



UNION
UNIVERSITY

SCHOOL OF PHARMACY

STUDENT HANDBOOK
2009 – 2010

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Dean's Message

Welcome to Union University School of Pharmacy!!

You have selected one of the most challenging and rewarding careers available today to those who want to make a difference in the lives of others and the world around them. Our goal at Union is to prepare you to be a highly competent professional pharmacist with a commitment to service. You will receive the knowledge and skills necessary for being a key player in the rapidly changing healthcare environment of the 21st Century. As a graduate you will positively affect health outcomes for diverse individuals, families and communities in West Tennessee and throughout the world.

Pharmaceutical care is the responsible provision of drug therapy for the purpose of achieving definite outcomes that improve a patient's quality of life. These outcomes may include curing a disease, improving the patient's symptoms, slowing a disease process, or preventing a disease. Direct patient care and medication therapy management involve the process through which a pharmacist cooperates with a patient and other professionals in designing, implementing, and monitoring a therapeutic plan that will produce specific therapeutic outcomes for the patient. This in turn involves three major functions: identifying potential and actual drug-related problems, resolving drug-related problems, and preventing drug-related problems. Pharmacist patient care services are provided for the direct benefit of the patient, and the pharmacist is responsible directly to the patient for the quality of that care. Union University offers a Christ centered setting in which one examines these issues in light of a Christian worldview. The faculty at Union is committed to student centered higher education in which faith and learning are integrated.

The faculty members of the School of Pharmacy are experts and leaders in the field of pharmacy who represent the various specialties of the discipline. They are committed to providing creative learning strategies that take into account your life experiences and learning styles. These expert scientists and clinicians will be your mentors and professional role models. It is the desire of the faculty that each of you have a challenging and stimulating education that will prepare you for a successful and rewarding career in pharmacy.

As your Dean, I am delighted that you have chosen Union University's School of Pharmacy as the first step in what will be a very fruitful career. You are among a group of academically qualified men and women with high moral and ethical values who will be an asset to the profession of pharmacy. It is my hope that you will enjoy success in your educational experience, develop lasting friendships, and have pride and commitment to Union University throughout your lifetime.



Sheila Mitchell, Pharm.D., FASHP
Dean, School of Pharmacy

Introduction and Accreditation Disclosure Statement

Union University is a private, four year liberal arts university, founded in 1823, and is affiliated with the Tennessee Baptist Convention. As an institution that is Baptist by tradition and evangelical by conviction, Union has a heritage of academic excellence and is well known for providing qualitatively distinctive Christian education. Union seeks to provide a grace filled community and a Christian context where undergraduate and graduate education can be offered. Recognized in the top tier of Southern liberal arts colleges by *U.S. News and World Report*, Union is also ranked as one of five highly selective private institutions by *Time Magazine* and *Princeton Review*.

Union University is located in historic Jackson, Tennessee, a city of about 90,000, located 80 miles east of Memphis and 120 miles west of Nashville. Union University has approximately 3,150 undergraduate and graduate students. There are approximately 2,450 undergraduate and graduate students on the Jackson main campus, and 700 students on the Germantown extension site.

Union University publically announced plans for a School of Pharmacy in January 2007 in response to community need and the support of leaders in the health care field. Current demand for knowledgeable pharmacy practitioners led to a feasibility study and subsequent development of the Doctor of Pharmacy program. The first Pharm.D. class will graduate in May 2012.

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Precandidate status, Candidate status, and Full accreditation. Precandidate accreditation status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Precandidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the school to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Doctor of Pharmacy program of the Union University School of Pharmacy was awarded precandidate accreditation status during the June 2008, meeting of the ACPE Board of Directors, based upon an on-site evaluation conducted April 29 – May 1, 2008, and discussion with University and School officials.

The Doctor of Pharmacy program of the Union University School of Pharmacy was awarded candidate accreditation status during the June 2009, meeting of the ACPE Board of Directors, based upon an on-

site evaluation conducted April 7 - 9, 2009, and discussion with University and School officials, as well as current students. The ACPE Board of Directors also voted to not schedule an on-site team visit until the 2010-2011 academic year. If the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program would be considered by the Board following the graduation of students from the program.

Statement of Mission and Vision

The mission of Union University is to provide Christ-centered education that promotes excellence and character development in service to Church and society.

Our Core Values

- **Excellence-Driven:** We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of a desire to do all things for God's glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity, but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily life. Thus we will pursue excellence, without arrogance.
- **Christ-Centered:** A cohering core value of our guiding vision is a call to faith, a call to be Christ centered in all that we are and in all that we do. We will seek to build a Christian liberal arts based community where men and women can be introduced to an understanding and appreciation of God, His creation and grace, and to humanity's place of privilege and responsibility in this world. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. To be a Christ-centered institution calls for us to establish the priority of worship and service in the Christian life while seeking to develop a generation of students who can be agents of reconciliation to a factious church in a hurting and broken world. This commitment calls for all faculty and staff to integrate Christian faith in all learning and doing, based on the supposition that all truth is God's truth and that there is no contradiction between God's truth made known to us in Holy Scripture and that which is revealed to us through creation and natural revelation.
- **People-Focused:** A third pillar on which we will build our common commitments is the core value of being people focused. At the heart of our commitment to being people focused is the visible demonstration of valuing one another. We will give honor to one another through our words and actions, and by committing to each person's success. We therefore jointly commit ourselves to the success of Union University.
- **Future-Directed:** We will seek to maximize the windows of opportunity the Lord has presented to us to the greatest degree that resources allow. All of our resources and efforts must, by God's grace, be maximized to fulfill our common mission. A commitment to being future directed means we want to have a short-term focus and a long term view. We want to involve ourselves in efforts that prepare us effectively to impact the world of the 21st Century.

The mission of the Union University School of Pharmacy is to develop compassionate, comprehensively trained practitioners who are equipped to meet the immediate and future demands of pharmaceutical science and patient care in an ever changing health care environment.

The vision of the Union University School of Pharmacy is to:

- provide a *Christ-centered* environment that focuses on the intellectual, spiritual, and moral development of students in committing themselves to the service and needs of society
- promote an *excellence-driven* academic culture that instills knowledge and advances understanding of biomedical, pharmaceutical, social/behavioral/ administrative, and clinical sciences
- develop pharmacy students as practitioners who are *people-focused* in providing optimum care based on evidence and best-practice standards
- support an academic environment that fosters the *future-directed* growth of students and faculty as it relates to education, practice, research, and scholarship initiatives

The vision for Union University's School of Pharmacy is established in congruence with the University's core values (Christ-centered, excellence-driven, people-focused, and future-directed) and the standards found in the 2006 *Joint Commission of Pharmacy Practitioners (JCPP) Future Vision of Pharmacy Practice* vision statement noted in the *Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree*.

The faculty of the School of Pharmacy at Union University believes that a person is a unique individual, family or community in constant interaction with the spiritual, physiological, sociocultural, and professional environment. Persons are psychological, social, physical and spiritual entities with varying abilities to communicate and adapt. Societal mores, developmental level, values and beliefs influence the behavior of individuals, families and communities as they attempt to meet basic human needs.

Pharmacists are vital members of the health care system and are able to:

- Commit to care for and care about patients.
- Develop and maintain an in-depth knowledge of biomedical, socio-behavioral, administrative, pharmaceutical and clinical sciences.
- Apply evidence-based therapeutic principles, evolving sciences, and emerging technologies to contemporary pharmacy practice to provide patient care.

The educational process provides direction and guidance to meet the learning needs of the student and is formal and informal, structured and experiential. Learning is an active lifelong process and is facilitated when a variety of teaching modalities are used to accommodate different learning styles. Enhanced use of informatics and health care technology is included in the educational and clinical arenas.

Professional pharmacy education includes a broad knowledge of the arts and sciences. The faculty develops cognitive, affective and behavioral goals and objectives to measure student learning. Faculty members serve as role models, facilitators of learning and personal resources for students.

In keeping with the educational mission and purpose of the parent institution, the School of Pharmacy at Union University encourages the spiritual growth of each individual and upholds the Christian ethic of service in the pharmacy profession. To this end, the student's curriculum provides a professional base to develop a pharmacy practice that is excellence driven and future directed.

Our History

Union University is an heir of three antebellum Tennessee schools—West Tennessee College and its predecessor, Jackson Male Academy, both located at Jackson, and of Union University, located at Murfreesboro—and it is the inheritor of another college in 1927, Hall Moody Junior College of Martin, Tennessee. Jackson Male Academy, founded in 1823 shortly after the opening of West Tennessee for settlement, was chartered by the legislature in 1825, making it the oldest school currently affiliated with Southern Baptist life. West Tennessee College originated in the mid 1840s when supporters of the Academy secured a charter for a college and received an endowment from the state to come from the sale of public lands. Under its charter, the property rights and governance of the Jackson Male Academy were vested in the trustees of the College. The College offered three degrees—bachelor of arts, bachelor of philosophy, and master of arts—and had four departments: Moral Philosophy, Languages, Mathematics, and Natural Philosophy and Chemistry.

West Tennessee College continued until 1874, when at a time of depressed economic conditions, the trustees offered the College's buildings, grounds, and endowment to Tennessee Baptists in the hopes of attracting a southwestern regional university planned by the state's Baptist leaders. Meanwhile, after years of discussion and the raising of an endowment, the Baptists of Middle Tennessee (there were three separate conventions in Tennessee at that time) in 1848 established Union University at Murfreesboro, near the geographical center of the state. Union University came upon hard times when in 1859 its highly respected president, Dr. Eaton, died and when during the Civil War its campus was badly damaged. It reopened in 1868 only to close again in 1873, largely because of its financial condition and an epidemic of cholera.

Southwestern Baptist University, the immediate predecessor of the present Union University, originated because of a desire by Tennessee Baptists, who still had a separate convention for each of the state's three Grand Divisions, for greater unification. Education became the core issue around which such unification was promoted. Committees of the three conventions met jointly in Humboldt in 1873 and issued a resolution supporting the establishment of a first-class regional university. An Educational Convention met in Murfreesboro in 1874, and following that a committee was appointed to select a location for the proposed university. The committee recommended the acceptance of the offer made by the citizens of Jackson to assume ownership of West Tennessee College. In September 1874, the new institution opened at Jackson as an academy, and in 1875 it was chartered as Southwestern Baptist University.

In 1907, Dr. T. T. Eaton, a trustee at Southwestern from its beginning, bequeathed his 6,000 volume library to the college. He was a former professor at Union University at Murfreesboro, where his father, Dr. Joseph H. Eaton, had been president. Shortly thereafter the name of Southwestern Baptist University

was changed to Union University to honor the Eaton's and others from Union at Murfreesboro who had made a major impact on Southwestern as faculty, administrators, trustees, and contributors. In a further move to unify its educational efforts, the Tennessee Baptist Convention in 1925 secured a new charter which vested all rights, authority, and property of Union University in the Convention, including the election of the University's trustees. Two years later, the Convention was able to consolidate Hall Moody Junior College at Martin (1900-1927) with Union University.

During the 1920s, Union discontinued its graduate program, its Law Department, and its high school and added a bachelor of music degree program. After a major fire in 1912, several new buildings were constructed, including the centerpiece of the campus for the next 60 years, Barton Hall. In 1948 the Southern Association of Colleges and Schools granted Union University its original accreditation. In 1962, at the request of local physicians, Union developed a nursing program with the assistance of Jackson-Madison County General Hospital.

Because of an aging and landlocked campus, Union, in 1975, moved from near downtown to a new campus located along Highway 45Bypass in north Jackson. During the administrations of President Robert Craig (1967-85) and President Hyran Barefoot (1987-96), enrollment increased from less than 1,000 students to over 2,000; the multipurpose Penick Academic Complex was enlarged several times; many additional housing units were erected; and the Blasingame Academic Complex (1986) and the Hyran E. Barefoot Student Union Building (1994) were constructed. From the early 1950's to the early 1970's, Union operated an Extension Center in the Memphis area. From 1987-95, Union offered the degree completion program leading to the Bachelor of Science in Nursing (RN to BSN track) in Memphis. There were over 300 graduates of this program.

When David S. Dockery was elected as the fifteenth president of Union University in December 1995, he brought with him a compelling vision to build on a great tradition while taking Union to the next level of regional and national prominence in Christian higher education. The progress that has been made during this time has been remarkable: annual non-duplicating headcount increased from 2200 (in 1996) to more than 3600 (in 2005); significantly increased giving to Union, including ten of the largest commitments in Union history; instituted three five-year strategic plans; completed construction of two residence halls, the Miller Tower, Jennings Hall, Hammons Hall, and new Fesmire athletic facilities; launched the \$110 million comprehensive "Building a Future" campaign (now at \$90 million); renewed commitment to scholarship and research among Union faculty as a part of the establishment of the Center for Faculty Development; added new undergraduate majors in political science, physics, theology, digital media studies, church history, ethics, sports management, sports medicine, engineering; and graduate programs in education (M.Ed., Ed.S., and Ed.D.), nursing (MSN with tracks in education, administration, and nurse anesthesia), and intercultural studies (MAIS); SACS Level V accreditation was achieved; programs were added in undergraduate research; student mission involvement, giftedness assessment program for freshman students; established an extension campus in Germantown, TN, which now has almost 800 students; established the Carl F.H. Henry Center for Christian Leadership; established the Charles Colson Chair for Faith and Culture and Stephen Olford Chair of Expository Preaching; established highly successful annual Scholarship Banquet (1997-2006); and achieved top tier recognition in U.S. News and World Report and other important listings. In many respects, Union University is in the strongest position in its history.

Code of Ethics

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

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.

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

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

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

III. A pharmacist respects the autonomy and dignity of each patient.

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

IV. A pharmacist acts with honesty and integrity in professional relationships.

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

V. A pharmacist maintains professional competence.

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

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

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

VII. A pharmacist serves individual, community, and societal needs.

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

VIII. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

** adopted by the membership of the American Pharmacists Association October 27, 1994.*

UNIVERSITY STUDENT INFORMATION

University Phone Numbers

The University offers a broad range of services. The president, vice-presidents, deans, chairpersons of the departments, faculty, and other Union personnel are available to students who desire assistance in matters related to their academic, social, personal, or spiritual lives.

EMERGENCY NUMBERS

| | |
|---|--|
| Ambulance..... | 9+911 |
| Fire | 9+911 |
| Poison Control..... | 1-800-222-1222 |
| Police..... | 9+911 |
| National Eating Disorders Association Helpline..... | 1-800-931-2237 |
| Suicide Prevention Hotline..... | 1-800-273-TALK (8255) |
| Residence Life..... | RD 24 hour cell phone (emergency only) 298-7768 |
| Safety and Security..... | (day) 661-5018 (evenings and weekends) 661-5036 (24 hour cell phone)731-394-2922 |
| West Tennessee 24-Hour Alcohol & Drug Helpline..... | 615-269-0122 |

UNIVERSITY DIRECTORY

For numbers not listed here, please call the Union University switchboard at “0” or 731-668-1818. If calling from off campus, please dial the 661 prefix before the following extensions.

| | |
|---|----------|
| Academic Services | 5040 |
| Accounts Payable | 5275 |
| Activities Desk | 5150 |
| Aquatics..... | 5150 |
| Athletic Office..... | 5130 |
| Admissions Office | 5100 |
| Art Department..... | 5075 |
| Alumni Relations..... | 5208 |
| Barefoot’s Joe | 5019 |
| Biology Department..... | 5596 |
| Bookstore (LifeWay) | 668-9492 |
| Box Office (Theatre)..... | 5105 |
| Business Office/Student Accounts..... | 5026 |
| Business (School of) | 5357 |
| Campus Ministries..... | 5062 |
| Campus Calendar/Reservations | 5279 |
| Cardinal and Cream..... | 5376 |
| Career Services..... | 5421 |
| Center for Academic Advocacy..... | 5078 |
| Center for Academic Support | 6568 |
| Chapel Facilitator (chapel credit)..... | 5279 |
| Chemistry Department..... | 5596 |
| Christian Studies Department..... | 5117 |
| College Services (printing)..... | 5256 |
| Communications Department..... | 5597 |

| | |
|---|---|
| Computing Services..... | 5400 |
| Counseling Services..... | 5322 |
| Dawg Tag - (ID) | 5033 |
| Dean of Students | 5090 |
| Disability Services..... | 5322 |
| Dining Services | 5420 |
| Education (School of) | 5372 |
| Engineering Department | 5270 |
| English Department | 5131 |
| Enrollment Services..... | 5422 |
| Facilities Management..... | 661-9818 |
| Financial Aid..... | 5015 |
| Germantown Campus | 901-759-0029 |
| Greek Life..... | 5094 |
| Health Services..... | 5284 |
| History Department | 5131 |
| Hundley Center (tutoring) | 5123 |
| Info Dawg Line (snow days, etc.)..... | 661-5048 |
| International Student Liaison..... | 5031 |
| Intramural Hotline | 5039 |
| Languages Department | 5131 |
| Library..... | 5070, Fax 661-5175 |
| Maintenance Needs..... | (please fill out work order in the commons) |
| Math/Computer Science Department | 5270 |
| McAfee Commons..... | 5054 |
| Media Center..... | 5077, 5377 |
| Music Department | 5345 |
| Nursing Department..... | 5200 |
| Physical Education, Wellness, and Sports..... | 5130 |
| Physics Department | 5270 |
| Political Science Department..... | 5131 |
| Post Office | 5290 |
| President's Office | 5201 |
| Provost's Office..... | 5203 |
| Psychology Department | 5064 |
| Registrar's Office | 5040 |
| Residence Life..... | 5433 (LIFE) |
| Residential Network Support..... | 5585 |
| Ryan Center for Biblical Studies | 5579 |
| Safety and Security..... | 5033 |
| Social Work Department..... | 5554 |
| Sociology Department | 5064 |
| Student Activities Council (SAC)..... | 5114 |
| Student Leadership Development | 5094 |
| Student Life Office | 5090 |
| Student Government Association (SGA)..... | 5032 |
| Student Organizations..... | 5094 |

| | |
|--|------------------------------|
| Student Programs | 5285 |
| Teacher Licensure | 5372 |
| Testing (CLEP, Dantes) | 5309 |
| Undergraduate Admissions | 5210 |
| University Communications..... | 5211 |
| University Relations | 5050 |
| Union Station | 5000, 5474, 5475, 5476, 5477 |
| Veteran's Benefits/GI Bill..... | 5015 |
| Voice Mail (unlocking or resetting voice mail) | 3000 |
| Wellness Services/Center..... | 5405 |
| Work-study/Workshop..... | 5407 |

University Hours of Operation

Cafeteria

Monday—Thursday

| | |
|-----------------|-----------------|
| Breakfast | 7 am—9 am |
| Lunch | 11 am—2 pm |
| Dinner | 4:30 pm—6:30 pm |

Friday

| | |
|-----------------|------------|
| Breakfast | 7 am—9 am |
| Lunch | 11 am—2 pm |
| Dinner | Closed |

Saturday—Closed

Sunday

| | |
|----------------------------|------------|
| Continental Breakfast..... | 8 am—9 am |
| Lunch | 12 pm—1 pm |

The Lexington Inn

| | |
|--------------------|------------------------------------|
| Monday—Friday..... | 9 am—8 pm |
| Saturday | 8 am—9 am; Noon—2 pm; 4:00 pm—6 pm |
| Sunday | Closed |

Barefoot's Joe

| | |
|-----------------------|---------------|
| Monday—Thursday | 7:30 am—11 pm |
| Friday..... | 7:30 am—12 am |
| Saturday | 2:00 pm—12 am |
| Sunday | 7 am—11 pm |

(Hours Subject to Change)

Computer Center Hours: Fall and Spring Semesters

| | |
|-----------------------|-----------------------|
| Monday—Thursday | 7 am—12:30 am |
| Friday..... | 7 am—9 pm |
| Saturday | 11 am—5 pm |
| Sunday | 2 pm—5 pm; 8—12:30 am |

Summer Terms

Monday—Friday..... 7 am—9 pm
Saturday 11 am—5 pm
Sunday 2 pm—5 pm

Winter Term

Monday—Friday..... 7 am—9 pm
Saturday 11 am—5 pm
Sunday 2 pm—5 pm

(Times could vary during Winter and Summer Terms. Labs will also be closed during Chapel on specific dates that are posted in the lab. Labs are closed on official school holidays. Please check Lab postings for updates.)

Health Services (open only when classes are in session)

Monday—Friday..... 8 am—11:45 am; 1 pm—4 pm

*Please note that Health Services is closed during most chapel times and Tuesday mornings from 8:30—9:30 am for staff meeting.

The Hundley Center

Monday, Tuesday, Thursday..... 1 pm—8 pm
Wednesday & Friday..... 1 pm—5 pm

Library Hours: Fall and Spring Semesters

Monday—Thursday 7 am—12:30 am
Friday..... 7 am—6 pm
Saturday 11 am—5 pm
Sunday 2 pm—5 pm; 8 pm—12:30 am

Winter Term

Monday—Thursday 7 am—9 pm
Friday..... 7 am—4:30 pm
Saturday 11 am—5 pm
Sunday 2 pm—5 pm

Summer Term

Monday—Thursday 7 am—9 pm
Friday..... 7 am—4 pm
Saturday 11 am—5 pm
Sunday 2 pm—5 pm

(Hours may be modified in between terms. Summar Library closes for all school holidays. Summar Library closes for the chapels requested by the President’s office.)

Mail Services

Monday—Friday..... 8:30 am—4:00 pm

Open Visitation

Friday..... 2 pm—10 pm
Saturday 2 pm—10 pm
Sunday Noon—6 pm

Residence Complexes (Commons Hours)

| | |
|---|------------|
| Monday—Thursday | 11 am—1 am |
| Friday..... | 11 am—2 am |
| Saturday | Noon—2 am |
| Sunday | 1 pm—1 am |
| Winter Term Commons Hours..... | Noon—12 am |
| Summer Terms Commons Hours (McAfee only)..... | Noon—12 am |

Snow Schedule Website: <http://www.uu.edu/news> or 661-5048

Wellness Center Hours (Fall/Spring Semesters)

| | |
|-----------------|--|
| Monday | 6 am—10 pm |
| Tuesday..... | Ladies’ night from 9 pm–10 pm 6 am—10 pm |
| Wednesday | 6 am—10 am; 11 am—10 pm |
| Thursday | Ladies’ night from 9 pm–10 pm 6 am—10 pm |
| Friday..... | 6 am—10 am; 11am—8pm |
| Saturday | 8 am—2 pm |
| Sunday | 2 pm—4 pm |

Activities Center

| | |
|-----------------|--------------------------|
| Monday | 6 am—10 pm |
| Tuesday..... | 6 am—10 pm |
| Wednesday | 6 am —10 am; 11 am—10 pm |
| Thursday | 6 am—10 pm |
| Friday..... | 6 am —10 am; 11 am—8 pm |
| Saturday | 8 am—8 pm |
| Sunday | 2 pm—4 pm |

Aquatic Center Hours (Fall/Spring Semesters)

| | |
|-----------------|-------------------------------------|
| Monday | 6 am—7:45 am; 1pm—3 pm; 6 pm—10 pm |
| Tuesday..... | 1 pm—3 pm; 6 pm–10 pm |
| Wednesday | 6 am—7:45 am; 1 pm—3 pm; 8 pm—10 pm |
| Thursday | 1 pm—3 pm; 6pm—10 pm |
| Friday..... | 6 am—7:45 am; 1 pm—3 pm |
| Saturday | 3 pm—6 pm |
| Sunday | 2 pm—4 pm |

Check center postings for Summer and Winter Terms.

Campus Services and Activities

ACADEMIC POLICIES/PROCEDURES

A significant part of the student's life at the University is spent in the classroom with objectives to acquire knowledge and to develop wisdom and to learn ways of applying them as Christian professionals. Detailed information on academic requirements will be found in the Union University Catalogue at <http://www.uu.edu/catalogue/graduate/>.

ACADEMIC RESOURCES AND INFORMATION SERVICES

EMMA WATERS SUMMAR LIBRARY

Our Vision

The Christian academic library is hallowed ground upon which to seek the reality of God's truth in all fields of knowledge. It is there that all the seemingly disconnected disciplines find touch-points of common understanding through the best literature of the Christian intellectual tradition. It is there that the learning community finds the support and encouragement of others who are enjoying the adventure of lifelong learning.

Our Mission

The Emma Waters Summar Library is the central academic commons for Union University. The library staff aspires to provide for the University excellent service, a broad and current resource collection, and a learning environment reflective of the finest Christian intellectual traditions.

Some Current Numbers

A collection of more than 151,000 books
Subscriptions to over 725 current periodicals
Access to over 19,500 online serial publications
A collection of over 5,200 videos
Seating for up to 355 students
A collection of over 4,400 musical recordings
Access to over 42,800 e-books
44 student computer workstations

Our Services

Reference and referral service
In-depth research assistance
Personalized training in research methods
Class integrated instructional sessions
Group and individual study spaces
Interlibrary loan service
Copy & Fax Service

Your link to the World's Best Knowledge

The Summar library webpage at (www.uu.edu/library) offers a portal for accessing both the traditional and contemporary worlds of knowledge. We offer the student the opportunity to explore the best

literature through a well selected collection of books, periodicals, and media materials which are all searchable through our online catalog. In addition, searchable databases provide access to many full-text electronic journals and e-books. All this and a friendly caring staff committed to helping you satisfy your hunger to learn.

ACTIVITIES CENTER

The E.T. “Rocky” Palmer Student Educational Activities Complex is a 27,000 square foot facility which serves as the center for student activities, P.E.W.S. department classes, and intramurals.

Housed in the Complex are two racquetball courts, a gym with four basketball goals, and a 25 meter swimming pool. This facility provides a variety of recreational and educational activities for students, faculty, and staff. An authorized Dawg Tag is required for all users of the Complex facilities.

AIRPORT TRANSPORTATION

The University does not provide transportation to the McKellar Sipes (Jackson) airport nor the Nashville Airport. The Office of Student Life can arrange transportation to the Memphis airport for a cost of \$75.00 per ride. (If more than one person needs a ride, they can split that cost.) Reservations are required one week in advance. Students are encouraged to first utilize the “Union Ride Board” group located on facebook.

AQUATIC CENTER

The 25 meter, heated pool ranges from 4 feet in the shallow end to 12 feet in the deep end. The pool is handicap accessible and includes 2 diving boards, 1 basketball hoop and certified lifeguard supervision. The facilities are complete with bathrooms, locker rooms, and showers. Whether you enjoy swimming laps, water aerobics or just playing with the kids, the Aquatic Center has opportunities for you. You may call our Aquatic Center Hotline after 9 am, Monday – Friday, to find out the exact pool temperature for that particular day. An authorized Dawg Tag is required for all users of the complex facilities. Aquatic Center Hotline: 661-5150

BAREFOOT’S JOE

Barefoot’s Joe, on-campus coffee house and venue, is located in the Student Union Building. Barefoot’s seeks to offer a place for relational and cultural engagement, and invites you to take time to hang out with friends, study, view art exhibits, or hear live music during the year. Coffee Shop: 731-661-5019.

BASKETBALL COURT (OUTDOOR)

The Class of 2002 outdoor basketball court is available to all students, faculty, or staff. Basketballs may be checked out from McAfee Commons. Shirts must be worn during play, and pennies are available in the Wellness Center if needed.

BOOKSTORE

The University Bookstore is owned by the University and operated by LifeWay Christian Store as a service facility provided for its family of students, faculty, and staff. LifeWay Christian Store makes available required textbooks, school and art supplies, Bibles, general books, albums, tapes, sundries, gift items, soft goods, and other assorted merchandise. Visit www.uu.edu/bulldogshoppe for additional merchandise.

Services

The bookstore is a self-serve operation. Bookstore personnel ask that students please leave notebooks, books, umbrellas, brief cases, etc., in the space provided at the store entrance before entering the sales area. This habit will eliminate embarrassment for students and the cashier when they are ready to leave. Students should keep the register receipts which the cashier gives them. This is proof of purchase and must be presented with any request for adjustment or refund. Students are advised not to make any marks, including their name, in the books which they purchase until classes have been attended and texts verified. Students with disabilities may make prior arrangements to receive textbooks on tape.

Textbook Prices

Because the prices of elementary and high school textbooks were absorbed in the total tax dollars ones parents paid, assuming personal responsibility for textbooks is a new experience for most students. Students discover, as thousands of university students have discovered, that textbooks are expensive. They are expensive because they are costly to write, to publish, to ship and sell, and because the ever growing body of knowledge in our day gives most textbooks a shortened period of usability. Nevertheless, the textbook investment will represent less than 2% of the total cost of one's education.

Used Books

In order to stretch textbook dollars, the Bookstore attempts to have available used copies of current texts whenever possible. These are purchased from students and from used book companies. The Bookstore buys used books at one-half their purchase price and sells them for three-fourths of the publisher's current retail price. The same used book may be sold back to the Bookstore again at one-half price, provided it is being used by the professor for the next term and book quantities for class have not been filled. In order to sell books back to the bookstore students must show their student I.D. (Note: Books no longer being bought by the store may be sold to a representative of a used book company. Notices of the buying schedule will be posted at the bookstore.)

BookBuy, Lost or Stolen Books

The bookstore does not assume responsibility for lost or stolen books. A Stolen Book Report may be completed in the bookstore for use by the management at book-buyback time.

Special Orders

The Bookstore will order any supply item or books in print not currently in our stock. The bookstore manager will assist students in looking up information regarding price, publisher, etc. for a special order.

Refunds

Textbooks may be returned for full credit within 14 calendar days after the first day class for fall and spring semesters. Textbooks may be returned within 7 calendar days for short terms such as winter, summer and accelerated classes. In order to return a textbook, you must have a valid receipt of purchase, and books must be in the same condition as they were when purchased. New textbooks with markings or out of shrink wrap will be nonreturnable.

BULLETIN BOARDS

Notices, announcements, and advertisements to be placed on University bulletin boards must be cleared through the office of the Dean of Students, or the Assistant Dean of Students. Posted materials which do not bear the "Approved by Student Services" stamp are subject to removal. To maintain a clutter controlled campus, please limit announcement copies to 50 or less. Posters and notices may not be placed on doors, windows, painted walls, or furniture. Please utilize the select kiosks for postings. Those who put up signs are responsible for removing them within 2 days after the event. Off-campus distribution of advertising posters by students representing campus organizations must be approved in the Student Life Office.

CELL PHONES

The University strives to provide a positive learning environment for all students. Cell phones disrupt classes and quiet places of study. We ask your cooperation in doing the following: turn off or keep your cell phones on silent in the classroom and chapel, remove phone conversations from quiet places (e.g., library and computer labs).

CHANGE OF ADDRESS/NAME

Students are responsible for reporting any change of name, or home/school address to Union Station or the Academic Center. Change of name requires proof by Social Security Card or passport.

CHECK CASHING

Union Station will cash checks for up to \$50 during regular office hours. A service charge of \$10 will be assessed on all returned checks. An ATM is located in the SUB Building.

COMPUTING SERVICES

Computer labs are available exclusively to current Union students, faculty, and staff at no charge. Approximately 300 microcomputers are located on the Jackson campus for student access, of which 78 are housed in three large labs used in varying amounts for classes. Wireless Internet access is also available in most campus buildings. Sixty-three computers are available at the Germantown campus. All labs are scheduled for classes on a day today or entire semester basis. Class reservations for the following week are posted near all lab doors and in labs on Friday afternoon so that you may plan your work schedule accordingly. All labs are closed for official school holidays and for required chapel

sessions. Call 731-661-5400 to find out about lab availability in Jackson or 901-759-0029, ext 126 for Germantown labs. It is university policy that only students registered for the class meeting in the lab are allowed to use the equipment in the lab at that time. Student Lab Assistants are available at the Jackson Help Desk during open lab hours. They can assist you in solving problems with the hardware or software. Students are expected to use their discretion in selecting sites to access on the Internet, avoiding sites that might be considered objectionable by others. The University's Acceptable Use Policy can be found at www.uu.edu/computing/aup.htm. Your Union provided email account is considered an official means of university communication. You can learn more about this at www.uu.edu/computing/stuemail.htm.

CONFIDENTIALITY OF STUDENT RECORDS

FERPA—Family Educational Rights and Privacy Act

Congress approved and the President has signed into law the Family Educational Rights and Privacy Act of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates the institution is responsible for making its students aware of the law and its ramifications.

Definition of Student - A student is one currently enrolled or who has previously been enrolled.

Definition of Record - Within 45 days of receiving a request, colleges must allow students to inspect their "educational records" which include records, files, documents, and other materials which contain information directly related to a single student and are maintained by the university.

Financial Forms and Confidential Letters - Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation filed prior to January 1, 1975. As to letters received after 1975, the law allows the student to waive his/her right of access if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his/her request, the names of all letter writers. No student or applicant may be required to execute a waiver, but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his/her case.

What is not a record - FERPA II defines certain other material as falling outside the definition of "education records" and not (by Federal Law) open to inspection by parents or students. Such materials are: a) the records about students made by teachers and administrators for their own use and not shown to others; b) campus police records, under certain circumstances; c) employment records for college employees who are not current students; d) records about college students or those over 17 years old "created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional" acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment.

What Kinds of Information about a Student May be Released, to whom, and Under What Conditions?

Directory Information - Information which may be unconditionally released to the world, without consent of the student, unless the student has specifically asked that his/her prior consent be obtained. "Directory Information" includes a student's name, campus and home address, telephone listing, date

and place of birth, major field of study, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, and the most previous educational institution attended by the student.

Access Without Student Consent - FERPA II expands the list of people who may have access to a student's actual record (or to receive personally identifiable information contained therein) without a student's consent. Teachers, administrators and the like (in the same institution) may look at the record if they have a "legitimate educational interest."

Colleges may transfer information: a) to other educational institutions in which the student intends "or seeks" (new) to enroll (though the students must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States); and c) "in connection with a student's application for, or receipt of, financial aid."

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in connection with "developing, validating, or administering predictive tests, administering student aid programs, and improving instruction," but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it; 3) "accrediting organizations in order to carry out their accrediting functions,"; 4) parents of a student who is a dependent for income tax purposes (the HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent; 5) "appropriate persons" in the case of health and safety emergencies, with the details left for enunciation in NEW regulations. Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release "personally identifiable information in educational records" or allow anyone else access to those records, unless the student has given his/her written consent "specifying records to be released, the reasons for such release, and to whom," and a copy of the released records is furnished the student.

Judicial Process - If the college is responding to a court order or subpoena, it is under no requirement to give a student a copy of the materials furnished, but it must notify him "of all such orders or subpoena in advance of compliance therewith." It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

Release of Information - All grades are mailed in the student's name and to his/her permanent address unless the student informs the Registrar's office of an alternative address. Likewise, if a student does not want "Directory Information" released, he/she should contact the Registrar's Office and fill out the necessary form. After contacting the Registrar's office, residential students should also notify their Residence Director.

Custodians of Records - Student records at Union are found in the Office of Student Life and in the Registrar's Office. If a student wishes to examine their records in either of these offices, they should make an appointment to do so. If a student wishes any organization to which they belong, such as a fraternity or sorority, to have access to their grades, it is necessary for them to sign a release to this effect in the Registrar's Office.

If further information is needed concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Student Life or the Registrar's Office for assistance. The University reserves the right to withhold transcripts in cases of delinquent accounts.

Types of Administrative Records - There are a number of offices on campus where student records are housed. All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar's Office. The official personal file is housed in the Residence Life Office in the Office of Student Life. Letters of recommendation, personal letters, judicial information, and a running account of the students' life at Union University are contained in these files. All health forms and medical records are housed in the Health Services Office. Information of a counseling and guidance nature is housed in the Counseling Services Office. Students receiving financial aid have a file which is housed in the Financial Aid Office. Information concerning each student's financial account with the University is housed in the Business Services Office.

COUNSELING SERVICES

Counseling services are readily available for any student needing assistance with personal, emotional, relational, or psychological concerns. Services are also available to help students with study skills. The fulltime services of a counselor are provided on the main campus at no charge to students. Referrals to meet special needs for which the student intends to assume financial responsibility can also be made by the Director of Counseling Services and the Dean of Students or Assistant Dean of Students. All counseling situations are held in strict confidence. Students at the Germantown campus should contact Teresa Hataway, Assistant Registrar, for referral to the service provider under contract in that area. Please consult the Counseling Services website for more information—www.uu.edu/student-services/counseling/.

DINING SERVICES (CAFETERIA AND LEXINGTON INN)

The dining room is located in the Student Union Building and is under the management of ARAMARK. Twenty meals per week are served in the dining hall. No Sunday evening meal is served.

Union University offers Block Meal Plans which give students a certain number of meals to use throughout the entire semester in the cafeteria or The Lexington Inn. Commuters may email Tina Giddens (tgiddens@uu.edu) in the Business Office to purchase a 50 Block Meal Plan for \$395. Individual meals may also be purchased at the door. The Business Office will charge each residential student for a meal plan and notify ARAMARK of the type of meal plan purchased. Each student's Dawg Tag serves as his or her meal ticket. The Dawg Tag must be shown to the cashier at each meal. Loss of a Dawg Tag should be reported to the Office of Safety and Security. Cards are resigned to serve only the person to whom the card is assigned and are not transferable. The sharing of cards is not permitted, however, it does provide the flexibility to bring up to 10 guests per student per visit. This is for dining inside Coburn or the Lexington Inn. To go boxes are provided as needed to students, however, a student may swipe for a maximum of five to go boxes per visit. Any guest list longer than 10 (or special situations) must be approved by the Food Services Director (little_michelle@aramark.com) 48 hours in advance.

DIRECTORY INFORMATION

Directory information (student's name, address including email address, telephone number, date and place of birth, photograph, academic major, class schedule, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests in writing to the Academic Center that it be released only upon his/her consent.

DISABILITY SERVICES

Most facilities on campus are accessible to students with disabilities. When barriers do exist, special arrangements are made to schedule classes or other activities in accessible locations. Housing units designed for persons having a physical disability are available in each of the three residence complexes. Students should address questions or comments regarding services to accommodate their disability or academic accommodations to the Registrar or the Director of Counseling Services. Please consult the Counseling Services website for more information— www.uu.edu/student-services/counseling/. Any student who feels that accommodations are not being fully met should contact the Director of Counseling Services.

EMERGENCY NOTIFICATION SYSTEM

Union University has developed an emergency notification system that is now available to all students, faculty, staff and parents on our Germantown, Jackson, and Olford Center campuses. This system is voluntary, but students, faculty, staff and parents are encouraged to register to receive text messages on their cell phones in the event of a campus wide emergency, security and/or severe weather threat. Registration for this system may be found at www.uu.edu/alerts. After arriving at the site, students, faculty, or staff will be asked for their Groupwise/Webadvisor username and password. Then, they will enter their name, Union ID number (ID required for students, ID not required for faculty and staff), email, cell phone number and carrier information. Once registered, you may opt to be removed from the system at any time. More information about this program and frequently asked questions may also be obtained at www.uu.edu/uualerts. Also, when choosing your carrier, please know that AT&T mmode.com option is for Cingular users, and AT&T txt.att.net option is for AT&T users.

FACILITIES

The Union University Jackson campus is designed with the student as its axis. All facilities, services, programs, and personnel are interrelated in an attempt to meet the needs and interests of students. The campus facilities include the Penick Academic Complex, Blasingame Academic Complex, McAfee Residence Complex, new residential units, Warmath Family Housing Complex, Hyran E. Barefoot Student Union Building, the Facilities Management Building, Hammons Hall, Jennings Hall, Miller Tower, White Hall, and Fesmire Field House. The Penick Academic Complex houses the George M. Savage Memorial Chapel, Fred DeLay Gymnasium, E.T., "Rocky" Palmer Activities Center, Joseph H. Miller, III Science Center, W. D. Powell Theater, Waldrop Administrative Center, Emma Waters Summar Library, Hundley Center for Academic Enrichment, and most academic facilities.

The Blasingame Academic Complex houses the McAfee School of Business Administration, the Center for Business and Economic Services, the Center for Educational Practice, and the College of Education and Human Studies. Offices, classrooms, educational laboratory space, and a computer laboratory related to the areas are located in the building. Student housing is in close proximity to the academic facilities and the Hyran E. Barefoot Student Union Building. It features private bedrooms for over a thousand students in apartment-like units. Student Family housing is located in Warmath Apartments, north of single student housing. The Hyran E. Barefoot Student Union Building houses the cafeteria, Lexington Inn, College Services, mail services, student lounges/study areas, a prayer chapel, a 120 seat auditorium, Student Government Office, the Office of Student Life, the Office of Campus Ministries, and the Office of Enrollment Services and Financial Aid, and the new Carl Grant Events Center. Hammons Hall contains the LifeWay Christian Store as well as the offices for University Relations, Testing, and nontraditional degree programs. General classrooms and a community room are also housed in Hammons Hall. Jennings Hall is home to the Departments of Music, Communication Arts, and Christian Studies reside. Included within Jennings Hall is Hartley Recital Hall, a television production studio and the Ryan Center for Biblical Studies.

Union's Germantown campus offers graduate programs in business, nursing, education, and Christian Studies. Fesmire Field House sits between the baseball, softball, and soccer fields. It houses offices and locker rooms for baseball, softball, and men's and women's soccer. Its main feature is a 10, 000 square foot indoor practice facility. White Hall is the newest campus building in which the departments of Biology, Nursing, and Chemistry reside. White Hall feature state-of-the-art laboratory facilities as well as two nursing simulation labs.

FINANCIAL AID

Students who need financial assistance to help meet university expenses should refer to Union's website (www.uu.edu/financialaid), or request information in the Office of Student Financial Planning.

FOOD AND BEVERAGES

Students are requested to refrain from taking food and drinks into the student lounge, the corridors, the classrooms, the library, or the chapel.

FORMATION OF NEW ORGANIZATIONS

Students desiring to form a new organization must present the following to the Office of Student Leadership Development: a statement of purpose, a copy of the proposed constitution, a list of officers, the proposed dates and times for scheduled meetings, a tentative calendar of activities, and a letter from a member of the faculty stating his/her intention to be the group's sponsor and to be responsible for the organization, administratively. The sponsor and representative from the group may be asked to meet with the Faculty Student Services Committee to answer questions concerning the proposed organization. Approval of the Faculty Student Services Committee is necessary for the formation of a new organization. For more information on new organizations, visit: www.uu.edu/student-services/organizations.

FUND RAISING

All fundraising activities by University organizations, employees, or students must be approved by the Vice President for Student Services and Dean of Students and then by the Senior Vice President for Institutional Advancement.

GENERAL POLICIES AND REGULATIONS

When students are accepted for admission to Union University, it is assumed that they are capable of conducting themselves in a manner which involves restraint and self-control when such are necessary. Written rules and regulations cannot be provided for every act or condition that may occur in the lives of several hundred students. However, the general policy of conduct at Union University is that students conduct themselves as persons of faith who strive to exemplify the character of Jesus Christ throughout their daily life.

HEALTH INSURANCE

The University has made arrangements with Sentry Life Insurance Company and Student Resources Insurance Company to offer a voluntary health insurance program to all fulltime students. Complete details about this insurance may be secured from the Office of Health Services. **Pharmacy students are required to carry health insurance.**

HEALTH SERVICES

The University Health Clinic is open Monday through Friday, 8 am—11:45 am and 1 pm—4 pm when classes are in session. The clinic is closed for most Chapel services (dates posted in the clinic) and on Tuesday mornings from 8:30 am—9:30 am for staff meeting. This clinic is staffed by a fulltime registered nurse who sees patients on a walk-in basis and a health services secretary. Two physicians and two nurse practitioners also provide services to the clinic on a part-time basis. Appointments may be made through the health services secretary for each of these professionals. Health services provided by the university clinic are available for students, faculty and staff but not the dependents of these individuals. Student fees cover the primary costs for the health care rendered to clinic patients. However, vaccinations, lab work and other various treatments may require a small additional charge. Costs from health care received at an off-campus facility will also be the responsibility of the patient. When the University Health Clinic is closed, resident students should contact their Residence Director or their Resident Assistant for health related issues (731-298-7768). Evening commuter students with medical emergencies may receive assistance by calling a security officer on the 24 hour cell phone (731-394-2922). Health forms and immunization records which are submitted as a part of the application process are kept on file in the University Health Clinic for four years after a student's last semester at Union University. After the four years these records will be placed in storage until the student's tenth anniversary, at which time the records will be destroyed. Copies of one's health record may be obtained by written consent only. This consent form may be downloaded from the Health Services Web site and mailed, faxed or delivered to the clinic. Fax: (731-661-5499).

HUNDLEY CENTER (INCLUDING FREE PEER TUTORING)

Located up the spiral stairs on the second floor of the library, the Hundley Center is open for free peer tutoring: Monday-Thursday 1-8pm (except only until 5 pm on Wednesdays). Tutoring is available in a wide range of disciplines and is open for all Union University students. To access scheduling information or make an appointment, log onto www.uu.edu/programs/hundleycenter. To post questions 24 hours a day, students can register with their Union email and use the online tutoring system: <http://unionu.askonline.net>. Students can also schedule time to meet with the Director of the Hundley Center during regular business hours who provide one-on-one academic coaching for organizational, time management, and study skills.

IDENTIFICATION CARDS (“DAWG TAG”)

Each student is required to have a current photo identification card. Student identification cards (Dawg Tags) will be made during the initial registration. The Dawg Tag is needed for use in the residence complexes, library, bookstore, cafeteria, labs, and post office. It is required for chapel credit, voting in campus elections, for admission to athletic events, for entrance through the Welcome House after curfew, and for check cashing. Dawg Tags also feature a debit option. Students may visit Union Station to place money on their Dawg Tags. This money can then be used in the cafeteria or Lexington Inn. Please place only the amount of money you will use in a semester on your Dawg Tag. Student fees cover the cost of the Dawg Tag made during regular registration. Replacement cards may be secured from the Office of Safety and Security during posted hours at a cost of \$25.00. Any student at any time while on campus must furnish satisfactory identification upon request of a faculty member, administrative official, or security officer. The University is not responsible for lost or stolen cards, or the remaining balance on lost or stolen cards.

JACKSON SYMPHONY CONCERT PROGRAMS

As an avenue of cultural expansion, the University makes available to its students a limited number of tickets to the classical concerts of the Jackson Symphony Orchestra. These tickets are available through Union Station, free of charge.

THE LEXINGTON INN

The Lexington Inn was Union University's most celebrated gathering place for decades before the campus moved to North Jackson in 1975. Students for years congregated for food and warm, friendly conversation at all hours of the day and night. Now after more than 30 years of its closing, Union revives the atmosphere of the old campus landmark with its snack bar/coffee house.

LICENSE PLATES (UNION UNIVERSITY)

If your permanent residence is Tennessee and you would like to request a Union University license plate, contact your County Court Clerk's Office (the county of your permanent residence) and request a Union University License Plate. If they do not have them in stock, they will contact the Madison County Court Clerk's Office and request one for you. Madison County will mail the UU plate to your County Court

Clerk's Office. For your convenience, you can make arrangements to pick the plate up at the Madison County Office (instead of having it mailed to your County Court Clerk's office). Each year your County Court Clerk's Office will mail to your permanent residence a license plate renewal form. The form will list each license plate available in the state of TN, including the UU plate. If renewing your license plate by mail, simply request a Union University plate on the form that your County Court Clerk mailed to you.

LOST AND FOUND

When an item is lost or found it should be reported to Union Station located adjacent to the Administrative Center or to the Office of Safety and Security located in the Student Union Building. Items not claimed by owners after 90 days may be claimed by the finder.

LYCEUM PROGRAMS

Several special programs intended for the cultural enrichment of the student body are scheduled throughout the school year. These programs are planned and administered by the Lyceum Committee consisting of faculty, students, and administrative members. A schedule of the programs will be made available to students during the early part of the Fall Semester. Free or discounted tickets to Lyceum events are available at Union Station.

MAIL SERVICES

Each student may receive a free mail box and combination at Campus Mail Services during registration and will maintain the same box number throughout his/her university career, provided he/she does not drop out for a semester. All residential students are required to have a Union mail box. Campus Mail Services is located in the Student Union Building. The mail is posted Monday through Friday as soon as possible after delivery from the Post Office. A notice is placed in the mailbox of the person who receives a package. The package may be secured by presenting the notice to post office personnel. Postal hours are 8:30 am — 4:00 pm, Monday through Friday during Fall and Spring semesters. Check with Mail Services for Winter and Summer hours. Notices of C.O.D. packages should be taken to the Jackson post office for payment on delivery. Postage due mail may be picked up during campus postal hours. Recipients of registered or certified mail must sign for each article. Packages arriving via United Parcel Service will be handled in the same manner as those arriving by mail. The Union Mail Services Office reserves the right to withhold magazines that are contrary to University values. (See community Value Statements I, 5.) Due to liability issues, Union University Mail Services is no longer accepting packages for ebay sales. Students are encouraged to use the UPS store (next to the Kroger). The UPS store offers the same rates as Union Mail Services with no service charge. Thank you for your understanding in this matter. The combination information slip should be kept in the student's wallet for reference when needed. Students who fail to learn their combinations will be charged \$0.50 each time a postal employee must assist with opening a mailbox. After hours outgoing mail should be placed in the blue postal drop box located on the dock behind Campus Mail Services. Jackson post office personnel pick up the mail at 4:00 pm, Monday through Saturday. Campus mail should be placed in the special drop box located on the main corridor wall of the post office. When dropping more than 10 pieces of campus bound mail, (Christmas cards, Valentines, etc.) arrange them in numerical box order and secure them with a rubber band. Campus organizations, fraternities, and sororities should make special

arrangements to post notices to their membership. The Postal Clerk may require a sample of material being posted. Stamps are available for purchase at the Campus Mail Services and at Union Station. When a student leaves for the Summer or for the Winter term, it is his/her responsibility to give correspondents a temporary forwarding address. Campus Mail Services does not handle temporary forwarding of mail. A permanent forwarding address should be left when the student withdraws or graduates.

NEWSPAPERS (COLLEGIATE READERSHIP PROGRAM)

The University provides free newspapers (Jackson Sun, USA Today) for students during the Fall and Spring semester. The papers are located outside Coburn Dining Hall and the Library.

PRAYER CHAPEL

The prayer chapel in the Student Union Building, located outside the office of campus ministries, is available for students, faculty, and staff.

PROGRESS REPORTS

Progress Reports each Fall and Spring semester and Final Grades for all semesters and sessions will be reported through WebAdvisor. Grades are reported for all students in all courses with the exception of laboratories, ensembles, applied music, CLU and PE activity courses. Grades may be reported for these courses at the discretion of the instructor. **(Only Final grades are reported for graduate programs.)**

PUBLICATIONS

Institutional Responsibility Regarding Student Publications

The student publications of Union University including the *Cardinal and Cream* newspaper and *The Torch* literary magazine serve as learning laboratories in which the student may receive practical instruction and experience. As a liberal arts University, Union University believes in and encourages academic freedom and open inquiry. At the same time, Union maintains a clear and definite commitment to the Judeo-Christian principles in the Bible. The university refrains from censorship except in matters which conflict with the mission and core principles of the university or matters which conflict with accepted professional standards of excellence and which may violate laws governing the press. Each student publication is under the direct supervision of a faculty advisor who is responsible for guiding and instructing student staff members. Daily operations and matters of policy are the responsibility of the faculty advisor. Policy decisions regarding a specific publication are made by the faculty advisor with input from upper-class and/or editorial board student staff members. Oversight of each publication is subject to the review of the Chair, department of Communication Arts (*Cardinal and Cream*), Chair, Department of English (*The Torch*), Dean, College of Arts and Sciences, Provost, and President of Union University. Student publications of Union University are expected to uphold relevant professional standards and to operate within institutional boundaries reflecting the values of a Christian liberal arts University. As a private University, Union University has the right and responsibility of requiring student publications to refrain from obscenity, matters appealing to a prurient interest, and blasphemous or sacrilegious material. Because student publications are primarily learning laboratories, productions

should be judged by principles of sound professional practice, which include the responsibility for factual accuracy, professionalism in writing and graphic presentation, and adherence to guidelines and laws regarding libelous communications, as well as the institutional policy regarding confidentiality of student records and release of information and the right of privacy.

The Cardinal and Cream

The *Cardinal and Cream* is the official award winning campus newspaper of Union University. Budgeted as a part of the Communication Arts Department, the newspaper is published bimonthly and is distributed to students, faculty, staff, and administration without charge. The *Cardinal and Cream* is written and edited by students under the guidance of a faculty advisor. Staff positions are provided for students who are interested in the field of journalism. The campus newspaper enhances the experiences of students in writing, layout, editing, photography, advertising, and journalism administration.

The Torch

The Torch is a student literary magazine under the editorship of an appointed student staff. Its contents are made up of the student creative writing and artwork selected from among presentations in the normal course of class work and from those submitted directly to the editors. *The Torch* is a member of the Columbia Scholastic Press Association at Columbia University in New York.

PUBLIC TRANSPORTATION

JTA (Jackson Transit Authority) provides public transportation for students for .50/ride. Call 423-0204 for bus pickup times and locations.

RECORDS (DISCIPLINARY) AND PARENTAL NOTIFICATION

Confidential records of all misconduct reports, investigations and disciplinary actions are maintained by the Office of the Dean of Students.

Disciplinary Records

A record of judicial action, including action which expels or suspends a student from the University, becomes part of the accumulative student file. Disciplinary records of a lesser magnitude are purged after the student is graduated from the University and has not been enrolled in the University for the previous five years.

Parental Notification

If a student is found in violation of University Community values, then the Dean of Students reserves the right to notify parents of the violation. This will only occur when the Dean of Students considers the situation to be serious enough that parental involvement can aid in the process to resolve the situation in an appropriate manner and restore the student to good standing with the University. In addition, parents may be notified at the discretion of the Dean of Students when a student is involved in behavior that could pose a threat of harm to him/herself, others, or the University community at large. This notification may be in person, by phone or by mail.

SAFETY AND SECURITY

The University makes every reasonable effort to provide for the safety and security of students and their personal property, but students must practice good safety habits and exercise individual responsibility. The ultimate responsibility for personal security rests with each individual. Each person should be aware of his/her surroundings and potential risks to personal safety: walk with friends and in lighted areas, know building evacuation procedures, drive defensively, lock vehicles, and know how to contact security officers, resident directors, and other campus authorities. Buster's Quick Guide to Safety and Security on Campus contains excellent safety information. It is available to students in the Office of Safety and Security and is distributed during registration. Campus residents should exercise caution and take responsible actions in order to protect themselves and property: keep apartments secure, lock room doors and windows, do not prop gates, and report suspicious activities to the resident directors or security officers. The Director of Safety and Security and his staff of security officers are employed by the University to assist in maintaining campus safety. Security concerns should be reported to the Office of Safety and Security, a Security Officer, or a Resident Director. The Security Office is located in the Student Union Building. Students are expected to treat security officers with courtesy and respect and are to respond to any reasonable request. Fire Safety Procedures for fire and other emergencies are posted in highly visible locations throughout the campus buildings, and exits are clearly marked. Students are encouraged to become familiar with the locations of equipment and with outlined procedures. Any damaged or missing equipment should be reported to the Office of Safety and Security. Tampering with safety equipment will be grounds for severe disciplinary action or civil charges.

Motor Vehicle Registration and Parking

Every individual who maintains or operates a motor vehicle on the Union University campus must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours when brought to the campus. The Student Life fee covers the cost of the first permit. All additional permits are available for a charge of \$5 each. The vehicle's license plate number and proof of current auto liability insurance is required for registration of the vehicle. The permit must be affixed directly to the glass on the OUTSIDE OF REAR WINDOW on the driver's side in the bottom corner. Use the adhesive on the permit to attach it to the window. No other method of attaching the permit is acceptable. Parking permits are assigned by the following color codes:

Faculty/Staff – Blue

Commuters – Green

Single Residents – Red

Warmath Residents – Black

Outside Memberships (Wellness Center, Pool, etc.) – Orange

Trustees – Yellow

Faculty/Staff parking areas are designated by Faculty/Staff parking signs. Students may park in any lined parking spaces that are not designated Faculty/Staff or restricted, i.e., fire lane, handicap, loading zone, security, facilities management, individually marked visitor space, or director's space. Warmath Apartments have one reserved space per apartment. Students may not park in any faculty/staff area between 7:30 am and 4:30 pm. The continued cooperation on the part of everyone concerned is expected and essential. Vehicles parked in reserved spaces, loading zones, restricted areas, or blocking entrances and exits are subject to removal at any time at the owner's expense. Vehicles may not be left unattended in the circles at the residence complexes, the Student Union Building, or in front of the

academic complex at any time for any reason. Loitering will also not be permitted. Parking control is under the jurisdiction of the Director of Safety and Security. Fines for violations must be paid in the Office of Safety and Security within seventy-two business hours of issue date. Tickets not cleared in the Security Office will be forwarded to the Business Office where they will be charged to the student's account with a dollar service fee.

Students in violation of parking regulations will be ticketed and fines imposed as follows:

| | |
|---|----------|
| Driving around speed bumps/gates at University entrances.....(Judicial Committee) | |
| Permit improperly displayed..... | \$ 10.00 |
| Parking without a valid permit..... | 35.00 |
| Parking in Faculty/Staff spaces..... | 25.00 |
| Parking in circle/fire lane | 35.00 |
| Illegally parking in Handicap Space and/or blocking ramp..... | 35.00 |
| Parking over 10 minutes in 10 minute space (behind the Post Office)..... | 20.00 |
| Parking in driveways to dumpsters..... | 100.00 |
| Parking in Authorized Only space..... | 35.00 |
| Parking over/on the line..... | 10.00 |
| Backing in parking space..... | 10.00 |
| Parking in Visitor space..... | 20.00 |
| Parking in Unmarked space | 20.00 |
| Blocking another vehicle..... | 35.00 |
| Parking in the flow of traffic..... | 35.00 |
| Driving or parking on the grass..... | 35.00 |
| Driving or parking on the walkway(s)..... | 35.00 |
| Blocking fire hydrant | 35.00 |
| Speeding and/or reckless driving | 50.00 |
| Littering..... | 20.00 |

Students who accumulate more than five violations during the academic year (September-August) will have a \$5.00 fine added to each additional ticket received. In addition to the designated fine, a chronic offender may be referred to the University Judicial Committee for disciplinary action. Individuals receiving traffic tickets may discuss their case with designated staff personnel in the Safety and Security Office. Obvious errors will be corrected. Formal appeals may be made to the University Judicial Committee through the Office of Safety and Security. A written Appeal Form must be completed outlining the basis for the appeal within three days following the date of the ticket. Three members of the Judicial Committee will read and rule on the appeal. The student will be notified of the outcome of the appeal. The University reserves the right to inspect cars which are parked on University property.

SCHEDULING ACTIVITIES

All student activities must be scheduled through the Coordinator of Special Events. These should be scheduled as far in advance as possible. With the exception of certain activities which involve the entire student body or the schedules of groups outside the University, a first come, first served policy is followed. Official university clubs and organizations must seek approval prior to the organization endorsing or publicly supporting outside businesses or charities. While we anticipate approving all

requests, obtaining approval from the Dean of Students will ensure that all our organizations are affiliating with organizations that share similar values. The university reserves the right to cancel events or initiatives benefiting off-campus groups that were not previously approved by the office of the Dean of Students. All student events and activities are under the supervision of the Student Life Office. In order to prevent misunderstandings and problems, all arrangements, including the activity, the proposed location, and the proposed university representatives, should be cleared with the Student Life Office prior to deposits or commitments being made. Any change in the date, time, or place of a scheduled activity must receive prior approval from the Student Life Office. When the cancellation of a scheduled event becomes necessary, a notice must be submitted to the Student Life Office. Another group may wish to utilize this date for its activity.

Off-campus social events must be restricted to a distance which will permit resident students to return to their residence complexes by the closing hour. Nashville is not considered within the approved radius. Social or extracurricular activities scheduled the week preceding exams or during exam week after 8:00 pm need special permission from the Student Life office.

SECURITY ACT INFORMATION

The Crime Awareness and Campus Security Act of 1990 and the Tennessee Code §§4972201, et.seq., College and University Security Information Act require that each institution of higher education report to the Federal Bureau of Investigation and the Tennessee Bureau of Investigation on an annual basis, statistics for crimes occurring on campus and in student housing. Students are requested to report any crime or suspected crime on campus to the Office of Safety and Security where an official written report will be completed. Any student, Union employee or applicant for admission or employment may review, during regular office hours, the Union University Safety and Security Report and campus crime statistics. Copies of crime stats are available in the office of Admissions, Academic Services, and the Office of Safety and Security. In addition, the Union University Safety and Security Report may be reviewed in the Office of Safety and Security. Statistics are also available online at www.uu.edu/student-services/safetysecurity/crimestats.

SEXUAL HARRASSMENT

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the university community.

Sexual Harassment Defined: The definition of sexual harassment varies greatly. Therefore the Equal Employment Opportunity Commission's guidelines are used. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment, there are two types of sexual harassment: (1) Quid pro quo— "submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual" and (2) Hostile environment—"unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment." Sexual harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual's employment or education; (2)

submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual's academic or professional performance.

Policy Statement: Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off campus.

Complaint Procedure: A student with a complaint against a faculty member, a member of the administration, or another student may contact the Dean of Students. Alternate contacts include the Director of Human Resources, the Executive Vice President and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources. The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any staff, faculty, or student who reports a claim of sexual harassment or against any staff, faculty, or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Human Resources unless the Director of Human Resources or someone in the director's office is the subject of the investigation. In that event, the office of the Provost (faculty or student) or Senior Vice President for Business Services (staff) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be found that sexual harassment did not occur, or a finding may be found that sexual harassment did occur and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and the respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled "Violations of Standards of Conduct" or "Grievance Procedures." All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee's personnel file. Although filed separately, all personnel related files are kept in the Human Resources office.

SIDEWALK CHALK

Per SGA Senate Resolution 185022, the university asks that sidewalk chalk be used with restraint, and only to market events open to all students. Sidewalk chalk must be limited to sidewalks, not walls. We also ask that the organization using the chalk be responsible for clean up within 24 hours after the event. In addition, all messages need to be approved by student services, much like flyers around campus are currently.

SOLICITATION

All soliciting by representatives of commercial, social, or charitable organizations is prohibited on the grounds and within the buildings of this institution. Students, instructors, and employees are requested to report any violations to the Office of Safety and Security or the Assistant Dean of Students.

STUDENT EMPLOYMENT

The Office of Student Financial Planning assists students who qualify in securing campus jobs. Students may file an application online at www.uu.edu/financialaid/studentemployment.cfm or in person with the on-campus Student Employment Coordinator who is located in the Student Union Building. Students interested in off-campus employment should see Career Services or visit www.uu.edu/studentservices/careerservices and click on "Employment Opportunities" for an updated list of full and part time jobs. This website is password protected. Union University students can call Career Services (5421) for the employment password. Union University students are expected to work at establishments consistent with Union University Community Values.

TELEPHONES

The main number for Union University is 731-668-1818 and can normally be reached from 8am-4:30 pm, Mondays-Fridays during the regular academic year. The operator serves as an information and referral source. Each office and student room has an individual number which can be dialed direct. Key office numbers are listed in the local telephone directory under Union University.

TOBACCO USE

Use of all tobacco (including, but not limited to hookahs and chewing tobacco) is prohibited on the entire Union campus (including student apartments on-campus). The University desires to assist those who need help with tobacco use and/or addiction. The Director of Counseling Services may be contacted for assistance. The U.S. Surgeon's announcements concerning the dangers of tobacco is supported by safety regulations, the findings of medical science, the consideration of others and the desire for a clean campus.

UNION STATION

Union Station is a student service area located conveniently outside the Chapel in the Penick Academic Complex. The Union Station team members are available to assist with a wide variety of student needs, including: checking student account balances and making payments; cashing checks; picking up and dropping off forms; registration and arranging late registration and drop/adds; updating address information; requesting transcripts; and much more.

UNIVERSITY SERVICES

Students can make copies for 10 cents in the library. Copies can also be made in University Services for 5 cents for copies on white paper. Additional charges for color or special paper. Please allow 24 hours for print requests. University Services also offers color printing for 75 cents per copy (originals, USB, CD).

VAN RESERVATION POLICY

Union University offers a limited number of vans for University use. Students who drive University vans must first pass a driver's test administered through the Office of Safety and Security. This test takes an average of 10 days to complete, and includes an application, official driver history, and written and physical driving test. Allowing 10 days assures the student's paperwork from the state will be received. Requiring student drivers to pass these tests may help reduce Union's liability should the van get into an accident. Faculty and staff drivers DO NOT need to take this test or undergo approval. Faculty and staff advisors must accompany student organizations on the van if the group is traveling to an event over 60 miles from Jackson, TN, unless special arrangements are made with the Dean of Students. Van reservations can be made via Groupwise or through the Office of Safety and Security, (731) 661-5018.

VOTER REGISTRATION

Students are eligible to vote in Tennessee, however students are encouraged to register to vote in their home state and vote by absentee ballot. Tennessee voter registration forms will be placed in registration packets and extra forms are available in the office of Student Life. If you are a Tennessee resident, please visit www.tennesseeanytime.org to obtain a voter registration application. Non-Tennessee residents can visit www.beavoter.com to obtain a voter registration application. TN voters must register to vote 30 days prior to elections. The next TN state election will be in May of 2008.

WELLNESS CENTER

The recently redesigned, 3,600 square foot Wellness Center provides for a full body workout no matter what your physical goals are. Includes 14 Paramount weight machines, 14 cardiovascular machines and a full line of free weights, including our brand new LifeFitness Cable Crossover. Provides numerous instructional and motivational opportunities in order to reward students, faculty and staff for reaching their physical goals. An authorized Dawg Tag is required for all users.

Wellness Center Front Desk: 731-661-5447

**SCHOOL of PHARMACY
STUDENT INFORMATION**

Faculty and Staff Information

| Name | Office Phone | Email | Office # |
|---|---------------|--|----------|
| Belew, Lizzy Administrative Assistant to the Dean | 731-661-5958 | lbelew@uu.edu | P1 |
| Chambers, Sarah Pharmacy Admissions Assistant | 731-661-5910 | schambers@uu.edu | P1 |
| Clarke, Josh Pharmacy Admissions Coordinator | 731-661-5979 | jclarke@uu.edu | P21 |
| DeMaagd, George Pharm.D., BCPS Associate Dean of Academic Administration Professor of Pharmacy Practice | 731-661-5938 | gdemaagd@uu.edu | P3 |
| Hooper, Todd Pharm.D., BCPP Assistant Professor of Pharmacy Practice | 731-661- 5921 | thooper@uu.edu | P19 |
| Jones, Kim Pharm.D., BCPS Director, Student and Professional Relations Assistant Professor of Pharmacy Practice | 731-661-5983 | kjones@uu.edu | P14 |
| King, Sean Ph.D. Assistant Professor of Pharmaceutical Sciences | 731-661- 5920 | sking@uu.edu | P12 |
| Kuhl, David Pharm.D. Chair, Pharmacy Practice Professor of Pharmacy Practice | 731-661-5934 | dkuhl@uu.edu | P11 |
| Ladymon, Laura Coordinator, Continuing and Experiential Education | 731-661-5321 | lladymon@uu.edu | P1 |
| Lindsey, Kim Pharm.D., BCPS Assistant Professor of Pharmacy Practice | 731-661-5991 | klindsey@uu.edu | P20 |
| Martin, Andrew Pharm.D. Assistant Professor of Pharmacy Practice | 731-661-5958 | amartin@uu.edu | P19 |
| Mitchell, Sheila Pharm.D., FASHP Founding Dean | 731-661-5953 | smitchel@uu.edu | P5 |

| | | | |
|--|--------------|--|----------|
| Monahan, Angela | 731-661-5913 | amonahan@uu.edu | P10 |
| Ph.D. Assistant Professor of Pharmaceutical Sciences | | | |
| Owen, Joel | 731-731-5984 | jowen@uu.edu | P18 |
| Ph.D. Associate Professor of Pharmaceutical Sciences | | | |
| Peyton, Lauren | 731-661-5989 | lpeyton@uu.edu | P22 |
| Pharm.D. Assistant Professor of Pharmacy Practice | | | |
| Philip, Ashok | 731-731-5913 | aphilip@uu.edu | P10 |
| RPh., Ph.D. Assistant Professor of Pharmaceutical Sciences | | | |
| Stephens, Mark | 731-661-5975 | mstephens@uu.edu | P9 |
| Pharm.D., BCPS Director, Experiential Education Associate Professor of Pharmacy Practice | | | |
| Taylor, Jodi | 731-661-5922 | jltaylor@uu.edu | P22 |
| Pharm.D. Assistant Professor of Pharmacy Practice | | | |
| Watkins, E. Blake | 731-661-5937 | bwatkins@uu.edu | P13 |
| Ph.D. Chair, Pharmaceutical Sciences Assistant Professor of Pharmaceutical Sciences | | | |
| Williams, Amy | 731-661-5948 | awilliam@uu.edu | P20 |
| Pharm.D., BCOP Director, Curriculum and Academic Assessment Assistant Professor of Pharmacy Practice | | | |
| <u>University Faculty Members</u> | | | |
| Barnard, Justin | 731-661-5963 | jbarnard@uu.edu | PAC C-4C |
| Ph.D. Director, Carl F. H. Henry Institute for Intellectual Discipleship Associate Professor of Philosophy | | | |
| Huggins, Jim | 731-661-5144 | jhuggins@uu.edu | WH 139 |
| Ph.D. Director, Edward P. Hammons Center for Scientific Studies University Professor of Biology | | | |
| Lockett, Marc | 731-661-5960 | mlockett@uu.edu | WH 131 |
| Ph.D. Assistant Professor of Biology | | | |

| | | | |
|--|--------------|--|---------|
| Smith, Tim Ph.D. Dean of the School of Nursing Professor of Nursing | 731-661-5029 | tsmith@uu.edu | WH 221 |
| Thornbury, Greg Ph.D. Dean of the School of Christian Studies Associate Professor of Christian Studies | 731-661-5082 | gthornbu@uu.edu | JEN 326 |

Statement of Nondiscrimination

Union University does not discriminate on the basis of race, religion, gender, national origin or disability in its admission and progression of students. The University adheres to a Community Value Statement and expects all students to comply with the values of the University.

Complaints Policy – Submission to ACPE

Any student who wishes to submit a complaint regarding a potential violation of ACPE standards, policies or procedures may do so in writing at the following email address:

csinfo@acpe-accredit.org .

Students wishing to view the Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree may visit <http://www.acpe-accredit.org>.

Financial Information

Tuition is \$24,150 for the 2009 – 2010 academic year. Fees are \$1200 per year. Full payment for a term (Fall, Winter, Spring, Summer Semesters or other non-regular terms) is expected at the time of registration for classes.

Books will cost approximately \$300 per semester for Years 1-3 and are available for purchase from LifeWay Christian Stores.

Federal Stafford Loan

The Stafford loan application process will require that you:

1. Complete and forward the FAFSA (Free Application for Federal Student Aid) to the federal government with Union University's code of 003528.
2. Complete a Union Financial Aid Application and a Stafford Master Promissory Note and forward to the Union University Financial Aid Office.
3. For more information, contact the Financial Aid Office at 731-661-5015.

If Federal Stafford loan is not approved and available at the time of registration, the student must assume the cost by paying in full by check, cash, credit card, or FACTS.

Acceptance Deposits

The Doctor of Pharmacy requires a \$ 1000 tuition deposit. This deposit is non-refundable if the student elects not to enroll. Applicants accepted on a waiting list basis will receive a full refund if status is not changed to "accepted" by the first day of class.

Refund Policies

The School of Pharmacy will handle tuition and fee refunds on a case by case basis. When possible, all final decisions will be made by the School of Pharmacy Dean. For other outstanding issues, the Dean will delegate final decisions to the University Business department.

Criminal Background Checks Policy

The Union University School of Pharmacy requires all students to submit to a criminal background check prior to admission to the Doctor of Pharmacy program and annually thereafter. This background check is conducted to help ensure a safe clinical environment for both students and the public and to meet the contractual requirements of training sites. The School will also make a reasonable inquiry as to the status of all students by reviewing the HHS/OIG List of Excluded Individuals/Entities or the General Services Administration's List of Parties Excluded from Federal Programs. The School understands that pharmacies cannot provide training for any student who is determined to be an ineligible person on the federal government's Office of Inspector General and General Services Administration exclusion list.

Students found to have a positive criminal background check must submit their complete criminal background report to the Director of Experiential Education for review. Any student with a felony conviction is not eligible for experiential education training. Therefore, any student with a felony conviction will not be admitted to the School of Pharmacy or will be immediately expelled from the School of Pharmacy if already admitted.

Students with a misdemeanor conviction prior to admission or following admission must submit a written explanation of the criminal charges to the Director of Experiential Education. The criminal background report and the written explanation will be reviewed by the Academic Standing and Promotions Committee. A recommendation will be made on an individual case basis. The Committee will submit the recommendation to the Dean, who will make the final decision including admission candidacy or continued enrollment. Any enrolled student with a misdemeanor conviction may be removed from courses, pending the decision of the Dean.

Drug Screening Policy

The Union University School of Pharmacy requires all students to submit to a urine drug screen on admission to the Doctor of Pharmacy program and randomly, but not less than annually, thereafter. This drug screen is conducted to help ensure a safe clinical environment for both students and the public and to meet the contractual requirements of training sites.

Students with a positive drug screen must submit a written explanation of the results to the Director of Experiential Education. Students testing positive for prescription medications must provide proof of the prescription. The results of the drug screen and the explanation of the results will be reviewed by the Academic Standing and Promotion Committee. The committee will draft a recommendation on an individual case basis. The recommendation will be submitted to the Dean, who will make a final decision including admission or continued enrollment.

Students testing positive for an illegal substance must submit a written explanation of the results to the Director of Experiential Education. The results of the drug screen and the explanation of the results will be reviewed by the Academic Standing and Promotion Committee. The committee will draft a recommendation on an individual case basis. The recommendation will be submitted to the Dean, who will make a final decision including admission or continued enrollment. Enrolled students with a positive drug screen for an illegal substance will be immediately removed from courses, pending the decision of the Dean.

Attendance Policy

CLASSROOM

Attendance in all class and laboratory sessions is mandatory and all material presented in class is considered essential and important for pharmacy courses. Any in-class exercises, quizzes, discussions that are missed due to unexcused absence cannot be made up. Attendance in class is considered an important component of professionalism and is expected by Doctor of Pharmacy candidates. In the event of emergencies and/or necessary absences, prior communication is expected from all students. The student is responsible for notifying via phone or email, the course coordinator or a pharmacy faculty member. Missed assignments or exams due to absence will be handled on an individual basis with faculty and course coordinator involvement.

EXPERIENTIAL EDUCATION

The school of pharmacy specifies that a minimum of 80 hours is required for completion of introductory pharmacy practice experiences (IPPE) and that a minimum of 160 hours is required for completion of advanced pharmacy practice experiences (APPE). It is the decision of the preceptor to determine the weekly rotation schedule. The preceptor should establish the schedule on the first day of the rotation.

Students are expected to devote the necessary amount of time to complete the required objectives of the practice experience. Students should be prepared to arrive early and/or remain late in order to complete their educational and patient-related responsibilities.

Students should discuss any anticipated absences with their preceptor at the beginning of the rotation. If the preceptor believes that too many days have been requested or missed, the preceptor should discuss this with the student. The discussion may include the Director of Experiential Education when requested.

University Holidays

Students are excused from the rotation in observance of the following University holidays: Good Friday, Easter, Thanksgiving, Christmas Eve, and Christmas day. Students are not required to “make up” these days. Students should notify the preceptor at the beginning of the rotation of these excused holidays.

Students may be excused from the rotation for holidays observed by the rotation site.

Emergencies

In the event of an emergency that results in an absence, the student should first contact the preceptor. If the preceptor cannot be contacted, the student should contact the Director of Experiential Education. Failure to promptly notify the preceptor or the Director of Experiential Education may result in an unexcused absence.

Illness

In the event of an illness, the student should promptly notify the preceptor. Failure to notify the preceptor may result in an unexcused absence. If the illness extends beyond one (1) day during an IPPE or two (2) days during an APPE, the student may be required provide a written excuse from the treating

physician. Students may have to complete remedial work. This will be decided at the discretion of the preceptor. In the event of an extended illness, the student should contact the Director of Experiential Education.

Professional Activities and Meetings

Student attendance at professional meetings is encouraged. Students should request approval from the preceptor at the beginning of the rotation.

Students may be excused from rotations to attend School-related functions or professional meetings. However, attendance does not eliminate the required achievement of learning objectives.

Personal Time

Due to the intensity of each rotation and the need to complete all learning objectives, students should make every effort to schedule personal appointments or other needs outside of rotation hours. Students should not request to leave early from a rotation to accommodate outside employment.

In the event that personal leave is needed, the student should notify the preceptor on the first day of the rotation or as soon as possible. Approval of personal leave is at the discretion of the preceptor. The preceptor may deny the request for personal leave or require that time off be made up at the convenience of the preceptor.

Tardiness

The preceptor should establish hours of the rotation during the orientation. Students are expected to report to the site in a professional and timely manner. In the event of tardiness, the student should contact the preceptor immediately. Failure to notify the preceptor will result in an unexcused absence. Two tardy arrivals will result in an unexcused absence.

Unexcused Absences

Absences not identified or approved as excused will be considered unexcused absences. Unexcused absences are not tolerated and may jeopardize the student's successful completion of the rotation. Time missed from one unexcused absence may be made up at the convenience and in a manner at the discretion of the preceptor. Two unexcused absences may result in a failure (F) grade for the rotation.

School Notification

The School of Pharmacy should be notified of all absences utilizing the Student Absence Form. (See Student Absence Form).

Computer Policy

The School of Pharmacy at Union University does require that all incoming pharmacy students own a laptop. A laptop computer is necessary as you will be traveling to various clinical learning experience sites in your 3rd and 4th years. The laptop will also be required in various courses throughout the curriculum.

Successful completion of the program will require that you have routine and full access to a computer and the Internet so that you may download and print course materials that are necessary for classroom learning. You will be responsible for printing a large majority of online lectures, handouts and other course-related documents.

Union students can get a discount from the following: Howard, Lenovo and Apple. The student must tell the sales representative that they are a student at Union University.

- **Technology Overview:** Union University provides each student with filtered Internet access, an e-mail account (an official means of university communication), file storage space on the network, online access to grades, and access to research databases. These resources can be accessed on or off campus. Also see www.uu.edu/computing/accounts.htm
- **Computer Labs:** The main student labs with approximately fifty Windows workstations are located in the Penick Academic Complex (PAC), between the School of Pharmacy and the Library. These computers have all of the necessary software required for general academic use, including Microsoft Office (Word, Excel, PowerPoint, etc.). There is also a laser printer available for academic needs. The helpdesk in the lab area is staffed during posted lab hours. Typical weekday hours during the semester are 7:00 AM to 12:30 AM. The labs are also open during the day on Saturday and during Sunday afternoons and evenings. For password problems, how-to questions, lab hours, etc., call the student helpdesk at extension 5400 or 731-661-5400.
- **Productivity Software:** We recommend that you purchase **Microsoft Office 2007** for your laptop. This will make it easier for you to edit files seamlessly between the computer labs and your personal computer. An academic version of Microsoft Office can be purchased from most software vendors at a substantial savings over the retail price.
- **Wireless:** Wireless network/internet access is available in all academic buildings and in the Student Union Building.
- **Security Software:** Union University provides free antivirus software at www.uu.edu/resnet. It is also very important to install all security updates provided for Windows. Install all available critical updates at windowsupdate.microsoft.com
- **Support:** If you have problems with your laptop, there are local stores that can provide troubleshooting and repair services for a fee. Your laptop's warranty or support agreement may also include the help you need. Union's technical staff members are not authorized to repair personally-owned equipment as a part of their jobs.
- **Union University's Acceptable Use Policy:** www.uu.edu/computing/aup.htm

Student Dress Code

Demonstrating professionalism as a student is very important in the classroom and in the community. If for religious, medical or cultural reasons there is a need to deviate from the stated policy, the student must make a request to the Associate Dean of Academic Administration in writing, be willing to provide requested documentation and receive written approval from the Associate Dean.

The dress code is divided into two categories: Casual and Professional Attire.

Casual attire is appropriate in the classroom environment. Clothes that should **not** be worn include the following:

- Hats, caps or head wraps/scarves (unless worn for religious purposes)
- Shorts, skirts or mini-skirts (other skirts must be of appropriate length – longer than fingertips down at side). Capri pants for women are acceptable.
- Provocative or revealing tops including spaghetti strap shirts, tube tops, halter tops, or low cut blouses. Ladies' sleeveless shirts should extend to the shoulder. Straps or tank tops are not permitted.
- Frayed or torn jeans
- Sweatpants, spandex or other exercise attire
- T-shirts (as the outer shirt). Union University School of Pharmacy T-shirts, sweatshirts or hoodies may be worn on Friday's only.
- Scrubs (Exceptions: Physical Assessment or Gross Anatomy lab sessions only – Scrubs are not appropriate for class sessions)
- Flip-flops and open-toed shoes. Exceptions to this rule are women's dress shoes and women's dress sandals; they may be worn but should cover at least 50% of the foot.

Violation of these changes will result in being dismissed from class and asked to go home and change.

All cell phones are required to be on silent and out of sight at all times. Any view of use (**including texting**) will be addressed by the professor and may result in possible dismissal from the class. If the student has a special situation that will require use of their phone, they need to inform the professor at the beginning of class.

All faculty members, including full-time, part-time, guest faculty and preceptors should be treated with respect. This includes being punctual, class or rotation attendance, not using a cell phone (including texting), not talking during class, completing assignments on time, etc. Faculty may dismiss any student from class or rotation at any point if they feel it necessary.

Professional attire is required for all pharmacy practice experiences, introductory and advanced. Students are required to wear a clean, long-sleeve, waist-length white lab coat and nametag identifying them as a student pharmacist. If deemed necessary by a particular institution, the student must wear any institution specific name badge as well.

Men should wear a dress shirt and tie. Women should wear a knee-length or longer dress, blouse with slacks or knee length or longer skirt. If a preceptor/site has established stricter dress requirements, students are expected to abide by those standards.

Perfumes or cologne should not be worn as many individuals and patients may be offended by or allergic to the fragrance. Jewelry should be conservative - no dangling earrings or clanging bracelets. Fingernails must be clean, short and neatly trimmed. Avoid "loud" polish colors and artificial nails, tips or wraps.

Cell phones and pagers **MUST** be turned to silent or off mode unless required by the preceptor on rotation.

If the preceptor/site has a more relaxed dress code, the student may abide by those standards. However, the following are considered inappropriate even if allowed by the preceptor:

- Hats, caps or head wraps/scarves (unless worn for religious purposes)
- Shorts (casual or dress) or skorts
- Skirts or Dresses which are tight or shorter than one inch above the knee. Skirts with splits up to one inch above the knee
- Provocative or revealing tops including spaghetti strap shirts, tank tops, tube tops, halter tops, or low cut blouses
- Jeans or denim pants (in any color)
- Sweatpants, spandex or other exercise attire
- T-shirts (as the outer shirt)
- More than one pair of earrings for women. No earrings allowed for men
- Any body piercing (including tongue rings)
- Any body art which is visible
- Tennis shoes, sandals or any open-toed shoes. Crocs are not permitted due to the risk of potential injury from accidental needle-sticks, dropped vials, etc.
- "Scrub" suits are considered appropriate attire only for those rotations in which there is a high probability of exposure to body fluids or chemical spills. Such rotations include Emergency Medicine and/or the IV room component of a rotation. Students must obtain approval from the preceptor prior to wearing "scrub" suits on such rotations. Also, students are not permitted to wear "scrubs" even if their team is post-call.

Students dressed inappropriately should be sent home. Students may be required to make up the time lost at the site at the convenience of the preceptor. Repeated violations should be reported to the Director of Experiential Education.

Inclement Weather Policy

Didactic Education

The responsibility for closings and for declaration of Snow Day schedules rests with the President, with his seeking counsel as he desires. The first word in Union University closings will be made on the Info Snow Dawg Line. The Info Snow Dawg Line may be reached at (731) 661-5048 and will be updated as soon as a decision is made. Additionally, the following radio and television stations will be notified:

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| Bolivar: | WMOD |
| Brownsville: | WTBG |
| Humboldt: | WHMT/WLSZ |
| Dyersburg: | WTRO/WASL |
| Savannah: | WORM |
| Trenton: | WTNE/WWEZ |
| Memphis: | WMC-TV, WHBQ-TV, WREG-TV, WPTY-TV |
| Jackson: | WBBJ-TV, WNWS, WWYN, WYNU, WTJS/WTNC, WWGM, WAMP, WHHM, WZDQ, WFKY |

The notification will be made to stations by 6:00 a.m. of the day, and persons should listen until 6:30 a.m. for announcements. Announcements will be made only of closings or Snow Day Schedules, with the assumption that classes meet and offices will be open unless notified to the contrary.

Experiential Education

In the event of inclement weather, the preceptor will determine any change in the student's schedule. Experiential Education schedules will not be determined by Union University classroom schedules. Each receptor should the site's inclement weather policy and student attendance and timeliness expectations.

Preceptors are asked to be cognizant of the driving distances to and from the site for students. If inclement weather ensues during the day, the preceptor should use discretion in determining if the student should be dismissed early.

Preceptors should also make reasonable accommodation for those students who, due to unavoidable weather circumstances, cannot reach the rotation site. In the event that a student cannot reach the rotation site due to inclement weather, the student should promptly notify the preceptor. Failure to notify the preceptor may result in an unexcused absence.

If inclement weather extends beyond one (1) day during an introductory pharmacy practice experience or two (2) days during an advanced pharmacy practice experience, the student may be required to make up hours. The decision to require make up work or hours is at the discretion of the preceptor and the Director or Experiential Education.

Communications Policy

E-mail

E-mail is the official method of communication to be utilized by faculty and students of the School of Pharmacy. Students are responsible for checking his/her Union University email daily and will be held accountable for all information transmitted in this fashion.

Faculty Appointments

All School of Pharmacy faculty members, with exception of the Dean, will have weekly scheduled office hours. These hours will be posted on the outer doors of the Pharmacy Administration Suite and on individual faculty doors in the outside hallway. Students are free to drop-in during scheduled office hours but are expected to schedule an appointment with the faculty member via email for times not listed. Please be respectful of these postings.

Pharmacy Web Site Contacts

PROFESSIONAL ORGANIZATIONS

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| American Association of Colleges of Pharmacy (AACP) | http://www.aacp.org/ |
| American College of Clinical Pharmacy (ACCP) | http://www.accp.com/ |
| Academy of Managed Care Pharmacy (AMCP) | http://www.amcp.org |
| American Pharmacists Association (APhA) | http://www.aphanet.org |
| American Society of Consultant Pharmacists (ASCP) | http://www.ascp.com/ |
| American Society of Health System Pharmacists (ASHP) | http://www.ashp.org/ |
| National Association of Chain Drug Stores (NACDS) | http://www.nacds.org |
| National Community Pharmacists Association (NCPA) | http://ncpanet.org/ |
| Accreditation Council for Pharmacy Education (ACPE) | http://www.acpe-accredit.org |
| Tennessee State Board of Pharmacy | http://health.state.tn.us/Boards/Pharmacy/ |
| Tennessee Pharmacists Association (TPA) | http://www.tnpharm.org/ |

DIDACTIC and EXPERIENTIAL CURRICULUM

School of Pharmacy Admissions Criteria

The pre-professional educational design for candidates applying to the School of Pharmacy is based on a minimum of 3 years (90 semester hours) of college-level course work in the areas of basic chemistry, biological and physical sciences, mathematics, information technology, and general education courses in the humanities and behavioral/social sciences. The minimum 90 hours must be distributed as follows:

| Course | Semester Hours |
|-------------------------------------|-----------------------|
| Biology or Zoology I & II | 8 |
| General Chemistry I & II | 8 |
| Organic Chemistry I & II | 8 |
| Human Anatomy and Physiology I & II | 8 |
| Physics I | 4 |
| Biochemistry I & II | 6 |
| Microbiology | 3 |
| Immunology | 3 |
| Calculus | 3 |
| Statistics | 3 |
| Written Composition I & II | 6 |
| Communications/Speech | 3 |
| Humanities Electives | 6 |
| Social Sciences Electives | 6 |
| General Electives | 15 |

Admission to the Union University School of Pharmacy is by committee action, based on the overall record and aptitude of the applicant. A minimum grade point average of 2.75 on a 4.0 scale is required for pre-pharmacy course work with a grade of "C" or higher for each required pre-pharmacy course. The cumulative grade point average, pre-pharmacy and elective course work, must be a minimum of 2.5. All candidates are required to take the Pharmacy College Admission Test (PCAT). A comprehensive score of 40th percentile with no individual subject area score below 25th percentile is required for admission. Three references along with a writing sample must also be submitted. During the invitation-only, on-site interview, the candidate will be asked to provide a writing sample. Interviews are conducted by invitation only. While there is a priority deadline of February 1 of the year in which admission is desired, applicants are encouraged to apply early, as space is limited, and applications will be reviewed on a rolling basis. The School of Pharmacy admits only one class per year in the Fall Semester.

It is strongly recommended that candidates for the program gain work experience in a pharmacy practice setting prior to application.

School of Pharmacy Curriculum

| Course Name | Credit Hrs | Course Name | Credit Hrs |
|---|------------|----------------------------------|------------|
| Year 1 Fall | | Year 2 Fall | |
| Intro to Pharmacy | 2 | Drug Information and Informatics | 3 |
| Pharmaceutical Calculations (1/1) | 2 | Med Chem I | 2 |
| Principles of Med Chem | 2 | Pharmacology I | 3 |
| Non-prescription Drugs / Counseling (3/1) | 4 | Applied A&P I | 3 |
| Faith and Science | 2 | Applied A&P II | 3 |
| Gross Anatomy | 4 | Immunization | 1 |
| Medical Terminology | 2 | Clinical Lab Medicine | 1 |
| | | Elective | 2 |
| Semester Total | 18 | Semester Total | 18 |

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|--------------------------------|---|--------------------------------|---|
| Year 1 Winter or Summer | | Year 1 Winter or Summer | |
| Intro Exp 1 | 2 | Intro Exp 2 | 2 |
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| Year 2 Fall | | Year 2 Spring | |
|---|-----------|---|-----------|
| Med Chem II | 2 | Med Chem III | 2 |
| Pharmacology II | 3 | Pharmacology III | 3 |
| Pharmaceutics 1 - Drug Delivery Systems | 4 | Pharmacotherapy III | 3 |
| Moral Reasoning in Health Care | 2 | Pharmacotherapy IV | 3 |
| Pharmacotherapy I | 3 | Pharmacy Jurisprudence | 2 |
| Pharmacotherapy II | 3 | Pharmaceutics II - Sterile Products / Compounding | 4 |
| | | Applied Therapeutics w/ simulation | 1 |
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| Semester Total | 17 | Semester Total | 18 |

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|--------------------------------|---|--------------------------------|---|
| Year 2 Winter or Summer | | Year 2 Winter or Summer | |
| Intro Exp 3 | 2 | Intro Exp 4 | 2 |
| | | | |

| Year 3 Fall | | Year 3 Winter - Year 4 Spring | |
|---|-----------|--------------------------------------|---|
| Pharmacotherapy V | 3 | Experience 1 - Ambulatory Care | 4 |
| Pharmacotherapy VI | 3 | Experience 2 - Acute Care | 4 |
| Applied Therapeutics w/ simulation | 1 | Experience 3 - Medically Underserved | 4 |
| Pharmacoeconomics / Health Systems Management | 2 | Experience 4 - Community | 4 |
| Patient Assessment and Interviewing | 2 | Experience 5 - Institutional | 4 |
| Pharmacokinetic Principles and Application | 4 | Experience 6 - Acute Care | 4 |
| Literature Evaluation / Landmark Trials | 2 | Experience 7 - Elective | 4 |
| Semester Total | 17 | Experience 8 - Elective | 4 |
| | | Experience 9 - Elective | 4 |
| | | Experience 10 - Elective | 4 |
| | | Elective | 2 |
| | | Elective | 2 |
| | | Elective | 2 |
| | | Elective | 2 |
| | | MPJE / NAPLEX Review | 2 |
| | | Top 200 Seminar | 2 |

Course Descriptions

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| <p>Applied Anatomy and Physiology I</p> <p>An intensive examination of the human body that addresses the normal complex physiological processes of the cell, fluids and electrolytes, acid-base balance, temperature regulation, vascular hemodynamics, mobilization of fluids through the body and lymphatic system, musculoskeletal systems and function of the myocardium. The acquired information will provide the student with a solid foundation for later courses in pharmacology and pharmacotherapy.</p> | <p>Applied Anatomy and Physiology II</p> <p>This course will further build upon Applied Anatomy and Physiology I, focusing on the normal complex physiological processes of blood components and coagulation and the respiratory, renal, endocrine, digestive and nervous systems. The acquired information will provide the student with a solid foundation for later courses in pharmacology and pharmacotherapy.</p> |
| <p>Clinical Laboratory Medicine</p> <p>This will be a self study course in which the student will learn the fundamentals of laboratory medicine. Students will learn to screen, diagnose, and evaluate patients using relevant clinical data. Material such as basic metabolic panels and baseline labs, drug screens, diagnostic tests specific to disease state and normal range for common values will be addressed here.</p> | <p>Faith and Science</p> <p>This course will examine the philosophical underpinnings of the Christian worldview as it applies to faith and science in the arena of health care. An understanding of faith as the basis for hope and humanity in delivering quality health care will be discussed while incorporating the quantitative analysis of scientific principles. This course will be taught through panel discussion, lectures, Blackboard technology, significant readings, online discussions/chats, and papers.</p> |
| <p>Gross Anatomy</p> <p>This course is designed to enhance understanding of anatomy and prepare the student to apply medication knowledge to human beings. Students will use this as a basis to later apply knowledge regarding physiological function of drug action. A portion of this class will be led by a School of Pharmacy Faculty Member who will assist in joining basic science principles with clinical application.</p> | <p>Immunization</p> <p>This will be a one day certification course that focuses on the importance of vaccination for preventable disease as well as injection technique. Students will have the opportunity to give injections to their peers. This course will also demonstrate how a pharmacist can implement an immunization program into various pharmacy practice settings.</p> |
| <p>Pharmacokinetic Principles and Application</p> <p>This course will serve as an introduction to pharmacokinetic principles and therapeutic drug monitoring while also providing an opportunity to apply this knowledge to the clinical environment. Students will gain an understanding of the absorption, distribution, metabolism and elimination of drugs and how to formulate appropriate dosing regimens based on patient specific physiological factors. Variability caused by differences in body weight, age, sex, genetic factors, diseases and drug interactions will also be discussed. Didactic course work will be further emphasized via clinical cases in a laboratory setting.</p> | <p>Pharmacoeconomics / Health Systems Management</p> <p>This course will provide an overview of economic factors that influence medication therapy decisions in a modern health care environment. Students will learn how to objectively evaluate various studies and economic literature from a pharmacoeconomic perspective. This course will orient the student to basic pharmacy management principles such as budgeting, financial planning and analysis, pricing, inventory control, personnel development, administration, and legal aspects of management in community / independent, institutional or health systems settings. Students will also gain exposure to reimbursement policies of third-party payors, private insurance plans and government agencies such as Medicare and Medicaid.</p> |
| <p>Moral Reasoning in Health Care</p> <p>This course will serve as an introduction to Christian ethics, focusing on methodology with a survey and comparison of philosophical and secular perspectives on moral issues faced in health care today.</p> | <p>Non-Prescription Drugs / Counseling</p> <p>This course is designed to acquaint the student with indications, actions, possible adverse events and contraindications of non-prescription drugs with an emphasis on patient-provider communication. Students will be evaluated on their ability to obtain patient medical histories and counseling skills.</p> |
| <p>Patient Assessment / Interviewing</p> <p>This course will provide a hands-on opportunity for students to apply concepts of physical assessment and patient interviewing in a clinical laboratory environment. This course will be taught with assistance from the College of Nursing and will focus on major organ systems. Students will be able to assess response to drug therapy by a combination of physical assessment and provider-patient communication. Students will learn to incorporate a variety of open-ended questions into the interview as they provide care to their patients.</p> | <p>Pharmaceutics I – Drug Delivery Systems</p> <p>This course is designed to provide students with a basic knowledge of the principles applicable to pharmaceutical dosage forms and drug delivery systems. This course will emphasize an understanding of various physiological and formulation factors involved in absorption and drug response. The absorption, stability, packaging and formulation of various dosage forms and routes of administrations will be studied. Students will enhance their understanding of dosage forms, drug delivery systems and pharmaceutical elegance in a compounding laboratory experience. Each student will be expected to formulate, design, and prepare various suspensions, semi-solid and solid dosage forms, emulsions and parenterals along with the appropriate auxiliary labels.</p> |

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| <p>Pharmaceutics II – Sterile Products / Compounding</p> <p>This course is designed to acquaint the student with proper aseptic technique and the preparation of sterile products. This course will provide hands-on training as students will work in a sterile environment with laminar-flow hoods. Students will demonstrate aseptic technique and necessary safety precautions when compounding piggyback medications, large volume fluids, parenteral nutrition, and sterile irrigation solutions. Students will also be introduced to USP Chapter <797> and OSHA standards for safety.</p> | <p>Literature Evaluation / Landmark Trials</p> <p>This course will provide a discussion of evidence based approach to pharmacy practice including sources of drug information, drug study design, applied data analysis, and biostatistics in the interpretation and critical analysis of biomedical literature with the purpose of developing evidence-based care recommendations for a given patient or patient population. Students will also be introduced to a variety of landmark clinical trials that have had an impact on pharmacy practice. This course will be implemented using a variety of educational methods including lectures, structured reading of biomedical literature, and practice in developing protocols to address various health-related research questions.</p> |
| <p>Pharmacy Jurisprudence</p> <p>This course will serve to provide an overview of state and federal pharmacy practice laws that govern technician, pharmacy intern and pharmacist practice and control the manufacturing, distribution, and dispensing of drug products. Students will participate in discussion regarding a pharmacist's role in various professional, civil, ethical and clinical research environments. Regulations governing the Tennessee State Board of Pharmacy will be reviewed. Federal law, such as the Controlled Substance Act, will also be discussed. Students will also gain an understanding of support systems for impaired pharmacists.</p> | <p>Drug Information and Informatics</p> <p>This course will introduce the students to medical informatics and a wide variety of reference materials and the use of these materials in pharmacy practice. These resources will include tertiary, primary, and Internet and Database sources. Demonstration will be provided for the gathering and disseminating such information. The course is implemented using a variety of educational methods including lectures, discussions, and case based applications.</p> |
| <p>Applied Therapeutics with Simulation I</p> <p>The purpose of the applied therapeutics small group course is to introduce the concepts of pharmaceutical care into the curriculum prior to the advanced pharmacy practice experiences by placing students in the clinical environment. Students will have the opportunity to have direct patient contact. Students will also present patient cases during small group recitations using the simulation lab.</p> | <p>Introduction to Pharmacy</p> <p>This course is designed to introduce the student to the practice of pharmacy within the major practice settings. Includes an introduction to the profession and discussions of the pharmacist within the US health care system, professional pharmacy organizations, medication safety, current issues in pharmacy, models and sites of practice, postgraduate educational and career opportunities, and professionalism.</p> |
| <p>Applied Therapeutics with Simulation II</p> <p>The purpose of the applied therapeutics small group course is to introduce the concepts of pharmaceutical care into the curriculum prior to the advanced pharmacy practice experiences by placing students in the clinical environment. Students will have the opportunity to have direct patient contact. Students will also present patient cases during small group recitations using the simulation lab.</p> | <p>Pharmaceutical Calculations</p> <p>This course introduces the prescription, prescription notation and abbreviations, basic pharmaceutical calculations, statistics, and the mathematics of chemical kinetics and pharmacokinetics. This course will consist of independent learning.</p> |
| <p>Principles of Medicinal Chemistry</p> <p>This course will provide the student with a basic introduction to the chemical and physical properties of medicinal agents.</p> | <p>Medicinal Chemistry of Therapeutic Agents I</p> <p>This course will provide the student with a basic introduction to the chemical and physical properties of medicinal agents. It will include a discussion of the relationships of structural properties of drugs to pharmacological properties, absorption, distribution, and metabolism profiles, chemical stability, mechanism of action and clinically significant drug interactions.</p> |
| <p>Medicinal Chemistry of Therapeutic Agents II</p> <p>This course is a continuation and will provide the student with a basic introduction to the chemical and physical properties of medicinal agents. It will include a discussion of the relationships of structural properties of drugs to pharmacological properties, absorption, distribution, and metabolism profiles, chemical stability, mechanism of action and clinically significant drug interactions.</p> | <p>Medicinal Chemistry of Therapeutic Agents III</p> <p>This course is a continuation and will provide the student with a basic introduction to the chemical and physical properties of medicinal agents. It will include a discussion of the relationships of structural properties of drugs to pharmacological properties, absorption, distribution, and metabolism profiles, chemical stability, mechanism of action and clinically significant drug interactions.</p> |

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| <p>Pharmacology I</p> <p>This course provides an overview of the application of chemical principles to the understanding of drug action at the molecular level. This course introduces the student to the basic concepts of a drug's physical and chemical properties and the principles of drug action. This course emphasizes the determinants of drug absorption and distribution, physiological receptors and the nature of the drug-receptor interaction, drug metabolism and elimination, and autonomic pharmacology.</p> | <p>Pharmacology II</p> <p>This is a continuation of the pharmacology series. This course provides an overview of the application of chemical principles to the understanding of drug action at the molecular level. This course introduces the student to the basic concepts of a drug's physical and chemical properties and the principles of drug action. This course emphasizes the determinants of drug absorption and distribution, physiological receptors and the nature of the drug-receptor interaction, drug metabolism and elimination, and autonomic pharmacology.</p> |
| <p>Pharmacology III</p> <p>This is a continuation of the pharmacology series. This course provides an overview of the application of chemical principles to the understanding of drug action at the molecular level. This course introduces the student to the basic concepts of a drug's physical and chemical properties and the principles of drug action. This course emphasizes the determinants of drug absorption and distribution, physiological receptors and the nature of the drug-receptor interaction, drug metabolism and elimination, and autonomic pharmacology.</p> | <p>Pharmacotherapy I</p> <p>This course covers the drug therapy management of diseases and conditions associated with specific organ systems. The primary purpose is to enable students to apply knowledge of pathology, pathophysiology, diagnosis, clinical presentation, classification, goals of therapy, non-pharmacotherapy, pharmacotherapy (drug class, mechanisms of action, appropriate dosing regimens, adverse reactions, significant drug interactions, contraindications, precautions, monitoring, clinical practice guidelines, and alternative therapies), considerations for special populations, and patient counseling to optimize patient outcomes. This course is designed to develop the student's ability to apply principles and concepts of clinical therapeutics in pharmacy practice.</p> |
| <p>Pharmacotherapy II</p> <p>This is a continuation in the pharmacotherapy series. This course covers the drug therapy management of diseases and conditions associated with specific organ systems. The primary purpose is to enable students to apply knowledge of pathology, pathophysiology, diagnosis, clinical presentation, classification, goals of therapy, non-pharmacotherapy, pharmacotherapy (drug class, mechanisms of action, appropriate dosing regimens, adverse reactions, significant drug interactions, contraindications, precautions, monitoring, clinical practice guidelines, and alternative therapies), considerations for special populations, and patient counseling to optimize patient outcomes. This course is designed to develop the student's ability to apply principles and concepts of clinical therapeutics in pharmacy practice.</p> | <p>Pharmacotherapy III</p> <p>This is a continuation in the pharmacotherapy series. This course covers the drug therapy management of diseases and conditions associated with specific organ systems. The primary purpose is to enable students to apply knowledge of pathology, pathophysiology, diagnosis, clinical presentation, classification, goals of therapy, non-pharmacotherapy, pharmacotherapy (drug class, mechanisms of action, appropriate dosing regimens, adverse reactions, significant drug interactions, contraindications, precautions, monitoring, clinical practice guidelines, and alternative therapies), considerations for special populations, and patient counseling to optimize patient outcomes. This course is designed to develop the student's ability to apply principles and concepts of clinical therapeutics in pharmacy practice.</p> |
| <p>Pharmacotherapy IV</p> <p>This is a continuation in the pharmacotherapy series. This course covers the drug therapy management of diseases and conditions associated with specific organ systems. The primary purpose is to enable students to apply knowledge of pathology, pathophysiology, diagnosis, clinical presentation, classification, goals of therapy, non-pharmacotherapy, pharmacotherapy (drug class, mechanisms of action, appropriate dosing regimens, adverse reactions, significant drug interactions, contraindications, precautions, monitoring, clinical practice guidelines, and alternative therapies), considerations for special populations, and patient counseling to optimize patient outcomes. This course is designed to develop the student's ability to apply principles and concepts of clinical therapeutics in pharmacy practice.</p> | <p>Pharmacotherapy V</p> <p>This is a continuation in the pharmacotherapy series. This course covers the drug therapy management of diseases and conditions associated with specific organ systems. The primary purpose is to enable students to apply knowledge of pathology, pathophysiology, diagnosis, clinical presentation, classification, goals of therapy, non-pharmacotherapy, pharmacotherapy (drug class, mechanisms of action, appropriate dosing regimens, adverse reactions, significant drug interactions, contraindications, precautions, monitoring, clinical practice guidelines, and alternative therapies), considerations for special populations, and patient counseling to optimize patient outcomes. This course is designed to develop the student's ability to apply principles and concepts of clinical therapeutics in pharmacy practice.</p> |

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| <p>Pharmacotherapy VI</p> <p>This is a continuation in the pharmacotherapy series. This course covers the drug therapy management of diseases and conditions associated with specific organ systems. The primary purpose is to enable students to apply knowledge of pathology, pathophysiology, diagnosis, clinical presentation, classification, goals of therapy, non-pharmacotherapy, pharmacotherapy (drug class, mechanisms of action, appropriate dosing regimens, adverse reactions, significant drug interactions, contraindications, precautions, monitoring, clinical practice guidelines, and alternative therapies), considerations for special populations, and patient counseling to optimize patient outcomes. This course is designed to develop the student's ability to apply principles and concepts of clinical therapeutics in pharmacy practice.</p> | <p>Clinical Toxicology – Elective</p> <p>This elective course will discuss the science of the unwanted effects of chemicals on a living organism. Clinical toxicology will provide an overview of the diagnosis and treatment of drug-induced toxicity and poisoning.</p> |
| <p>Cardiology Therapeutics – Selective</p> <p>This course will be structured to reinforce information learned in the Pharmacotherapy Cardiology lecture sequence and on clinical rotation. The course will consist of lecture, case studies and literature review. Topics addressed will include both inpatient and outpatient management of common cardiovascular diseases.</p> | <p>Critical Care Therapeutics – Selective</p> <p>This course will be structured to reinforce information learned in the Pharmacotherapy Critical Care lecture sequence and on clinical rotation. The course will consist of lecture, case studies and literature review. Topics addressed will include those specific to critically ill patients.</p> |
| <p>Herbal Products / Pharmacognosy</p> <p>This elective course focuses on natural substances derived from various plant and animal sources. Indications and current uses for these agents will be discussed as well as the lack of clinical testing, regulation and standardization of these products.</p> | <p>Nutrition Therapeutics – Selective</p> <p>This course will be structured to reinforce information learned in the Pharmacotherapy lecture sequence, Pharmaceutics sequence and on clinical rotation. The course will consist of lecture, case studies and literature review. Topics addressed will include those specific to management of patients with need for parenteral or enteral nutrition.</p> |
| <p>Oncology Therapeutics – Selective</p> <p>Pharmacotherapy Oncology lecture sequence and on clinical rotation. The course will consist of lecture, case studies and literature review. Topics addressed will include those specific to management of oncology patients. Drug therapy, management of adverse effects and palliative care will be discussed.</p> | <p>Personal Finance Management – Elective</p> <p>This elective course will provide students with information regarding personal finances and their important role in the life of a health care professional. Students will learn the importance of budgeting, insurance, and investing for the future. A representative of Union University's retirement planning agency will assist with this course.</p> |
| <p>Pharmaceutical Compounding – Elective</p> <p>This elective introduces students to extemporaneous pharmaceutical compounding in the retail or community setting. The students will incorporate multiple skills when preparing capsules, syrups, gels, ointments, creams, and suppositories. Compounding products may be for human or animal use.</p> | <p>Primary Care Therapeutics – Selective</p> <p>This course will be structured to reinforce information learned in the Pharmacotherapy lecture sequence and on clinical rotation. The course will consist of lecture, case studies and literature review. Topics addressed will include those specific to management of hyperlipidemia, hypertension, anti-coagulation, and diabetes in outpatients. Physical assessment skills will be reinforced.</p> |
| <p>Top 200 Drugs – P4 Seminar</p> <p>As a graduating class, the fourth year students will divide "Top 200 Drugs" and present information regarding each drug's class, dosing, cost, indication, adverse effects, contraindications and current place in therapy. Fourth year students will use this opportunity to not only prepare for the NAPLEX exam but to strengthen their public speaking and teaching ability as well. First year students will attend these lectures.</p> | <p>Advanced Pharmacy Practice Experiences</p> <p>The Advanced Pharmacy Practice Experiences (APPE) will encompass 12 of the 14 months beginning in January of the third professional year and ending in March of the fourth professional year. Students will complete a minimum of 10 experiences, each lasting one month. Required experiences are ambulatory care (1 month), acute care (2 months), advanced community practice (1 month), advanced institutional practice (1 month), and medically underserved (1 month). Students will also select 4 elective experiences from an approved list representing a variety of practice settings including cardiology, oncology, critical care, other medical subspecialties, practice management and specialty pharmacy practice.</p> |

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| <p>Intro to Pharmacy Practice I</p> <p>This Introductory Pharmacy Practice Experiences (IPPE) is the first of four courses designed to focus on the development of professional skills required for contemporary pharmacy practice. Students will spend two weeks (80 hours) in a community practice setting. Students are exposed to the role and responsibilities of the pharmacist in community practice and the importance of the pharmacist in patient care.</p> | <p>Intro to Pharmacy Practice II</p> <p>This Introductory Pharmacy Practice Experiences (IPPE) is the second of four courses designed to focus on the development of professional skills required for contemporary pharmacy practice. Students will spend two weeks (80 hours) in an institutional or specialty practice setting. Students are exposed to the role and responsibilities of the pharmacist in practice and the importance of the pharmacist in patient care .</p> |
| <p>Intro to Pharmacy Practice III</p> <p>This Introductory Pharmacy Practice Experiences (IPPE) is the third of four courses designed to focus on the development of professional skills required for contemporary pharmacy practice. Students will spend two weeks (80 hours) in an institutional or specialty practice setting. Students are exposed to the role and responsibilities of the pharmacist in each practice and the importance of the pharmacist in patient care.</p> | <p>Intro to Pharmacy Practice IV</p> <p>This Introductory Pharmacy Practice Experiences (IPPE) is the fourth of four contemporary pharmacy practice. Students will spend two weeks (80 hours) in a community practice setting. Students are exposed to the role and responsibilities of the community pharmacist and the importance of the pharmacist in patient care .</p> |
| <p>Medical Terminology</p> <p>This course serves to help the student master the language of medicine. Through this course, students will master the fundamental terms and concepts that will allow them to speak professionally and communicate effectively in clinical arenas.</p> | |

Student Prerequisites for Experiential Education

Students must successfully complete all didactic courses scheduled before the beginning of each introductory or advanced pharmacy practice experience.

Administrative Requirements

- A. **Registration with State Board of Pharmacy.** Students are not required to register with the Tennessee Board of Pharmacy. Because students may participate in pharmacy practice experiences in Mississippi, all students must register with the Mississippi State Board of Pharmacy prior to beginning advanced pharmacy practice experiences.
- B. **Professional Liability (Malpractice) Insurance.** Proof of Liability Insurance is required by IPPE and APPE sites. Union University shall maintain liability insurance with a coverage minimum of \$1,000,000 per incident and \$3,000,000 aggregate. The University recommends that all students purchase professional liability insurance with a with a coverage minimum of \$1,000,000 per incident and \$3,000,000 aggregate.
- C. **Medical Insurance.** Proof of medical insurance is required for all students prior to beginning experiential training. Coverage is available through Union University or through other sources. Proof of insurance may be in the form of a photocopy of the insurance card or policy. It is the responsibility of the student to immediately inform the Office of Experiential Education of any changes in medical insurance coverage.
- D. **HIPAA Compliance Training.** Union University adheres to all rules and regulations set forth by the Health Insurance Portability and Accountability Act (HIPAA). Students must complete HIPAA training prior to beginning experiential education.
- E. **Basic Life Support for the Health Care Provider.** Current certification in Basic Life Support for the Health Care Provider is required for all students prior to beginning advanced professional practice experiences. Documentation may be in the form of a photocopy of the course completion card.
- F. **Criminal Background Check.** Union University requires that all students will submit to an annual criminal background check. Union will also make a reasonable inquiry as to the status of status of each student by reviewing the HHS/OIG List of Excluded Individual/Entities or the General Services Administration's List of Parties Excluded from Federal Programs.
- G. **OSHA Training.**
- H. **Urine Drug Screens.** All students must submit to an annual urine drug screen. Students may be asked to submit to random urine drug screens if the school determines there is sufficient cause.

Health Requirements

- A. Measles (rubeola), Mumps, Rubella.** Students must provide proof of immunization for measles (rubeola), mumps and rubella or of a positive titer.
- B. Chicken Pox (varicella).** Students must provide documentation of a history of chicken pox (varicella) or positive titer.
- C. Hepatitis B.** Students must provide proof of Hepatitis B immunization or immunity.
- D. Tuberculin Skin Test.** Proof of a negative tuberculin skin test is required annually. Students having a positive PPD test cannot participate in pharmacy practice experiences until they demonstrate lack of an active case or present evidence of that they are currently undergoing treatment.
- E. Influenza.** Union will strongly encourage all students to receive an annual influenza vaccine.

GRADING POLICIES and PROCEDURES

Academic Grievance Procedures

A student who wishes to appeal for a variance from graduate policies or procedures should direct a written petition to the Dean of the School of Pharmacy requesting the variance and carefully outlining the reasons for the request. The request must be received no later than 90 days after the issuance of the grade. After consideration of the petition, the Dean/Associate Provost will determine whether the petition can be granted and will inform the student, in writing, of the decision.

If the student is dissatisfied with the Dean's/Associate Provost's response to the petition, the student may then appeal the Dean's/Associate Provost's decision to the Graduate Appeals Committee. The Graduate Appeals Committee will review the petition, gather information as it is needed, and render a decision. The Committee will inform the student, in writing, of their decision. If the student is dissatisfied with the decision of the Graduate Appeals Committee, that decision can be appealed first to the Provost and then, if necessary, to the President. The decision of the President will be final. Copies of all correspondence related to all formal petitions and appeals will be kept for future reference in the student's file in the office of the respective Graduate school. Orderly procedures are provided by which a student may be heard concerning a just grievance. Procedures are outlined here in the Pharmacy Student Handbook as well as in the *Campus Life Handbook* for the student who wishes to register dissatisfaction with the quality of instruction or performance of a professor.

Review of Instruction

This procedure should be followed when a student wishes to register dissatisfaction with the quality of instruction or with the performance of a professor. Note: A student who wishes to register a grade dissatisfaction should follow the Review of Grades grievance procedure specified below.

The student should start with the chair of the appropriate department or, in those situations where there is no department chair, with the dean of the appropriate school.

If additional discussions are desired or if the student does not wish to talk with the appropriate department chair or school dean, the student should see the Provost.

If still additional discussions are desired the student should first talk with the Provost, and, if necessary, to the President of Union University.

Depending on the level of discussions, all documents relating to the above procedure will be retained by the department chair, college/school dean, or Provost while the faculty member is employed by Union University. These documents will be kept in a file other than the faculty member's personnel file.

Review of Grades

This procedure should be followed when a student wishes to register a grade dissatisfaction.

This dissatisfaction may arise because the student believes the grade does not accurately reflect the quality of the student's academic work or because the student believes the grade was determined in a manner not consistent with the course syllabus. This procedure must be initiated within three months of

the mailing (or posting) of the final grade. The student should ask the instructor how the grade was determined. It is hoped that most problems can be resolved at this level.

If additional discussions are desired, the student must request, in writing, a review of the situation by the student's faculty academic advisor and the chair or dean of the course instructor's academic department or school. If one of these persons is the course instructor and, therefore, should not participate in the review, the other person on the review committee should select the second member. This second member should be a faculty member within the course instructor's academic department. If either the student or the course instructor is not satisfied with the decision rendered by the review committee, either party may request that the matter be heard by the Faculty Affairs Committee. The Provost will act as a clearing house for a course syllabus and "position papers" from the student, faculty member, student's faculty advisor, and chair or dean, which detail each person's opinion and defense of their side of the disagreement. Additional material could include tests, quizzes, papers, etc., which have a direct bearing on the disagreement. The Provost will call a meeting of the Faculty Affairs Committee and will deliver copies of the material to the committee chair. The Faculty Affairs Committee will review the material and write a response outlining their recommendation.

Either the student or the course instructor may appeal the decision of the Faculty Affairs Committee to, first, the Vice Provost, then the Provost and, if necessary, to the President. The decision of the President will be final.

All documents relating to the above procedure (if the grievance cannot be resolved at the instructor level) will be retained in the student's file kept in the Academic Center.

If a student feels that there is a problem concerning the privacy of his/her grade records, the student is referred to the *Student Handbook* section, Confidentiality of Student Records.

Review of Academic Dishonesty Including Plagiarism

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids on examinations and all graded assignments, to refuse to give or receive information on examinations and all graded assignments, and to turn in only those assignments which are the result of their own efforts and research.

Any students found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the Office of the Provost. If the student deems this action unfair, he/she may request a hearing before the Provost. If the student deems this action unfair, he/she may request a hearing before the Provost and instructor. A written report of this hearing and decision will be retained by the Provost. If either the student or faculty member involved deems the Provost's action unsatisfactory, he/she may request a hearing before a committee composed of the President of the Student Government Association and the Faculty Affairs Committee. The decision of this committee will be final upon approval by the President.

Academic Guidance and Mentoring

Upon admission to the School of Pharmacy, the student will be assigned to a pharmacy faculty member as their advisor. The advisor will review the student's progression at the end of each semester prior to registration for the next semester. This is a time in which the student and advisor can discuss any concerns of the student. If a student has difficulty in his/her studies during the semester, the faculty member teaching the class or providing a clinical experience will provide individualized student services. This may occur through individualized discussions with the faculty member or the student being given additional resources to study. It will be the decision of the School of Pharmacy Dean to determine the need for a tutorial support system for pharmacy students.

In order to provide our students the best opportunity for academic success in a timely manner, students are required to meet with their assigned faculty advisor following any exam on which they make a "C" or less. The advisor and student will determine (with aid from the teaching faculty member) a plan for success.

Academic Standards and Grading

Academic Standards: Requirements for Progression, Probation, Dismissal and Graduation

In order to progress to the next academic year, students must successfully complete all didactic and experiential coursework with a grade of "C" or better and meet established GPA requirements as outlined below. Any course in which remediation is necessary must be successfully completed during either the January or Summer terms prior to the next academic year. Conditions of remediation will be determined by the Course Coordinator upon approval of remediation by the Academic Standing Promotion Review subcommittee as outlined in the remediation policy.

A period of academic probation is defined as the semester immediately following the conclusion of the semester in which the student's academic performance meets any of the conditions for imposition of probation. Each semester that the student meets conditions for probation will count as a separate probationary period. Academic probation will be imposed upon a student when the student's academic performance meets any of the following conditions:

1. The cumulative grade point average earned at the conclusion of any semester, including the first semester, is less than 2.33.
2. A student receives a grade of "F" in any required course. Additionally, students with outstanding deficiencies in the professional curriculum (incomplete or "F") may not attend courses in the next semester without affirmative action by the Academic Standing and Promotion Review (ASPR) subcommittee.

A student will be subject to a dismissal recommendation when any one or more of the following conditions are met:

1. A period of probation is imposed for a second time and the cumulative grade point average is less than 2.33. These probationary periods do not have to be sequential semesters.

2. A period of probation is imposed for a third time, regardless of the cumulative grade point average.
3. A student who receives two or more grades of "F" in required courses, regardless of the cumulative grade point average.

The student will be notified of academic probation or possible recommendation of dismissal via registered mail and email.

The student will be notified of academic probation and/or possible dismissal status by registered mail and email. The student will be informed in this notification of his/her right to come before the Academic Standing and Promotion Review (ASPR) subcommittee. This meeting will allow the student to explain and clarify the situation. The ASPR subcommittee will make a recommendation on the student's case and then communicate this recommendation by registered mail and email to the student.

Students may appeal any academic action to the ASPR subcommittee or Associate Dean of Academic Administration. The appeal must be submitted, in writing (email is acceptable), within five calendar days of receipt of notification of action. The ASPR subcommittee will make a recommendation to the Dean who will make a final decision on the appeal.

An applicant must have completed all degree requirements to receive their Doctor of Pharmacy degree. Additionally, they must comply with the following conditions:

1. Completion of the coursework for the Doctor of Pharmacy with a minimum cumulative grade point average of 2.33.
2. Didactic and experiential courses in which an "F" is received must be successfully repeated.
3. File an application for graduation with the Doctor of Pharmacy program office by XXX for a XXX graduation.
4. Pay in full the student's account balance with the Business Office.
5. Discharge all other obligations (fines, credentials, fees, etc) at the University.

Grading

Course grades will be based on the total points accumulated from all exams/quizzes etc. relative to the maximum points attainable. Assignment of letter grades will be based on the following grading scale:

90-100 A (4 points)
80-89 B (3 points)
70-79 C (2 points)
< 70 F (0 points)

The **letter grade**, which appears on the student's transcript, will be determined from the final course **percentage grade**. This percentage will be calculated out to the tenths; any score > 0.5 will be rounded up to the next whole number and any score < 0.5 will be rounded down to the next whole number (e.g., 70 accumulated course points 88 maximum points = 79.5% = 80% = B; 59 accumulated course points 85 maximum points = 69.4% = 69% = F).

Remediation Policy

Didactic

For students who meet defined criteria, The School of Pharmacy will consider allowing remediation and the opportunity to continue progression through the curriculum despite setbacks in didactic courses. Additionally, for pharmacy practice experiences, remediation of IPPE/APPE courses is described in a separate section below.

Process for Remediation

The student will be notified of an academic deficiency by registered mail and email. The student will be informed in this notification of his/her right to come before the Academic Standing and Promotion Review (ASPR) subcommittee. This meeting will allow the student to explain and clarify the situation. The ASPR subcommittee will make a recommendation on the student's case and then communicate this recommendation by registered mail and email to the student. The ASPR subcommittee will communicate with the Course Coordinator regarding the feasibility of remediation. Students should not discuss remediation with the Course Coordinator prior to the meeting with ASPR.

Students have the right to appeal the decision made by ASPR as outlined in the Progressions policy above. Remediation will only be allowed twice during the course of the pharmacy program.

Qualifications for Remediation

A student must meet the following criteria:

- The grade in the course wherein the student is requesting remediation has a final percentage average $\geq 59.5\%$. Students whose average is below 59.5% may be required to repeat the course in its entirety.
- The student's semester grade point average is > 2.0 and overall academic grade point is > 2.33 on a 4 point scale.
- The course coordinator is in agreement and is supportive of the remediation.
- The student must have no violations of the academic or professional codes of conduct.
- The student must not have remediated more than once previously.

In addition to the above noted criteria, students must also acknowledge and agree to the following;

1. The objectives and course content will be determined by the Course Coordinator and may include all original objectives and content or may be a section or specific module of the original course. The delivery or format methods for the remedial course will be at the discretion of the course instructor(s) and/or Course Coordinator(s) and may include a variety of options.
2. Course evaluations and assessments are likely to be different from those used in the original course and are up to the discretion of the course instructor or coordinator. Options may include:

- Single comprehensive examination in which the student must receive a course grade of $\geq 69.5\%$. (A score of $< 69.5\%$ may result in the student having to repeat the original course in its entirety.)
 - Other course instructor-designed assessments with a score of $\geq 69.5\%$.
3. Agree to keep all appointments with faculty and meet all deadlines with the understanding that failure to do so could result in failure of the course.
 4. Agree to pay the appropriate tuition and fees, with no opportunity for a refund.
 5. Failure in this remedial course will count as failure similar to any other course with respect to the student's official transcript, calculation of the cumulative grade point average, and academic standing.
 6. The process involves retaking the courses, not grade replacement (both course grades will appear on the transcript and will be used in calculation of the student's cumulative grade point average). Academic standards are in place and failure a second time in the course(s) may have serious consequences and may result in dismissal from the program.
 7. Remediation is not a guaranteed right of the students and should be regarded as a privilege, which must be earned by a student through active participation in the educational program as demonstrated by regular class attendance, individual initiative, and utilization of available academic resources. Students should recognize that the need to remediate coursework may delay the timetable for their graduation from the Pharmacy program.

Introductory (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs)

It is expected that all students will complete the introductory (IPPE) and advanced pharmacy practice experiences (APPEs) in a manner consistent with the expectations of the program and the profession. Failure of an IPPE/APPE may occur either at the conclusion of the IPPE/APPE, when performance or behavior is deemed to be inadequate for attainment of a passing score, or at any point within the clerkship, when the student's performance or behavior is judged to threaten the health and welfare of the patients or is found to be significantly below the curricular expectations of a student. In all cases, failure of two IPPE/APPEs will result in dismissal from the School. The student may appeal this dismissal as outlined in the student handbook.

Failure of a completed IPPE/APPE:

In the event that a student fails a completed IPPE/APPE based on the evaluation of the assigned preceptor, the Department Chair and Experiential Coordinator will be notified and documentation of the students' performance reviewed by the student and the Chair individually. The student's schedule of IPPE/APPEs will be rearranged based on the availability of experiences and preceptors to accommodate the need to repeat a required course or select another elective opportunity. The failure will result in academic probation for the student regardless of existing GPA. Failure of one additional IPPE/APPE will result in dismissal from the College.

Failure prior to completion of an IPPE/APPE:

In the event a student's performance and/or behavior during an IPPE/APPE is significantly below the level expected by the preceptor/site must document their concerns and discuss it with the student. This

includes situations where it is felt that the student's continuation on the rotation may threaten the health and welfare of patients seen within the practice, or the student's behavior is unprofessional/inappropriate. Additionally, the Department Chair/Experiential Coordinator will be notified and documentation (including, but not limited to a student incident report – Appendix A) of the student's performance will be reviewed.

If in the preceptor's estimation the student's performance departs significantly from expected standards, the preceptor may summarily remove the student from the rotation permanently with a failing grade for that experience, and the student will be placed on academic probation regardless of existing GPA.

A student may appeal the removal in writing to the Dean or Associate Dean of Academic Assessment within five business days. The ASPR subcommittee will review the student's appeal and forward a recommendation to the Dean for action. The student may be allowed remediation, which may include counseling, as recommended by the ASPR subcommittee. All actions will be the final decision of the Dean. If a student finds the remediation/counseling program unacceptable, they may appeal as described in the student handbook. A student may not progress to another rotation until a remediation plan has been approved by the Dean.

Students who wish to serve as a class officer or student organization officer must successfully meet all academic progression requirements. Failure to do so will result in the student's removal from the elected/appointed position.

STUDENT LIFE at UNION UNIVERSITY

Opportunities for Student Involvement

Students who wish to serve as a class officer or student organization officer must successfully meet all academic progression requirements and maintain a 2.75 GPA. Failure to do so will result in the student's removal from the elected/appointed position.

CAMPUS

Pharmacy Student Government

As decided and approved by majority vote by the inaugural class of 2012, each pharmacy class will have its own governing body. Bylaws have been established and must be followed by all classes.

Offices include an Executive Council consisting of a President, Vice-President, Secretary and Treasurer. Duties for each officer are clearly articulated in the Pharmacy Student Government Bylaws.

