences. Also please enjoy the transition from the competitive nature of your undergraduate years to the collaborative spirit of working with your student peers in the PharmD program.

Your faculty and staff look forward to welcoming you into our Trojan family, and supporting your academic and professional success over the next four years.

Glen L. Stimmel, PharmD
Associate Dean of Academic Affairs
stimmel@usc.edu
Associated Students of the School of Pharmacy (ASSP) and Student Body Organization Governance

Section II
Dear Class of 2021,

On behalf of the Associated Students of the School of Pharmacy (ASSP), I am excited and pleased to welcome you to the USC School of Pharmacy! My name is Alaina Austel and I am a third-year pharmacy student serving as your current ASSP student body president. Our mission is to act as the voice of all students enrolled in the PharmD Program and to encourage students to grow both academically and socially. Our student body is filled with innovative and resourceful students, who are dedicated to serving the surrounding Los Angeles community, and we are excited to see what new perspectives and ideas you will bring to the Trojan Family.

Reflecting back upon my first day at USC School of Pharmacy, I recognize the uncertainty that many of you may be feeling. This program is rigorous and is designed to push you to grow more than you have ever grown before. And while this journey can be tiresome, requiring long hours of studying and working in many pharmacies, it is ultimately one of the most fulfilling journeys you have in your life. Be open to new experiences and be resilient when obstacles block your way. Take the time to develop authentic friendships with your classmates, because they will be your main support throughout these four years. Please know that it is not embarrassing to ask for help and that your faculty and upperclassmen are here to help guide you to success.

But most of all, I wish that each of you recognize the responsibility you have as future pharmacists to be the voice for your patients. May you recognize that there is an art to pharmacy and that kindness and understanding may be more powerful than any medication. I wish you the best on this journey and I am eager to see where your passion takes you.

*Fight on!*

Sincerely,

Alaina Austel
President of the Associated Students of the School
Uscassp@gmail.com
WELCOME FROM
VICE PRESIDENT OF STUDENT AFFAIRS

Dear Class of 2021,

It is an honor and a privilege for me to welcome you to the prestigious USC School of Pharmacy, the leading private pharmacy school in the nation. Indeed you have made a great choice and a bold decision, not only to take on the challenge of graduate education but also to do so at USC. In the next four years, be prepared to be inspired to take the profession of pharmacy to the next level. USC School of Pharmacy’s curriculum, instructors and practice experiences will challenge and equip you to be at the forefront of revolutionizing healthcare. You will become a pharmacist like no other, one who will not substitute excellence for mediocrity and will care for patients with outermost kindness and compassion.

The journey of a thousand miles begins with a step, so as you begin your journey, here are three pieces of advice for you: Be bold, Be proud, and Be you!

Be bold to step into uncharted territories and plant your flag, to challenge the status quo and question the norm. To take on new challenges and adventures, and make the most out the opportunities that come your way. To reach into yourself and find out whom you truly are and dare to be the best version of yourself. The profession of pharmacy as we know it now is changing and requires courageous and determined individuals like yourselves to advance this course.

Be proud of yourself and your profession. You are in the oldest, most prominent health profession and the most trusted health professionals in history so walk with your backs straight and your heads held up high. Your value to healthcare can never and should never be undermined, as no one can efficiently be a gatekeeper for a patient than the pharmacist. Your advocacy for your patients is most of the time going to be the only thing that stands between a perilous medical error and a life-saving treatment. So be proud that you alongside with other health professionals are helping save lives every day. The Trojan family is a proud family and you belong to this family now so go forth and let the world what you do.

Be you, be yourself. Your uniqueness is paramount to our diverse community here. It is easy to blend in but your ability to stand out will make the rest of us see the world we have never seen. The initial challenges will bring on an imposter syndrome and self-doubt but that storm will only last for a while. You will do great when you realize you belong here.

Trojans! Fight on!

Godfred Marfo
Vice President of Student Affairs
asspypsa@gmail.com
Class of 2018 President’s Address

Dear Class of 2021,

Congratulations on your acceptance to the USC School of Pharmacy. Welcome to the Trojan family! We are eager to get to know you all and work together as colleagues in the future. You are now part of a university with a long history of impressive accomplishments and innovative work. As you embark on this journey, keep these pieces of advice in the back of your mind.

The opportunities at USC are boundless so keep an open mind and explore the wide variety of curricular and extracurricular activities. The diverse array of student organizations highlights the involvement, the interest, the initiative, and the investment of our study body. Our students are strongly committed to engaging our surrounding community, and we have organizations representing every notable avenue in pharmacy for you to explore. From health fairs to pharmacy and therapeutics competitions to networking events and professional development series, there is never a dull moment in pharmacy school.

Your time here will undoubtedly push you both professionally and personally. The beginning of any career is the most daunting, as you feel inundated with information, but the struggles that you experience are what make you grow the most. This experience in professional school may be the first time you have experienced failure or hardship, but use those struggles as a means to reflect on how you can improve yourself. Find a mentor who can help guide you in your career, who can be honest with you about your areas of growth, and who can encourage you when your spirits are down. Recognize that this journey is an exercise in humility. Be open to growth and constructive criticism from yourself, your peers, your patients, and your mentors and recognize that you cannot go through this experience alone without the support of others. Get to know the people around you, including your classmates and faculty as they are and will be your lifelong colleagues.

As you get busy with all the studying, the work, and the extracurricular activities, do not forget your why. Remember to reflect on why you chose to enter this profession and what you can do to be the best practitioner for your future patients.

Best of luck with your first year of pharmacy school. I am excited to meet you all and support you all in your success at the USC School of Pharmacy.

Irene Chen
President, Class of 2018
ireneych@usc.edu
Class of 2019 President’s Address

Dear Class of 2021,

Congratulations and welcome to USC School of Pharmacy! I remember how excited and nervous I was the first week of school. The best piece of advice I can give is to plan ahead and stay focused. Pharmacy school is a challenge but I promise it is worth it. Now beginning my third year, I am confident that I am in the right profession and I am proud to attend one of the best pharmacy schools in the nation. I’ve enjoyed learning how to give vaccines, getting involved in the student government, and interviewing new candidates for the school. I already know that some of the friends and experiences I have made at USC will stay with me for life. Keep up your excitement as you continue your journey through pharmacy school and feel free to stop me in the hall to say hi anytime!

Marisa Jones
President, Class of 2019
marisaj@usc.edu
Dear Class of 2021,

Congratulations Class of 2021! Welcome to the Trojan Family. My name is Tracy Ho and I am the Class of 2020 President. Having just finished my first year of pharmacy school, I have three pieces of advice to give you for your first year at USC. But, the most important thing to remember about your first year is to have fun on your own journey.

1. Manage Time Effectively. The first year of pharmacy school is a fun and exciting time—full of learning and networking opportunities. Due to the amount of opportunities, it can be overwhelming for first-year students. Time management is key to balancing the coursework, wellness, and opportunities.

2. Study Hard. USC School of Pharmacy is a prestigious graduate program. The coursework will be challenging, so it is important to give your best efforts as a student.

3. Be Involved. Student organizations have a lot to offer. Whether you join as a member or choose to lead one, simply taking part in an extracurricular group will enhance your experience here at USC.

My first-year experience at USC was definitely priceless! Please feel free to reach out to me anytime. Good luck and enjoy your first year at USC! Fight on.

Tracy Ho
President, Class of 2020
tracyho@usc.edu
SECTION 2.1
ASSP AND ASC BOARD
ASSP OFFICES (13) and STUDENT BODY REPRESENTATIVES (15)

The Associated Students of the School of Pharmacy (ASSP) is the student governing body for the USC School of Pharmacy. The Associated Student’s Council (ASC) is the administrative and legislative assembly of individuals who represent students in the various organizations, analogous to a state assembly or Congress. It consists of officers representing:

(1) The student body;
(2) Each class year;
(3) Each member organization.

**President** – Responsible for coordinating and directing the activities of all student representatives while serving as the liaison between the students, faculty, administration, and alumni of the School of Pharmacy.

**Vice President of Academic Affairs** – Responsible for all matters concerning student education, financial aid, and ethics. These officers are members of the Curriculum and Year Coordinators Committees, organize the Faculty Student Reception, serve as the chairpersons for the Honor Council, and participate in Student Interview sessions.

**Vice President of Admission and Recruitment** – Works with the Office of Admissions to coordinate admissions and recruitment. Presides over Student admissions Committees and Admissions retreat. Create application and select students to assist with Interview Days. Coordinate with staff and student over orientation schedules. Coordinate welcome information session and follow up phone calls to accepted students. Plan communication workshops.

**Vice President of Professional Conferences** – Responsible for compiling information regarding professional conferences and creating protocol for approving student attendance at professional conferences. Collaborate with student organizations on selecting mandatory and recommended conference sessions and communicate conference information to student body. Acts as a liaison with Chair of Finance to create budget allocation for each conference and compiles list of attendees.

**Vice President of Internal Communication** – Coordinate student organization flyers and information to be released in a comprehensive email called USC School of Pharmacy’s Monday Mail. Acts as the main newsletter for ASSP to communicate to the student body.

**Vice President of Professional Affairs** – Coordinates student activities with the John Biles Student Scholar and Leadership Ambassadors. Also responsible for promoting professional development through contact with pharmacy and other health related professions. Also, these officers will represent the school at professional meetings, sponsor Career Day, and organize Interview Day.

**Vice President of Student Affairs** – Responsible for developing and coordinating activities and programs for the student body, including Student Run Orientation, Welcome Back Night, Food Truck Social, and the Spring Awards Banquet.

**Vice President of Finance** – Responsible for all the allocated funds, budgets, fundraising, and records of the student body events. The treasurer works closely with the ASSP President for financial status and the budget for the school year.

**Vice President of Administration** – Act as a liaison between student organizations and School of Pharmacy administration to schedule student organization room reservations in the School of
Pharmacy. Maintains an accurate master calendar of all exams, events and meeting dates and to inform the office of the Associate Dean for Professional and Student Affairs.

**GSG Student Senators of the School of Pharmacy (3)** – Responsible for representing the pharmacy school at the University Park Campus to serve on the USC Student Senate.

**Alumni Association/QSAD Representative** – Represents the interest of the students of the school at the QSAD meetings. Responsible for the “Trends in Healthcare” lecture series, QSAD coffee hour, and the QSAD student membership drive.

**Vice President of Public Relations** – Direct and coordinate all public relations for the students of the School of Pharmacy. Update and maintain ASSP website, including uploading minutes from ASSP meetings. Work in conjunction with the Director of Communications and Marketing at the School of Pharmacy as Brand Ambassadors to ensure proper use of USC identity guidelines. Serve as Historian of the ASC documenting professional and social events and maintain the ASSP Facebook and assembling the yearbook for that year.

**Vice President of Community Health** – Serve as a liaison between the Student Health Fair Directors and the School of Pharmacy, and verify and ensures all health fair screening protocols and waivers are in place prior to a health fair.
CLASS REPRESENTATIVES

USC School of Pharmacy Class representatives provide a crucial unifying body for each class. This elected board of highly qualified students will be an interface between the faculty and the class, as well as a governing board that fundraises for class specific socials. Class representatives are an essential part of our student body and can be a way for you to get involved in leadership with our school.

Class President – Each class president presides over his/her class and also represents his/her respective class in the ASC. Year 1 officers will be elected in early October.

Vice President – Assists the president in presiding over the class. Takes the place of the president when he/she is not able to attend certain activities.

Secretary – Responsible for keeping an accurate record of class events and meetings.

Treasurer – Responsible for all the allocated funds, budgets, and records of class events.

Curriculum Committee Representative – Responsible for voicing out the concerns of the class regarding student education, ethics, etc.
HOLDING A BOARD POSITION

Any student running for an elected board position for any organization, including class board, must maintain a cumulative GPA of 3.0 or higher. If the student’s GPA fall below this requirement, the student must resign from the position immediately.

LEVEL I REPRESENTATIVES

Holding a Level 1 Representative position for any ASSP organization does not guarantee future board positions. Each officer position is independent of past years of holding an elected position.

Moreover, serving as a Level 1 Representative does not hold the student accountable for committing to serve in the organization beyond the first year.

Announcements are made to each P1 class during the first or second week of school regarding class board elections form the ASSP VP of Student Affairs.
MEMBER ORGANIZATIONS

Representatives – each member organization has representatives on the ASC. They are usually the president of their respective groups. The following organizations are members:

Academy of Managed Care Pharmacy (AMCP)
Alpha Iota Pi (AIP)
American Pharmacy Student Alliance (APSA)
American Pharmacists Association Academy of Student Pharmacists American Society of Health Systems Pharmacists
California Pharmacists Association Academy of Student Pharmacists California Society of Health System Pharmacists
International Pharmaceutical Student Federation
Chinese American Pharmacy Student Association (ChAPSA)
College of Psychiatric and Neurologic Pharmacists (CPNP)
Korean American Pharmacy Student Association (KAPSA)
Lambda Kappa Sigma (LKS)
Medical and Pharmacy Student Collaboration (MAPSC)
National Community Pharmacists Association (NCPA)
PharmSC
Phi Delta Chi (PDC)
Phi Lambda Sigma (PLS)
Rho Chi (PX)
Skull and Mortar (SAM)
Student Industry Association (SIA)
Student National Pharmaceutical Association (SNPhA)
Vietnamese American Pharmacy Student Association (VAPSA)
ASSP 2017-2018 Associated Student Council Roster

ASSP President
VP of Finance
VP of Academic Affairs
VP of Professional Conferences
VP of Administration
VP of Student Affairs
VP of Internal Communication
VP of Professional Affairs
VP of Community Health
GSG Student Senator
GSG Student Senator
Alumni Association / QSAD Rep
VP of Public Relations

Alaina Austel  uscassp@gmail.com
Eun Bi Na  asspfinance@gmail.com
Ana Baron  assp.academiaffairs@gmail.com
Andy Han  assp.professionalconferences@gmail.com
Craig Luis  asspcalendar@gmail.com
Godfred Marfo  asspvpsa@gmail.com
Henya Israeli  assp.mondaysmail@gmail.com
Kristina Schmidt  assp.professionalaffairs@gmail.com
Elizabeth Nam  usc.healthfairs@gmail.com
Melody Armiteh  assp.gsgsenators@gmail.com
Naomi Quint  assp.gsgsenators@gmail.com
Kelly Tran  assp.gsgsenators@gmail.com
Bijan Motamedi  assp.uscqsadalumni@gmail.com
Tu Nguyen  assppublicrelations@gmail.com

Class of 2018 Board

President
Vice President
Secretary
Treasurer
CC Representative

Irene Chen  ireneych@usc.edu
Radha Desai  radhades@usc.edu
Lisa Walker  lisawalk@usc.edu
Kristina Schmidt  kdschmid@usc.edu
Jessica Chandler  jjchandl@usc.edu

Class of 2019 Board

President
Vice President
Secretary
Treasurer
CC Representative

Marisa Jones  marisaj@usc.edu
Melanie Mascetti  mascetti@usc.edu
Eric Chou  ericcho@usc.edu
Connie Yen  yeconni@usc.edu
Narega Nazarian  naregana@usc.edu

Class of 2020 Board

President
Vice President
Secretary
Treasurer
CC Representative

Tracy Ho  tracyho@usc.edu
Talin Behakjian  bhakjan@usc.edu
Jin Choi  choijin@usc.edu
Patrick Tracy  ptracy@usc.edu
Ariel Tsang  arieltsa@usc.edu
Organization Presidents 2017-2018

Academy of Managed Care Pharmacy (AMCP) President
Kristin Seto              kseto@usc.edu

Alpha Iota Pi (AIP) President
Curtis Lee               curtisc1@usc.edu

American Pharmacy Student Alliance (APSA) - APhA/CPhA & ASHP/CSHP President
Sandy On                  sandyon@usc.edu
Devin Panlasigui          panlasig@usc.edu

Chinese American Pharmacy Student Association (ChAPSA) President
Lily Huang                lilywhua@usc.edu

College of Psychiatric and Neurologic Pharmacists (CPNP) President
Marl Ayson                mayson@usc.edu

Korean American Pharmacy Student Association (KAPSA) President
David Park                davidsp@usc.edu

Lambda Kappa Sigma (LKS) President
Ellen Lee                 ellenl@usc.edu

Medical and Pharmacy Student Collaboration (MAPSC) President
Jonathan Hwang            hwangjd@usc.edu
Sarah Kang                kangslara@usc.edu

National Community Pharmacists Association (NCPA) President
Lexi Lang                 alexisfo@usc.edu

PharmSC Clinic President
Maggie Wu                 wumargar@usc.edu
David Lee                 lee675@usc.edu

Phi Delta Chi (PDC) President
Eric Pinashin            pinashin@usc.edu

Phi Lambda Sigma (PLS) President
Miriam Eshaghian          miriame@usc.edu

Rho Chi Society President
Lena Haddad              lenahadd@usc.edu
**Skull and Mortar (SAM) President**
Denise Huynh enisehu@usc.edu

**Student Industry Association (SIA) President**
Stephanie Mac macs@usc.edu

**Student National Pharmaceutical Association (SNPhA) President**
Loussa Anjejo anjejo@usc.edu

**Vietnamese American Pharmacy Student Association (VAPSA) President**
An Pham phamah@usc.edu
SECTION 2.2

STUDENT ORGANIZATIONS
Alpha Iota Pi is a co-ed professional pharmacy fraternity at the USC School of Pharmacy. Our focus remains traditional: to build leaders for the future of pharmacy and continue to nurture the strongest pharmacy alumni network on the west coast. We are a close-knit family who exemplifies brotherhood, leadership, loyalty, and professionalism in order to showcase the best of pharmacy's future healthcare providers. In 2011, Alpha Iota Pi proudly celebrated its 60th anniversary.
AMCP’s mission is to empower its members to serve society by using sound principles and strategies to improve health care for all. Managed care is defined as an organized health care delivery system designed to improve both the quality and accessibility of pharmaceutical care while containing costs.

**Better care, better health, and lower costs!**

Health plans, pharmacy benefit managers, and integrated healthcare systems like Kaiser Permanente are traditional managed care organizations, but managed care techniques are in EVERY aspect of pharmacy!

If you’re interested in learning more about AMCP please visit our website: [http://amcpusc.wixsite.com/amcp](http://amcpusc.wixsite.com/amcp)

**Want to become a member?**

Contact the Director of Membership, Amy Lien: [usc.amcp.membership@gmail.com](mailto:usc.amcp.membership@gmail.com)
The American Pharmacy Student Alliance (APSA) is a professional student alliance between five independent organizations: APhA, ASHP, CPhA, CSHP, and IPSF. As the largest organization at the USC School of Pharmacy, APSA offers a variety of benefits to its members, such as leadership opportunities, patient care projects, conference scholarships, professional/legislative involvements, etc. A gateway to local, state, and national organizations, APSA provides the tools and network for students to advance as future professionals.

Contact us at: uscapsa@usc.edu
The Associated Students of the School of Pharmacy (ASSP) serves as the voice of all students enrolled in the PharmD Program at the USC School of Pharmacy. The goal of ASSP is to unite the student body by enhancing the academic and social experiences of students. We help coordinate and fund the events held by all the student organizations at the school.

We are proud to serve you as your ASSP Board!

Contact ASSP at: uscassp@gmail.com
Becoming a part of the ChAPSA family means getting involved in the community to promote the pharmacy profession through our events, such as our brown bag events as well as our health fairs. Immerse yourself in Chinese culture to experience traditions, including Dumpling Night. Come to ChAPSA’s Chinese Language Workshop to learn basic Chinese and Chinese medical terminology. ChAPSA is here to serve as an outlet for any of your student needs!

Contact us: chapsa.president@gmail.com
We at CPNP-USC envision a world where all individuals living with mental illness, including those with substance use and neurologic disorders, receive safe, appropriate and effective treatment. CPNP-USC is a student organization that focuses on mental health outreach to the local community, improving understanding and treatment of mental illnesses, and exposes pharmacy students to real life applicable skills training!

FOR MORE DETAILS ASK THE
CPNP 2017-2018 BOARD!

MARL ASHON
PRESIDENT

DEEP PATEL
PRESIDENT-ELECT

EMILY TAING
HISTORIAN

KEVIN HI
SECRETARY

CYNTHIA DOR
DIRECTOR OF FINANCE

ANTHONY LUI
DIRECTOR OF COMMUNITY SERVICE/OUTREACH

JOEY LAM
DIRECTOR OF SOCIAL AFFAIRS

HALEY ANDREWS
DIRECTOR OF EDUCATIONAL PROGRAMMING
The Korean American Pharmacy Student Association (KAPSA) is a cultural organization at the USC School of Pharmacy that came into existence in 1995. The purpose of KAPSA shall be to encourage professional and educational advancement among students and faculty, form a strong relationship between fellow students and faculty, provide networking opportunities within the field of pharmacy, promote the Korean culture throughout the community, and serve the school, profession, and community at large.
Lambda Kappa Sigma is an international professional pharmacy fraternity established at USC in 1921. Our core values include brotherhood/sisterhood, leadership, service, scholarship, and integrity. We strive to provide opportunities via volunteering, workshops, and talks on women’s health. Among our members, we strive to build a family that is open and accepting. The friendship and support we share aims to cultivate and promote each individual, with a focus on bringing out each other’s best traits.

Contact us at: lkspresident@gmail.com or lksnmc@gmail.com
MAPSC is an organization focused on promoting the value of interdisciplinary care. Our goal is to provide students with invaluable insight on the other healthcare professions and how pharmacy can contribute to the healthcare team. We offer a variety of opportunities for you to immerse yourself in the collaborative environment at our three clinics, one of which is on skid row, along with many other experiences throughout the year. Best of all, membership is free!

Email: mapscorg@gmail.com
Website: http://www.mapsc.org/home.html
The mission of NPCA at USC is to encourage, foster, and recognize an interest in community pharmacy ownership and entrepreneurship among future leaders of the profession. We are excited and proud to offer many opportunities for students to explore the many career paths within community pharmacy, such as a Community and Ambulatory Care Residency Panel, APO Wine & Cheese Night, Legislative Day, a Compounding Workshop, Health Fairs, and more.

Contact & Membership: ncpa@usc.edu
Phi Delta Chi is a co-educational national professional pharmacy fraternity that has chartered over 70 active chapters in the United States. Phi Delta Chi aims at promoting lifetime brotherhood by building close relationships among its members and providing pharmacy students with leadership skills. Phi Delta Chi places importance on the growth of individuals and the collective Brotherhood through social, personal, and leadership opportunities, beginning with fraternal education and continuing throughout our professional careers.

The organization email address of the Worthy Correspondent (Secretary) is wc@uscphideltachi.org
The membership email addresses are wma@uscphideltachi.org and wig@uscphideltachi.org
The PharmSC Clinic is a free clinic run by USC pharmacy students. Its goals are to provide care to the underserved population in East Los Angeles and to offer students interactive clinical and counseling experiences. Volunteers are given the unique opportunity to apply their knowledge as they perform screening services and provide well-rounded health consultations for participants. PharmSC also aims to improve and promote public health by providing health education to students and surrounding communities.

Email >> pharmsc@usc.edu | Website >> pharmscclinic.org
The Rho Chi Society Mission Statement
The Rho Chi Society is an Invitation-Only National Pharmacy Honors Society. The mission of the Rho Chi Society is to encourage and recognize excellence in intellectual achievement and foster fellowship among its members. Further, the Society encourages high standards of conduct and character and advocates critical inquiry in all aspects of pharmacy.

Contact us at: uscrhochisociety@gmail.com
Skull and Mortar (SAM) is the service organization of the USC School of Pharmacy, serving both our school and the geriatric, pediatric and underserved community of Los Angeles while promoting the highest standards of the pharmacy profession. We offer numerous community service events to reflect a variety of our members’ interests. Our motto is “Servitium Ex Animo” which means “Serve from the Heart.”
SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues, and the poor minority representation in pharmacy and other health-related professions. The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement for the health, educational, and social environment of the community.

Contact us at: uscsnpsha@gmail.com
Student Industry Association (SIA) endeavors to educate students about growing opportunities for pharmacists in the non-traditional field of Pharmaceutical Industry where they can apply their clinical background and expert knowledge on drug information to make an impact in the healthcare field. SIA is dedicated to sponsor events such as networking dinners, pharmaceutical company site tours, mentorship programs, and fellowship or internship forums to better prepare its members for a potential career in Pharmaceutical Industry.

Contact: uscsopsia@gmail.com
Phi Lambda Sigma, the National Pharmacy Leadership Society, is an organization that serves to support leadership commitment by recognizing leaders and fostering leadership development in the profession of pharmacy. The goals of this Society are to:

(a) Ensure the continuing availability of student and practitioner leaders for the profession of pharmacy  
(b) Acknowledge leadership achievement and award membership to leaders recommended by the Society  
(c) Enhance the talent, skill, and effectiveness of leaders for the profession of pharmacy  
(d) Support and encourage sustained leadership commitment.

Contact us at: uscphilambdasigma@gmail.com

Board Members  
President: Miriam Eshaghian, Vice President: Irene Chen, Secretary: Tam Phan  
Historian: Lyndsie Okumura, Alumni Liaison: Julie Shafer
The Vietnamese American Pharmacy Student Association (VAPSA) was established in December 2001. It simultaneously promotes the pharmacy profession and Vietnamese culture both on campus and the wider Vietnamese community. Academic and social events are held near campus throughout the year with additional health fairs in the Vietnamese community of Orange County to encourage healthy living.

Contact us at: vapsa.uscpharm@gmail.com
Dean Subsidy and GSG

Section III
Reimbursement

Students at the USC School of Pharmacy have many opportunities for funding student activities and professional expenses.

Information regarding the following policies and reimbursement forms can be found by visiting:

http://www.uscassp.org/student-resources/documents/

- ASSP Finance Handbook
- GSG Finance Policies
- Reimbursement forms
  - ASSP Non-Travel Expense Report
  - ASSP Travel Expense Report
  - ASSP Internal Requisition Form
  - ASSP Purchase Order Form
Professional Conference Attendance

Section IV
Disclaimer
The faculty course coordinator makes the final decision of whether or not the student is allowed to miss class or coursework for the requested professional national or regional conference or meeting, including all Proposed Approved Professional Conferences/Meetings. No appeals are permissible.

Purpose
To provide guidance to the faculty and student if permission is granted to attend a professional conference or meeting that occurs during the time of a case conference or a period of mandatory class attendance days. To define how attendance at these conferences can be achieved without compromising course work and class activities.

General Policy
Check the course syllabus for quizzes, midterms and final examination dates. These will not be excused and accommodations will not be made for them if missed due to conference/meeting attendance.

Background
PharmD candidates of the University of Southern California (USC) School of Pharmacy are encouraged to attend professional conferences throughout the academia year. Faculty are encouraged to support student attendance to professional conferences to facilitate leadership, professional development, and representation of the USC School of Pharmacy. This policy represents the minimum standard that courses can honor. Faculty may find additional ways to accommodate the student and outline such requirements in the course syllabus.

Policy
1. The USC School of Pharmacy shall maintain a defined list of activities and events that are characterized as Approved Professional Conferences/Meetings (Table 1). The exact dates of these activities and events will be established by the Office of Academic and Student Affairs no later than July 1st preceding each academic year and will be communicated to course coordinators. The Student Body Faculty Advisor and Director of Student Professional Meetings & Conferences are responsible for obtaining the conference meetings dates as soon as they are made available by the national and regional Professional Organizations in case some dates are not publically posted until a later date.

2. Only students in good academic standing may officially represent the University at Approved Professional Conferences/Meetings. Good academic standing will be defined as a current GPA of 2.7 or higher.

Note to the student: if the student intends to participate in a group or team competition but is not in good academic standing, the student may not attend the conference despite membership representation on a team. The student must consider the academic standing prior to participating in the local competition prior to the activity. There are no exceptions to this contingency. The team will either have to forfeit its competition
status, or another student may replace the student who is not in good academic standing. No appeals are permissible.

3. Students should submit a complete request to attend a conference (using the form below, entitled, “Request from Student to Attend Professional Conference/Meetings”) to the coordinator of an affected course via e-mail no later than **2 months prior to the event**. The coordinator should respond to this request with a decision within two weeks. If multiple courses are affected, requests should be sent simultaneously to all course coordinators.

4. Prior to permission for attendance being granted, the course coordinator and student must agree to a specific mechanism for the student to cover missed class content and assignments.

Eg., If the student is missing a Therapeutics Case Conference, the student is responsible for identifying a faculty member who will attend the conference on the date of the originally scheduled discussion time and date. **See the form below, guiding the student on the required information.**

5. Permission for attendance at any events other than Approved Professional Conferences/Meetings is subject to the discretion of the course coordinator and includes meeting the criteria in 2 to 4 above.

6. If one conference/meeting is attended by more than 3 students per course, a student body officer representative attending the meeting shall compile a list of these students and submit the list with the “Request from Student to Attend Professional Conference/Meetings” forms for each student. The course coordinator will choose to communicate with the student officer or each individual student.

7. This policy excludes absence from IPPE or APPE rotations. Excusal from rotations is subject to approval by the Office of Professional Experience Programs and the respective rotation preceptor.

8. If a student violates this attendance policy, faculty must report the absence to the Office of Academic and Student Affairs.

9. Faculty and students may submit written formal proposals to have events added to the Proposed Approved Professional Conferences/Meetings list. Proposals must be submitted by June 1st preceding the academic year in which the event will take place. Formal proposals must be submitted to the Office of Academic and Student Affairs. The Office of Academic and Student Affairs will review the proposal and inform the applicant of the decision within one month of receiving the proposal.

10. All students of the USC School of Pharmacy will receive a copy of this policy at the beginning of each academic year.

11. P1 students in the fall semester are not permitted to miss class time to attend a conference for any reason.

**Qualifications for Approval of Classroom Absence**

1. The event has been formally approved by the USC School of Pharmacy (Table 1).
2. Student is in good academic standing.
3. Student has submitted a formal written request for excusal to attend the Professional Conference by the appropriate deadline outlined by this policy.
4. A mechanism for covering missed class content and assignments has been agreed to by the course coordinator.

**Procedural Timeline**

**Action**

1. Student will inform course coordinators, via e-mail, a request to attend specific professional conference/meeting

*Note:* if there are more than 6 students attending the same conference, a list of these students should be sent with each Request from Student Form by the student officer representative

2. Course coordinator should respond to student request, in writing, including e-mail

*Note:* students may require flight and hotel arrangements and early-bird registration deadlines

**Minimum Deadline**

8 weeks prior to event

Within 2 weeks of the student request
<table>
<thead>
<tr>
<th>Exact Date Period of Conference/Meeting</th>
<th>Location</th>
<th>Association/Meeting/Conference Name</th>
<th>Website Link to Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 14-18, 2017</td>
<td>Orlando, FL</td>
<td>NCPA Annual Convention</td>
<td><a href="http://www.ncpanet.org/meetings/annual-convention">http://www.ncpanet.org/meetings/annual-convention</a></td>
</tr>
<tr>
<td>October 16-19, 2017</td>
<td>Dallas, TX</td>
<td>AMCP Nexus 2017</td>
<td><a href="https://www.amcpmeetings.org/">https://www.amcpmeetings.org/</a></td>
</tr>
<tr>
<td>March 16-19, 2018</td>
<td>Nashville, TN</td>
<td>Rho Chi Society National Meeting (in conjunction with the Annual Meeting of the American Pharmacists)</td>
<td></td>
</tr>
<tr>
<td>April 11-12, 2018</td>
<td>Alexandria, VA</td>
<td>National Community Pharmacists Association (NCPA) Congressional Pharmacy Summit</td>
<td><a href="http://www.ncpanet.org/meetings/ncpa-congressional-pharmacy-fly-in">http://www.ncpanet.org/meetings/ncpa-congressional-pharmacy-fly-in</a></td>
</tr>
<tr>
<td>April 12-15, 2018</td>
<td>San Diego, CA</td>
<td>California Pharmacist Association (CPhA) Western Pharmacy Exchange</td>
<td><a href="http://westernpharmacyexchange.com/">http://westernpharmacyexchange.com/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAPSLEAD Program 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student National Pharmaceutical Association (SNPhA) Region III, IV, and V Meeting</td>
<td></td>
</tr>
<tr>
<td>Date(s)</td>
<td>Location</td>
<td>Event Name</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
<td>----------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| April 22-25, 2018| Indianapolis, IN | College of Psychiatric & Neurologic Pharmacists (CPNP) Annual Meeting  
https://cpnp.org/ed/meeting/2018 |
| April 23-26, 2018| Boston, MA    | AMCP Managed Care & Specialty Pharmacy Annual Meeting  
http://www.amcp.org/calendar/ |
| End of April     | Sacramento, CA| Capitol (CPhA/CSHP) Legislative Day                                          |
| June 2-6, 2018   | Denver, CO    | American Society of Health System Pharmacists (ASHP) Summer Meeting         |
| July 27-30, 2018 | Charlotte, NC | Student National Pharmaceutical Association (SNPhA/NPhA) Annual Meeting 2018  
http://nationalpharmaceuticalassociation.org/convention/ |

Please stay posted for updated Table information.
Table updated on August 11, 2017 _Andy Han, Vice President of Professional Conferences._
Request from Student to Attend Professional Conference/Meeting

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>PharD Candidacy Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Grade Level:</td>
<td></td>
</tr>
<tr>
<td>Current GPA (include confirmation from Academic Affairs Office):</td>
<td></td>
</tr>
<tr>
<td>Name of Conference:</td>
<td></td>
</tr>
<tr>
<td>Dates of Conference:</td>
<td></td>
</tr>
<tr>
<td>Absent Classroom Dates:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Professional Event (select one): Competition/Poster</th>
<th>Delegate Meeting</th>
<th>General Conference Attendance</th>
</tr>
</thead>
</table>

Purpose for Attendance/Additional Comments:

Student is missing a Therapeutics Case Conference\(^1\) (circle one): Yes No
If yes, fill out the following information below:
Date of Therapeutics Case Conference: __________________ Time of Case Conference: __________
Resident Name: ________________________________________________________________
Resident e-mail address: _________________________________________________________

I have notified my resident of the excused absence and carbon copied the resident in my final correspondence to the co-coordinators of the Therapeutics Module. Student initials: _____

Faculty member who will proctor the Case Conference quiz at the professional meeting site:
Name: _____________________________ e-mail address: ______________________________

I have notified this faculty member of the excused absence and carbon copied the faculty in my final correspondence to the co-coordinators of the Therapeutics Module. This faculty member and I have arranged to submit my completed written therapeutics case responses and complete any required quizzes or assignments on the original date and time of the scheduled case conference, as described in the course syllabus. Student initials: _____

Student Agreement: I understand that I will be responsible for making up missed class content and assignments during my absence as outlined in the course syllabus and agreement with the course coordinator.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student e-mail address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Signature: __________________________ Date: ______________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>Faculty e-mail address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Signature: __________________________ Date: ______________</td>
<td></td>
</tr>
</tbody>
</table>

If approval is granted, the student should send a confirmatory e-mail to all involved parties, as described above, two business days prior to the conference start date. This message will include the student’s mobile telephone number. Failure to complete this step may lead to a failed grade on a missed assignment. Student initials: ____
Footnote: The student is responsible for working with the course coordinator to identify a faculty member to proctor Case Conference quizzes and review the case on a Thursday at the approximate time that the School of Pharmacy is conducting the same quiz and discussing the case (10am or 1:00pm PST).

Appendix

Therapeutics Case Conference [as it appears on course syllabi for Therapeutics I-XI]

Attendance at case conferences (discussion sessions) for students enrolled in the Therapeutics Course Modules is required.

A. A case conference will be graded as zero “0” by the course coordinator, residents and peer evaluators unless one of the following criteria are met:
   a. In case of an immediate personal emergency that precludes attendance at the case conference, the student MUST notify the Course Coordinator as specified in the syllabus prior to the start of the case conference. If the student is not able to make immediate contact he/she must make contact within 24 hours of the conference.
   b. Personal emergencies are defined as serious vehicle accidents involving the student, hospitalization of the student, serious illness or physical injuries to the student which require emergency medical treatment, or the sudden death of an immediate family member (spouse, child, mother, father, sister or brother).
   c. All immediate personal emergencies must be verified in writing by the attending physician or in the case of a death in the family, the mortuary.
   d. Notification of residents and/or fellow students does NOT serve as appropriate notification of an emergency. Students must contact the Course Coordinator directly.

B. If a student has a significant scheduled event (eg, N-445, Notice of Naturalization Oath Ceremony from the U.S. Department of Homeland Security) that conflicts with a scheduled conference the student must contact the Course Coordinator as specified in the syllabus, two weeks prior to the case conference to obtain approval to miss the case conference. An approval may or may not be granted by the instructor.
   a. If an approval is granted the student must accept the grading procedures as described in the course syllabus. If a student is excused from a missed case conference the Course Coordinator has the option to:
      i. Require the student to submit the case conference assignment in writing as a makeup. OR
      ii. Excuse the student from the case conference and use either another assignment or pro-rate the students grade.
   b. If the instructor excuses the students or permits a make-up or written case submission, the highest grade that can be received is “C”. The only exceptions to the make-up “C” grade restrictions are verified religious holidays, judicial procedures, US citizenship interviews, and necessary medical procedures.
   c. Quizzes given as part of the case conferences can NOT be made up.
Community Outreach and School Service

Section V
SCHOOL SERVICE OPPORTUNITIES

School Info Sessions and Tours
Throughout the year, the School hosts a number of information sessions with school tours for prospective applicants. Student involvement includes being a member of the student panel and acting as a tour guide for those that attend. As a panelist, students are expected to answer questions from prospective applicants and talk about their personal experiences at the school. Students will also lead the prospective applicants on a brief tour around the campus.

Skull and Mortar Honorary Service Fraternity
Skull and Mortar (SAM) is a campus organization that aims to provide service to the School and community. Throughout the year, SAM reaches out to students to inform and gather students for various service opportunities. Please see their page under “Student Organizations” for more information.

Student Admissions Committee
Students can volunteer their time by applying for membership with the Student Admissions Committee (SAC). As a member, students will have the opportunity to meet and interact with USC Pharmacy applicants on their interview dates as well as provide feedback to the School for outstanding applicants. Potential roles as a SAC member include:

1. **Greeter**: Meet the applicants as they arrive and help them settle in by having breakfast/lunch. This period will serve as a brief Q&A between applicants and current students. The greeters will then lead applicants to their designated interview rooms.
2. **Group Session Leader**: Students will meet in a group with faculty and a group of applicants to hold a group discussion, getting to know one another as well as getting to know the School. Students should also be prepared to answer questions from applicants.
3. **Tour Guide**: Lead applicants on a tour of the School. Along the way, students will provide a brief history of the School as well as answer any questions applicants may have.
4. **Student Interviewer**: Students are paired with a faculty or alumni member, and together they will interview the prospective student. This role is typically given to P2, P3, or P4 students; however, exceptional P1 students that have been involved with the admissions process may be given the opportunity to interview.

Student Ambassadors of the Margaret and John Biles Leadership Center
Students that demonstrate exceptional leadership, professionalism, and academic excellence may be recommended to become a Student Ambassador later in the school year. Student Ambassadors are expected to represent the School as a student leader and scholar at a number of events, including outreach efforts to prospective and newly admitted applicants. Ambassadorship terms are expected to last until graduation. A minimum grade point average of 3.0 is required to maintain Ambassadorship.
Professionalism
Section VI
Email ETIQUETTE and eSVPs

Students in the USC School of Pharmacy program are considered professionals and thus must conduct themselves professionally in all interactions including via email. It is important that students follow general email etiquette standards for professional communication as outlined below:

1. **Meaningful subject line**
   Subject lines should accurately describe content giving reader concrete reason to open the message. Subject should be specific to avoid spam-blocker programs

2. **Formal writing**
   Messages should always be written with formal grammar and writing. Informal writing is reserved only for close friendships or colleagues

3. **Focused message**
   The purpose of the message should be clearly addressed and polite. Emails should be organized to one subject and limited length. Unrelated points can be split into separate, purposeful emails.

4. **Identify yourself**
   If the person you are emailing has never interacted with you, introduce yourself in the first few sentences. If you are following up on a face-to-face contact, provide specifics to clue their memory. Identification is not necessary if the receiver knows you well enough to recognize your email address. An email signature block should always be included (see below)

5. **Respond promptly**
   Emails should be responded to within 48 hours. If you are unable to act on an email, respond to the email to acknowledge you have at least received it

6. **Show respect and restraint – sending and responding**
   Make proper use of “reply all” when it is important that all who are CC’d to an email receive your message. Likewise, properly use “reply” to prevent unnecessarily inconveniencing others. Spend proper time proofreading the addressees, subject line, content, spelling, and grammar of your email prior to sending

**USC email signature identity guidelines:**
https://identity.usc.edu/digital/email-signatures/

**eSVPs:**
Students who are interested in attending professional events hosted by USC are expected to eSVP. Students who do not eSVP should understand that they may be barred from an event subject to event capacity or event facilitator discretion. Priority to events will be given to those who have successfully eSVP’d. Likewise, an eSVP is considered a commitment to attend and students who fail to attend after submitting an eSVP may be barred from future eSVP events at faculty discretion.
DRESS CODE for Professional Experiential Activities

USC students are expected to maintain a professional appearance during all patient care activities and when otherwise requested to do so (e.g. simulated clinical activities for learning purposes). Students who are in violation of the dress code may be subject to action including, but not limited to, dismissal from the activity subject to faculty discretion.

All students must meet professional standards for appearance as outlined below:

1. Professional attire should be worn with white coat. White coats must be clean, neat, and ironed if necessary
   a. Men: Pressed, collared dress shirt with plain tie (solid, stripe, or simple pattern), leather belt, dress pants, and dark dress socks
   b. Women: Pressed, collared dress shirt with black skirt or pant suit. Other neutral colors are appropriate if top and bottom are matching (dark gray, navy, brown). Fitted blouses are acceptable. Skirts should be a little below the knee. Nude (skin-tone) or dark-colored panty-hose. Make-up should be minimal and conservative
2. USC nametag should be worn at all times. USC ID badge may also be requested and should be worn visibly on the upper body
3. Students must wear professional dress shoes that are closed-toe, safe, clean, and in good condition. Women’s dress shoes must be pumps, flats, or heels (<2.5 inches)
4. Hair should be simple, clean, and dry. Long hair must be tied back when performing physical exams or when otherwise necessary. Facial hair should be trimmed and neat
5. Jewelry should be kept simple (i.e. studs for earrings). All other jewelry and piercings, such as nose rings, should be removed
6. Nails must be neatly cut and short. Nail polish is allowable dependent on type of care being provided, but must not be chipped
7. Scented personal products should be avoided
8. Personal hygiene must be maintained to avoid body odor or unsightly appearance
9. At least two pens should be kept on hand at all times

Examples of inappropriate attire:

1. Visible tattoos (tattoos should be kept covered)
2. Torn clothing
3. Revealing clothing or clothing that reveals skin when leaning, stretching, or bending over
4. Unprofessional attire such as t-shirts, tank tops, jeans, shorts, or tennis shoes
5. Sandals, bare feet, or opened-toe shoes that expose the foot
6. Headwear unless worn for religious purposes
Health and Wellness
Section VII
STUDENT HEALTH SERVICES

The services provided at the Eric Cohen Student Health Center are designed to meet the basic and preventive health care needs for the physical and mental well-being of all students on the Health Sciences Campus at USC. One of the roles of the Eric Cohen Student Health Center in conjunction with Student Health Administration is to help “clear” students for clinical rotations by maintaining up to date records of immunizations and tuberculosis screening. The Center is located on the first floor in the Healthcare Consultation Center (adjacent to University Hospital at 1510 San Pablo Street, Suite 104, Los Angeles, CA 90033). The Student Health Center hours are Monday, Tuesday, Wednesday and Friday from 7:00 a.m. – 5:00 p.m. and on Thursday from 10:00 a.m. – 7:00 p.m. The Eric Cohen Student Health Center is closed on the weekends and all school holidays; however, urgent care is available at the University Park Campus Student Health Center on weekends from 9:00am to 1:00p.m (excluding school holidays).

APPOINTMENTS
To schedule all appointments, please call the Eric Cohen Student Health Center Administration at (323) 442-5631.

*Note: If you are unable to keep a scheduled appointment, we would appreciate if you would call our office to cancel at least 24 hours prior so that other students may use that time.

FOR AFTER HOUR ASSISTANCE: Please call (323) 442-5631 and ask for the Nurse on call. The registered nurse will triage your call and if necessary will connect you to a physician who is available 7 days a week, 24 hours a day.

STUDENT HEALTH SERVICE TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health Main number and appointment line</td>
<td>(323) 442-5631</td>
</tr>
<tr>
<td>Student Health Main fax number</td>
<td>(323) 442-6029</td>
</tr>
<tr>
<td>Student Health Immunization Coordinator</td>
<td>(323) 442-5980</td>
</tr>
<tr>
<td>Student Health Immunization Coordinator fax number</td>
<td>(323) 422-6287</td>
</tr>
<tr>
<td>Student Health Insurance Coordinator</td>
<td>(323) 442-5989</td>
</tr>
<tr>
<td>Student Health Insurance Coordinator fax number</td>
<td>(323) 442-6212</td>
</tr>
<tr>
<td>USC Plaza Pharmacy</td>
<td>(323) 442-5770</td>
</tr>
</tbody>
</table>

SERVICES COVERED
The Student Health Fee covers the following services:

- Routine Health Care – ambulatory care services, including minor illness and injury care
- Health Maintenance – tuberculin skin tests, physicals, Pap smears and gonorrhea/chlamydia screens
- On site diagnostic studies – hemoglobin, urinalysis, urine pregnancy test, strep A antigen
- Mental health care – consultation, counseling, crisis-intervention, and referral for long term psychotherapy (limited to 4 visits per diagnosis per year) are available. Further visits are billed through your health insurance coverage.

*Work up and treatment for certain school related patient exposures, including exposure to blood or body fluids via needle stick or splash as well as exposure to TB are covered.*
STUDENT HEALTH REQUIREMENTS AFTER ENTRANCE TO THE SCHOOL
An annual tuberculin skin test (every 6 months for some facilities) is required for all students. An annual chest x-ray is required for those with positive tuberculin skin tests. The Student Health Fee will cover the PPD test and all chest x-rays for clearance.

COMMUNICABLE DISEASE CONTACT FOLLOW UP
Upon exposure to a communicable disease, time is of the essence! It is imperative that the student report to Student Health as soon as possible after the injury. Failure to do so may unnecessarily expose the student to risk. Students should report to the Eric Cohen Student Health Center at the Healthcare Consultation Center, suite 104 for appropriate follow-up. Most often these exposures are to tuberculosis, hepatitis, or HIV (by blood or blood product contaminated needlestick). Specific protocols for follow-up of communicable disease contacts have been established. At the place of exposure, delegate someone to collect all available information, including the date, time, place, and how the incident occurred, the patient's name and medical record number, the diagnosis and history (including history of hepatitis, liver disease, HIV status, blood transfusions and IV drug or alcohol abuse). Medications for some exposures give best protection if taken within two hours of the exposure. Starting doses are available at the Student Health Center. If after hours or over a weekend/holiday, telephone Student Health at (323) 442-5631 and ask for the physician on duty.

If a needlestick injury has occurred at L.A. County Hospital after our clinic hours, the student should go to Employee Health (or the Emergency Room) at County Hospital. Remember, time is of the essence!

Needlestick injuries that have occurred outside of University Hospital or L.A. County Hospital may be treated with that facility’s protocols. Your insurance will cover this service at 90%. Also, be sure to follow-up with the Eric Cohen Student Health Center within 24 hours to avoid further costs to you.

SERVICES OFFERED THROUGH STUDENT MENTAL HEALTH SERVICES

PSYCHOLOGICAL SERVICES
Every effort has been made to ensure that your involvement with psychological services in the Eric Cohen Student Health Center is a valuable experience. We recognize that it is sometimes difficult to acknowledge a need for help, and we want to make sure that access to care is as stress-free as possible. Please take a few minutes to familiarize yourself with our program.

CONFIDENTIALITY
We take confidentiality very seriously. One of the most important aspects of the relationship between a therapist and a patient is that it is a confidential relationship. This means that any information discussed in any session cannot be shared with someone without your permission.

Your psychological services record is NOT part of your student health medical chart. Your psychological records are accessed only by the Student Health psychologist/Psychiatrist/Therapist unless you authorize otherwise.

CLINICAL STAFF
The Eric Cohen Student Health Center will be staffed with a full-time psychologist, a part time psychiatrist, and a part time marriage, family therapist or licensed social worker. Consultation, counseling, crisis-intervention, group therapy and referral for long-term psychotherapy are available. Your student health fee includes 12 visits per diagnosis per year. Additional visits are billed through your health insurance coverage.
INSURANCE
Students who are covered by the USC Student Health Insurance Plan (Anthem/Blue Cross) may receive 25 counseling sessions per academic school year. (This may be in addition to the 12 visits per diagnosis per year if seen at the Eric Cohen Student Health Center.) Under this plan, students are required to pay 10% of each session. If you have a different insurance plan, please determine your benefits for “outpatient psychotherapy” with your insurance carrier benefit representative.
STUDENT WELLNESS

Graduate school is an exciting and challenging time. For some, starting the Doctor of Pharmacy Program at USC can be a significant and difficult adjustment following their undergraduate studies. Doctor of Pharmacy students are expected to juggle a variety of difficult tasks, including navigating a rigorous didactic curriculum and demonstrating competency in pharmacy practice experiences. Many students are also heavily involved in co-curricular activities such as serving in leadership positions with professional organizations, volunteering in the community, and participating in legislative advocacy. In addition, paid internships in a variety of pharmacy practice settings can consume a significant amount of student time and effort.

While juggling these activities, it is not uncommon for student wellness to suffer. Healthy eating, hydration, adequate sleep, exercise, personal time, and family time become lower priority compared to other demands.

What is wellness?

- Wellness is a conscious, self-directed and evolving process of achieving full potential
- Wellness is multidimensional and holistic, encompassing lifestyle, mental and spiritual well-being, and the environment
- Wellness is positive and affirming

In summary, wellness is an active process through which people become aware of, and make choices toward, a more successful existence.

http://www.nationalwellness.org/?page=Six_Dimensions

At the USC School of Pharmacy, the overall well-being of our students is a priority, and concepts in wellness are emphasized throughout the PharmD program. However, students must exercise a level of self-awareness and commitment regarding their own wellness, and work to maintain personal wellness as a priority.

Helpful Tips:

- Schedule personal time and study time just as you would schedule class or work
- Commit to getting at least 7 hours of sleep each night
- Drink plenty of water to stay hydrated
- Get moving! Aim for 10,000 steps each day. Consider use of a fitness tracker to monitor daily activity and sleep.
- Maintain diet low in saturated fat and sodium
- Stay active in activities outside of pharmacy school, such as hobbies, social time, etc.
Wellness Resources:

http://healthymindplatter.com
https://www.insightla.org/audio/guided-meditations
https://www.thriveglobal.com/
https://ecohenshc.usc.edu/wellness/
http://bewell.usc.edu/nutrition-exercise/nutrition-and-exercise-at-hsc/
Career Guidelines
Section VIII
STUDENT CAREER SERVICES

Students in search of career advice may access a myriad of opportunities including the resources listed below:

Career Center at USC
https://careers.usc.edu/contact/

Specific Pharmacy-related Career Guidance
Meet with your faculty mentors and set up an appointment to discuss professional careers

Alumni
Please attend the USC-Alumni-Student-Mixer each Spring to discuss a variety of careers with USC Alumni
https://pharmacyschool.usc.edu/alumni/association/

Student Organizations
There are a variety of student-run organizations that host on-campus and off-campus activities where professionals in their respective specialties and fields are invited to meet with students about career development
https://pharmacyschool.usc.edu/students/orgs/

You may also contact the Associate Dean for Student Affairs, Dr. Susie Park:
susiepar@usc.edu

A Career Center is being developed for Fall/Winter 2018