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# STUDENT HANDBOOK

**2023-2024**



C O L L E G E O

# STUDENT HANDBOOK

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# ACADEMIC CALENDAR

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All University Offices are open for business from 8 a.m. to 5 p.m., Monday through Friday, except



## **Mission**

Roseman University of Health Sciences College of Pharmacy prepares a diverse student body to become competent, caring, and ethical pharmacists; contributes to the profession through its commitment to scholarship; and provides patient centered care, while addressing the pharmacy-related needs of the community.

## **Vision**

Roseman University of Health Sciences College of Pharmacy aspires to lead the profession of pharmacy by developing a diverse faculty, staff, and student body who transform the community through exceptional pharmacy education, compassionate patient-centered care, interprofessional collaboration, and innovative scholarship.

## **Core Values**

students will participate in didactic teaching time designed to assist with career development. This includes, but is not limited to, resume and curriculum vitae (CV) review, mock interviews, and tips for preparing for the residency application cycle.

## **ATTENDANCE**

immediate family member of the student in question. Electronic copies of the practitioner's note may be accepted; however, the original copy may be requested. The College of Pharmacy reserves the right to require the student to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining if an absence should be approved.

### ***Personal or Family Emergency***

A student should submit a request using the link in the Academic Affairs folder on Canvas as soon as possible following the personal or family emergency, making every possible effort to meet the

## *Classroom Recording*

## **MULTIMEDIA RECORDING BY STUDENT(S)/RESIDENT(S), THEIR AGENTS, REPRESENTATIVES, AND/OR GUESTS**

See University Student Catalog at

<https://www.roseman.edu/app/uploads/2022/07/Multimedia-Recording-Policy.pdf>

## **METHOD OF EVALUATION OF STUDENT**



by the electronic assessment system. When the allotted time is reached, the electronic assessment system will automatically close and submit the assessment. For non-electronic assessments, the end time represents the point at which all assessment

allegations of professional misconduct.

After completion of the individual assessment, devices must be left in the classroom at the student's assigned seat until the start of the team assessment. The use of electronic devices between the individual assessment and team assessment is prohibited. Any student using an electronic or communication device outside the classroom during these times will receive a zero (0) on the assessment and may also face allegations of professional misconduct.

The number of devices for each team will be communicated prior to the start of the team assessment by the Assessment Leader. If more than one device is permitted for the team test, each device may only be logged into the electronic assessment system. If unauthorized electronic devices are in possession of any team member during the team assessment, all members of the team will lose eligibility for team points on that assessment. Likewise, if any team device is linked to any website or application other than the electronic assessment system, all members of the team will lose eligibility for team points.

### ***Personal Property Permitted on or About Students during Assessment Period***

Only the items clearly designated by the Assessment Leader and/or proctor(s) are permitted at the desk. All other personal items not explicitly designated as acceptable by the proctor(s) must be kept in a place designated by the proctor(s) and may not be retrieved until all teams have completed the team assessment. Possession of class-related materials and/or cell phones is always prohibited during an assessment, team assessment, reassessment and summer assessment.

A student in the possession of any materials not explicitly designated as acceptable by the proctor(s) between the start of the assessment and the completion of the team assessment (all teams) will forfeit their right to participate in the assessment and team assessment and will receive no credit for either assessment.

In addition, when a student is in the possession of any item not explicitly designated as acceptable by the proctor(s) during the team assessment, all team members will forfeit team assessment credit. A student may not bring any items from the individual assessment into the team assessment including but not limited to test booklets, scratch paper, graphs, charts or formula sheets; or any piece of paper regardless of size.

It is the student's responsibility to ask the proctor(s) for prior approval of any item the student wishes to have at their desk during the assessment.

### ***Communications and Breaks***

A student taking the assessment may not communicate with anyone (with the exception of the proctor(s)) within or outside the assessment room during the assessment. A student may not communicate with anyone from another team during the team assessment until the assessment leader signifies all teams have completed the team assessment. Any



because of unexcused absence due to late arrival or failure to bring their electronic testing device, will be permitted to attend, but not participate in, the post-assessment review. All other students (either excused or un

communicated in writing to the students in advance.

A student who is tardy or fails to attend the required review

A student who receives a “No Pass” on three (3) summer assessments will be required to withdraw from the program. A student who receives a “No Pass” on one (1) or two (2) summer assessments who wishes to remain enrolled in the program is required to attend the block(s) or portion of block(s) covered by the assessment the next time it is offered on the same campus. P1 and P2 students will be charged prorated tuition for the repeated course. Transfers to the alternate campus will not be allowed for repeated material. A student will be placed on academic probation as a result of receiving a “No Pass” during the summer assessment period. Progression through the curriculum will be determined as part of the terms of probation.

In the event an assessment that a student needs to repeat has been modified and/or is covered by more than one block in a revised curriculum, the student may be required to complete and pass more than one assessment to ensure coverage of all material on the original assessment.

A student who receives a “No Pass” on a reassessment that covers the material for which they did not pass during the summer assessment, or a “No Pass” on their fifth attempt at any given assessment material will be required to withdraw from the program.