Other leadership opportunities include:

- Intramural Chairman (male and female)
- Social Chairman
- Dr. Feel Good

Student Senate

Two School of Pharmacy members will be elected to serve as APhA-ASP senators at University senate meetings. The purpose of our inclusion in Senate is to stay in touch with what is going on campus wide. School of Pharmacy senators do have voting rights but are not able to ask for senate dollars. Senate meets every other Wednesday at 9:30 p.m. in Harvey Hall.

Student Committees

Student representatives will either be elected or appointed to serve on various School of Pharmacy committees. For election, the student must write an essay (one page, single spaced, 12 pt font) describing his/her reasons for wanting to serve on that specific committee. All essays must be turned into the Director of Student and Professional Relations by the assigned date to be eligible for faculty review. The Faculty Council will review all essays and cast a vote regarding appointment. Students may write an essay for more than one committee but may not serve on more than one committee.

Committee opportunities and faculty chairs are listed below:

| | |
|--------------------------------------|---------------------------|
| Assessment/Evaluation Committee | Chair: Dr. George DeMaagd |
| Admissions Committee | Chair: Dr. Blake Watkins |
| Student/Faculty Relations Committee | Chair: Dr. Kim Jones |
| Curriculum Committee | Chair: Dr. David Kuhl |
| - Experiential Learning Subcommittee | Chair: Dr. Mark Stephens |
| - Information Services Subcommittee | Chair: Dr. Andrew Martin |
| Scholarship Committee | Chair: Dr. Joel Owen |

The timeline for appointment is detailed as follows: Students currently serving on committees have the option to continue as members of their respective committee. Both a P1 and P2 member will be appointed to each committee (exception: Student/Faculty Relations) in the spring semester and have the opportunity to serve through the fall semester of the P3 year. Students serving as class President will be automatically appointed to the Student/Faculty Relations committee.

University Wide Intramurals

Pharmacy students and faculty are encouraged to participate in campus wide intramurals. Some options include:

Football, Softball, Soccer, Volleyball, Basketball

LOCAL

West Tennessee Pharmacists Association (WTPA)

WTPA serves as an organization to provide information and continuing education for West Tennessee pharmacists and technicians. Members represent the majority of counties in West Tennessee with the exception of Shelby County. Students can become members for \$20. There are approximately six to eight meetings per year. The membership cycle runs from January – December.

STATE

Tennessee Pharmacists Association (TPA)

Each year, pharmacy faces unprecedented legislative challenges at the state and national levels. Ensure that your voice is heard, through membership in the Tennessee Pharmacists Association, the collective voice of pharmacy in Tennessee. Benefits of membership include:

- News and information regarding matters that affect YOUR practice
- Opportunity to network with your professional colleagues and broaden your professional contacts and employment possibilities
- Membership in one of the societies related to your practice (see list under Membership Dues/Society Dues, below)
- Opportunity to serve on a Committee or Task Force
- Full access to the TPA website (www.tnpharm.org), including the Members-Only pages—[CoverTennessee](#), [Fraud & Abuse](#), [Immunization](#), [Legislative News & Info](#), [Medicare](#), [TennCare](#) and [Other Pharmacy News & Topics](#)—with up-to-the-minute information, downloadable documents, links to other sites relevant to your practice, and more
- Access to TPA staff for answers to your questions
- Frequent e-mail updates to keep you informed regarding legislative, regulatory and health-care related issues
- Excellent continuing education opportunities - and preferred member registration rates for TPA and UT CE meetings

- Opportunities to support our aggressive advocacy efforts regarding current legislative issues at the State and National levels
- Frequent Legislative Bulletins with up-to-date information on pending legislation
- Discounted prices on several products, publications, and services
- Complimentary subscription to the quarterly Tennessee Pharmacist and monthly NEWStream
- Opportunities to talk with TPA leaders and exchange ideas about TPA activities
- Special professional and personal insurance programs through Pharmacists Mutual
- Opportunities to participate in the development of positions, policies and legislation affecting pharmacy practice in Tennessee
- Representation for pharmacists on governmental agencies, task forces, and national pharmacy organizations
- Full access to the Tennessee Pharmacists Recovery Network, providing assistance for pharmacists with drug or alcohol problems and advocacy for pharmacists in recovery

Tennessee Society of Student Pharmacists (TSSP)

Student pharmacists from all five Schools/Colleges of Pharmacy statewide come together via TSSP. This is the perfect opportunity to learn how pharmacy works in the state of Tennessee, meet and network with colleagues from other universities and gain leadership experience along the way. Union will always have two elected Members-at-Large to serve on TSSP. The office of TSSP President will rotate yearly among the five universities. Other pharmacy schools in the state of Tennessee include:

Belmont University School of Pharmacy, Nashville, TN

East Tennessee State University Bill Gatton College of Pharmacy, Johnson City, TN

Lipscomb University College of Pharmacy, Nashville, TN

University of Tennessee College of Pharmacy, Memphis, TN

NATIONAL

American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)

Union's ASP chapter was established in the Fall of 2008 and formally accepted its charter at the APhA Annual Meeting in San Antonio, TX in Spring of 2009. Establishment of the chapter included creation and acceptance by majority vote of founding bylaws. All students are welcome to join and membership drives are held annually. Leadership opportunities include the following:

- President Elect – P1 year
- President – P2 year
- Vice-President – P2 year
- Membership Vice-President – P2 year
- Secretary – P2 year
- Treasurer – P2 year
- SPAN Liaison – P2 year
- Historian – P2 year
- Various Committee Chair opportunities – P1 – P4 year

FUTURE OPPORTUNITIES

Christian Pharmacists Fellowship International (CPFI)

Students will have the opportunity to participate in a monthly fellowship hour. This effort will be initiated by the faculty with the hope that student leaders will rise to the challenge and serve as the organizers of these events. Pharmacy faculty, staff and students are welcome to attend.

American Society of Health-System Pharmacists – Recognized Student Society (ASHP)

Rho Chi – academic recognition society

Phi Lambda Sigma – leadership recognition society

Chapel and Spiritual Life

Chapel is one of the distinctive features of the Christian college and is for the strengthening of faith in God, for instruction, and for the enrichment of the spiritual life of the total university family.

Chapel attendance is not mandatory for pharmacy students. However, pharmacy students are invited to participate as well as in other spiritual activities including activities sponsored by Campus Ministries.

Student Conduct and University Adult/Graduate Community Value Statements

I. WORTH OF THE INDIVIDUAL

We value the intrinsic worth of every individual. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *“But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows.”*; Galatians 6:1-2 *“Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.”* NIV)

1. PERSONAL ABUSE

Personal abuse is defined as any behavior that results in harassment, coercion, threat, disrespect and/or intimidation of another person, or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological well-being of a person. Inappropriate narrative on a personal blog (e.g. myspace, facebook) may be considered personal abuse.

2. SEXUAL IMPROPRIETY

Sexual impropriety includes but is not limited to participation in or appearance of engaging in premarital sex, extramarital sex, homosexuality, homosexual activities, or cohabitation on-campus or off-campus. Students may not live with or stay in a hotel room with a non-related peer of the opposite gender, even if the relationship is not sexual. The promotion, advocacy, defense or ongoing practice of a homosexual lifestyle (including same-sex dating behaviors) is also contrary to our community values.

3. PUBLIC DISPLAYS OF AFFECTION

Participation of inappropriate displays of affection in public areas of the campus.

4. PORNOGRAPHY

Pornography is defined as viewing, possession, purchase, or distribution of any pornographic materials in any form (magazines, photos, CD ROM, games, computer games, Web sites, etc.). Computing Services has a complete policy available for the appropriate use of the Internet and the University’s computers, www.uu.edu/computing/aup.htm. (Ephesians 5:1-5 *“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ and of God.”* NIV)

II. SELF-DISCIPLINE

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social, and emotional wholeness. We value the full development of every student in terms of a confident and constructive self image, of a commitment to self-discipline, and of a responsible self-expression. (Galatians 5:22-26 *"By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, and self-control. There is no law against such things. And those who belong to Christ Jesus have crucified the flesh with its passions and desires."* NIV)

1. ALCOHOLIC BEVERAGES

The possession, use, purchase, or distribution of alcoholic beverages is prohibited on campus.

The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus is also prohibited. In addition, drunkenness at off campus functions would be inconsistent with Union University values.

2. USE OR POSSESSION OF ILLEGAL DRUGS

The purchase, possession, use, or distribution of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. A substance of abuse is any form of narcotics, hallucinogenic, sports enhancement or "street drug," and any other controlled substances as defined by law. Local law enforcement may be called.

3. GAMBLING

To play or game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

4. TOBACCO

Realizing that the use of tobacco is harmful to health, Union University does not allow the use of tobacco in any form inside any of its facilities. In addition, the University strongly encourages individuals to respect themselves, others and the overall community enough to abstain from all tobacco use in any location. Union University is a smoke-free campus and smoking is not permitted. Smoking cessation classes are available for those wishing to quit an addiction.

III. ACADEMIC & PERSONAL INTEGRITY

We value a campus community that encourages personal growth and academic development in an atmosphere of Christian influence. We affirm the necessity of both academic and personal standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. (Proverbs 12:22 *"The Lord detests lying lips, but he delights in men who are truthful."* NIV)

1. ACADEMIC INTEGRITY

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids on examinations and all graded assignments, to refuse to give or receive information on examinations and all graded assignments and to turn in only those assignments which are the result of their own efforts and research. Faculty are to accept the responsibility for discouraging cheating. They are to make every effort to provide physical conditions which will deter cheating. They are to be aware at all times of activity in the testing area. Any student found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the Program

Director. If the student deems this action unfair, he/she may request a hearing before the Program Director and instructor. A written report of this hearing and decision will be retained by the Program Director. If either the student or faculty member involved deems the Program Director's action unsatisfactory, he/she may request a hearing before the academic dean. The decision of academic dean is final.

2. PERSONAL INTEGRITY

This is considered lying or committing fraud on any level.

IV. RESPECT FOR PROPERTY AND THE ENVIRONMENT

We value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property we recognize the accountability of our actions to the future Union community. (Exodus 20:15 *"You shall not steal."*; Psalm 24:1 *"The earth is the Lord's, and everything in it, the world, and all who live in it."*; Genesis 2:15 *"The Lord God took the man and put him in the Garden of Eden to work it and take care of it."*; I Cor. 4:2 *"Moreover it is required of stewards that they be found trustworthy."* NIV)

1. LITTERING

Intentionally throwing trash on the ground.

2. PROPERTY DESTRUCTION

Actions that violate this Community Value include damaging, destroying, defacing (in any way) property belonging to others or to the University.

3. UNAUTHORIZED ENTRY

This occurs when one enters into any University building, vehicle, office, gated parking lot, student room or window or onto any building without prior authorization.

4. STEALING AND POSSESSION OF STOLEN OR LOST PROPERTY

This is defined as the unauthorized taking, borrowing and/or keeping of property belonging to the University or others.

5. SETTING A FIRE AND ARSON

Deliberately lighting a fire.

6. POSSESSING FIREARMS, OR WEAPONS

This is the possession, whether open or concealed, of any weapon (including, but not limited to paintball guns, slingshots and airsoft guns) that could be used to intimidate, scare, or harm others or possession of materials used to manufacture bombs, firearms, or weapons.

7. TAMPERING WITH FIRE SAFETY EQUIPMENT/INTERCOMS/NETWORK CABINETS

Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, or other safety equipment puts others at risk of injury. Tampering with such equipment is strictly prohibited.

8. MISUSE OF UNIVERSITY E-MAIL/NETWORK

Students are held responsible for abiding by the computer acceptable use policy found at uu.edu/computing/aup.htm.

V. RESPECT FOR COMMUNITY AUTHORITY

We value our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including University, municipal, state and federal laws. (Romans 13:1, 2 *“Let every person be subject the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God. Therefore whoever resists authority resists what God has appointed, and those who resist will incur judgment.”* NIV)

1. BREACH OF PEACE

Breach of peace is any action which disrupts the peace or which endangers or tends to endanger the safety, health, or life of any person. It also includes the disruption of the functional processes of the University by individuals and/or organizations.

2. INSUBORDINATION

Failure to comply with a request, written or verbal, of an authorized University staff member constitutes insubordination. Failure to comply based on a difference of opinion is not an acceptable response.

3. BREAKING A CITY, STATE OR FEDERAL LAW

All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints or indictments by government entities are not prerequisite for University action under this section.

Values Violation Sanctions

Union seeks to be a grace-filled community that balances personal freedom with responsibility. Students found in violation of the above values will meet with their advisor, program chair or dean. While the university seeks to be restorative in nature, certain violations (including drug use) do require immediate dismissal from the program for not less than one semester. Sanctions for adult students normally include a written letter of reprimand; however a continued community values violation could result in program dismissal.

Values Violations and the Judicial Process

THE JUDICIAL PROCESS

The purpose of the Values Violation Process is to give fundamental fairness and consistency to a student who has possibly violated a Union University Value. A student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in the judicial process.

A. Any student, faculty, staff, parent or guest may present an oral or written report (incident report form) of the facts as they know them regarding the alleged violation.

B. This report is referred to the Assistant Dean of Students or a Residence Director. If there is substantial evidence to support the alleged violation, he/she will arrange a meeting with the student. In the case of allegations of academic dishonesty, the faculty member, chair and/or Dean of the school will arrange a meeting with the student.

C. The student will receive written or verbal notification from the Assistant Dean of Students or Resident Director that there is an alleged judicial violation and meeting. Failure by the student to appear for a scheduled meeting of which he/she had been officially notified will necessitate a decision be made by the University without the student's input. A summons to a judicial meeting takes precedence over any University class or activity.

D. After the meeting takes place, the degree of involvement will be established and a sanction will be given.

E. The student will receive written notification of the outcome of the judicial meeting listing any assigned sanctions. Faculty advisors will be copied on all judicial letters.

F. Any student has the right to appeal the decision of any disciplinary meeting if the student believes the treatment received was unjust, all the facts in the situation were not taken into consideration or the action taken was too severe for the behavior involved.

G. Registration for subsequent terms or the conferral of academic degrees may be withheld and a student who may be in a position of leadership will be asked to temporarily step down from that position until the resolution of allegations of values violations has been resolved.

STUDENTS' RIGHTS

A. Procedures. The student will be informed verbally or in writing of the judicial process. Access to the judicial process is detailed in the *Campus Life Handbook* given to all students.

B. Meeting. Depending on the type of violation, the student will be heard by the Residence Director, Director of Residence Life, Assistant Dean of Students, or faculty member, chair or academic dean (academic dishonesty). The student may request a meeting before the faculty/student judicial committee. Depending on the nature of the violation, appeals will be considered by the Assistant Dean of Students, Faculty/Student Judicial Committee, Dean of Students, Academic Dean of the School or college, or Provost. The procedure for addressing academic violations is found in the "Grievance Procedure" section of the handbook.

C. Evidence. The student will be informed of all the evidence connecting him/her to the alleged value violation.

D. Testimony. The student may offer personal testimony, decline to testify against oneself or bring personal witnesses to the meeting.

E. Counsel. The student may bring one Union University faculty, staff or student to the meeting in the role of friend, advisor, and counselor.

THE APPEAL PROCESS

The University offers an Appeal Process to all students who feel the facts surrounding their judicial meeting merit an appeal.

1. The student must fill out an Appeal Form available in the Dean of Students' Office. This must be completed and returned within 48 hours after receiving notice of disciplinary sanctions.
2. The student may appeal a decision based on one of the following reasons:
 - a. The treatment received was unjust.
 - b. All the facts in the situation were not considered.
 - c. The action taken was too severe for the behavior involved.
 - d. The Student did not receive due process as outlined in the *Campus Life Handbook*.
3. The Appeal Form must be complete and detailed. Students are not guaranteed an interview with the judicial council hearing the appeal. All judgments on an appeal may be made solely on the information written in the appeal. This information must be directly related to one of the three reasons above. This information must also be typed and stapled to the Appeal Form.
4. The student will be provided an official written notification detailing the decision to accept or deny the appeal.
5. See the Grade appeal process.

READMITTANCE AFTER EXPULSION

Any student once having been admitted to Union University and then missing one or more semesters for judicial reasons (Fall or Spring) must be readmitted by the following process:

1. Complete a new application (fee is not required).
2. Clear all previous academic, social, and financial obligations. This includes written permission from the Dean of Students for re-admittance.
3. Submit official transcripts from any undergraduate institutions attended since leaving Union.
4. Submit a student transfer form from the last institution attended if it was a college other than Union.

READMITTANCE AFTER SUSPENSION FROM A RESIDENCE COMPLEX

Any student having been suspended for one or more semesters for judicial reasons must be readmitted by the following process:

1. Submit a \$100 housing deposit.
2. Interview with the Director of Residence Life and obtain written permission for re-admittance. (Re-admittance will be at the discretion of the Director of Residence Life and/or Dean of Students).
3. If the student is permitted to move back into the residence complex they will be readmitted at a Residence Complex Probationary status and will remain at that status until they have remained clear of any violations of Community Values for one full semester.

COMMUNITY SUPPORT AND REDEMPITIVE DISCIPLINE

From a Biblical perspective, all discipline is redemptive in nature, seeking to reconcile the individual to God and to his/her neighbor. To assist in accomplishing this, Union attempts to model the Biblical ideal of redemptive discipline outlined in Matthew 18:15-18, James 5:19-20 and Galatians 6:12. Like a pyramid, most situations can be confronted and dealt with initially at the lowest level, student to student. If the problem is not resolved, it rises to the next level. As you rise up the pyramid, the options for disciplinary action are more limited. The goal is to resolve as many situations as possible involving as few people as possible. By doing so, relationships and individuals can be restored to the glory of God.

SEEKING TO CHANGE

Each student should be aware of his/her own behavior and the positive or negative effects that behavior can have on the community. If a student knows their behavior is outside the limits established by the University and sincerely wishes to get assistance in order to change that behavior prior to the University discovering the inappropriate behavior, the student may take the initiative to discuss this with a Resident Advisor, Residence Director, the Director of Counseling Services, the Director of Residence Life, or the Dean of Students without the threat of disciplinary action. This kind of problem is defined as a "personal problem," and the staff member will seek to work with the student toward the goal of restoration (Proverbs 27:5,6). Exceptions to this approach may be where behavior is repetitive, self-destructive, hazardous to others or self or involves a significant legal issue.

Student Acknowledgement Page

By signing below, I am verifying that:

I have read, understand, and agree to comply with the Union University policies and values that are stated in the Pharmacy Student Handbook.

I will uphold the professional ideals that have been bestowed upon me as a student in the profession of pharmacy.

Applicant's Signature

Date