### ***Procedure When Unsatisfactory Progress is Documented in Pharmacy Practice Experiences***

A student who receives a “No Pass” for a pharmacy practice experience will be required to repeat the rotation after the



any time while enrolled in the program. The outcome of the

- Educational activities (e.g. in the classroom, rotation, experiential assignments) provided by the University or College.
- Programming activities, events, ceremonies or professional networking functions during pharmacy or other professional meetings.
- Service activities promoted by the University, College or any student organizations affiliated with the University or College.
- Online activities: all College of Pharmacy student policies apply to social media.

Inappropriate professional or personal behavior includes, but is not limited to, the following:

- falsifying applications, forms or records prior to admission to the College of Pharmacy or while enrolled in the University's professional programs;
- giving or receiving unauthorized aid on course work, examinations, presentations, or any other activities required for awarding the PharmD degree;
- plagiarism (including any errors, omissions, misrepresentations, or falsifications of source material);
- providing or receiving privileged information concerning exam content prior to test time to gain unfair advantage;
- providing false information to a faculty, staff or preceptor;
- lack of attendance at required didactic or experiential activities;
- non-compliance with the email requirement (see Notice of Requirement to Check Student Email on a Daily Basis);
- disruptive behavior in class, including unprofessional conduct during assessment reviews;
- inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or

**Step 3:** If further investigation is deemed warranted, the administrator will inform the student of the allegation(s). The student must respond in writing within three (3) business days to the written allegations.

Step 3a: If the student agrees with the allegation(s) as presented, the investigating administrator will determine the sanction(s) and will be responsible for monitoring the student's adherence and/or progress for the sanction(s). The administrator may assign a designee to monitor the student's adherence or progress.

Step 3b: If the student fails to respond within three business days or does not agree to the allegation(s) as presented step 4 will ensue.

**Step 4:** The investigating administrator will refer the matter to the University Student Professionalism Board (hereafter noted as "USPB") if the facts are in question and when that violation could result in the student's College administration

before the student's case has been reviewed by the USPB.

The Dean or Executive Subcommittee will notify the student of their suspension, including the terms and conditions of the suspension, in a reasonable timeframe. The decision shall be delivered to the student by hand, via email to the student's University email address or by certified mail. A student can be required to begin the suspension even if refusing to accept the hand-delivered notice of the suspension, neglecting to check their email, or refusing to sign the certified mail receipt. This decision will also include the length of time for which the suspension will be in force. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations), or any College or University events that are not open to the general public.

Following the suspension period, the student must petition the Executive Subcommittee, or designee, in writing to allow return to classes. The Executive Subcommittee, or designee, shall consider the request and notify the student and the administrators, in writing, of the exact date and conditions under which their status is reinstated or the official termination date of the student.

### ***Termination for Professional or Personal Misconduct***

The College reserves the right to terminate a student at any time in order to safeguard patient safety, its standards of scholarship, professional standard of conduct, and/or orderly operation. Actions that threaten or endanger, in any way, the personal safety and/or well-being of self or others, or which disrupt or interfere with the orderly operation of the College, are cause for immediate termination. Professional or personal



Application for voluntary withdrawal from the College must be made in writing to the Associate Dean for Academic Affairs and Assessment, or designee. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the College of Pharmacy's administrative team. Every effort should be made by the student to assure that no misunderstandings or errors

to the Associate Dean of Academic Affairs and Assessment or designee and provide:

- a rationale for the request,
- the date the student expects to leave the program,
- the date the student expects to return to the program, and
- documentation that the student believes supports the request for the leave of absence. In the event of a medical problem, the request must be accompanied by a letter from a licensed practitioner acting within their scope of practice who evaluated the student.

The Associate Dean of Academic Affairs and Assessment or designee will review all LOA requests. After completing this review, the Associate Dean of Academic Affairs and Assessment or designee will take one of the following actions:

1. Approve the student's request.
2. Require the student to provide more information to help evaluate the request.
3. Refer the student's request to the College's Academic Performance and Standards Committee for further review. The Committee has the right to require the student to provide additional information to the Committee.
4. Deny the student's request.

If the Academic Performance and Standards Committee reviews a student's request, the Committee will make a recommendation on the disposition of the request within five (5) business days. The chair will forward the committee's recommendation to the Assistant Dean for Student Affairs or designee after concluding its review of the student's request. The Assistant Dean for Student Affairs or designee will review the Committee's recommendation and determine if the student's request will be granted.

The Assistant Dean for Student Affairs or designee is responsible for determining if the student's leave will be granted and, if applicable, the conditions under which the student may return to the College. A student has the right to appeal to the dean the Assistant Dean's decision, including the terms for readmission. This appeal must be submitted in writing to the Dean within three (3) business days after the Assistant Dean

assignment.

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# DOCTOR OF PHARMACY (PHARM.D.) CURRICULUM

Didactic





## **Personal Counseling about Non-Academic Issues**

A student in need of personal counseling services for non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Student Services Office. The University provides a free counseling service (TalkSpace) for all students. This service includes live virtual counseling from licensed therapists. Further information is available at:



