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Belmont
University
College of
Pharmacy &
Health Sciences -
Pharmacy
Student Manual

Belmont University (BU) College of Pharmacy & Health Sciences
PHARMACY STUDENT MANUAL

The [Bruin Guide](#) communicates critical information about your rights and responsibilities as a student and prepares you to be successful in negotiating the policies and procedures of campus life. It includes the Community Code of Conduct, which describes our Community Commitments and the student disciplinary process, including specific policies reinforcing or related to the Community Commitments. Please refer to the online [Bruin Guide](#) for the most current and accurate version of university policies. This Student Manual is intended to supplement the [Bruin Guide](#) with information specific to your experience as a student in the School of Pharmacy.

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I. INTRODUCTION & INSTITUTIONAL IDENTITY

SCHOOL OF PHARMACY VISION, MISSION, AND VALUES

Vision

To be the primary destination for the education of pharmacists who seek to advance public health and transform healthcare.

Mission

We are an inclusive, Christ-centered community dedicated to purposeful teaching, scholarship, service and leadership to develop highly sought after pharmacists prepared to meet demands of a continuously changing profession.

Values

Curiosity, Courage, Collaboration, Humility, Justice, Service

ACCREDITATION

SACSCOC Accreditation

Belmont University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of BU. Full accreditation information is available in the [Graduate Catalog](#).

ACPE Accreditation

The [Accreditation Council for Pharmacy Education \(ACPE\)](#) granted BU's School of Pharmacy full accreditation on June 24, 2012. ACPE is the official regulatory body that accredits all colleges/schools of pharmacy in the United States. The Accreditation Council for Pharmacy Education accredits Doctor of Pharmacy programs offered by schools and Colleges of pharmacy in the United States and selected non-US sites. 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.

II. PROFESSIONAL IDENTITY & CONDUCT

PROFESSIONAL CONDUCT

Students are expected to abide by the Oath of a Pharmacist and the Code of Ethics for Pharmacists. Students should remember that they represent BU, the College, the School, and the pharmacy profession with every interaction. Professionalism, patient confidentiality, and integrity are mandatory.

Oath of a Pharmacist

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.*
- I will promote inclusion and belonging, respect differences in all individuals, and address health disparities to advance health equity for all people.*
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for all patients.*
- I will respect and protect all personal and health information entrusted to me.*
- I will accept the responsibility to improve my professional knowledge, expertise, and self-awareness.*
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.*
- I will embrace and advocate changes that improve patient care.*
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.*

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."

Code of Ethics for Pharmacists

- A pharmacist respects the covenantal relationship between the patient and pharmacist.
- A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
- A pharmacist respects the autonomy and dignity of each patient.
- A pharmacist acts with honesty and integrity in professional relationships.
- A pharmacist maintains professional competence.
- A pharmacist respects the values and abilities of colleagues and other health professionals.
- A pharmacist serves individual, community, and societal needs.
- A pharmacist seeks justice in the distribution of health resources.

Code of Conduct

Belmont University College of Pharmacy & Health Sciences pharmacy students are expected to maintain the highest ideals of academic and professional conduct. The [Bruin Guide](#) outlines the community expectations, policies and disciplinary process in greater detail. All students accept the expectations and policies of this code and other University rules, regulations and policies when they are admitted to the University. Additionally, students should know the Oath of a Pharmacist and the Code of Ethics and should begin practicing these concepts while in the Doctor of Pharmacy program.

The School of Pharmacy has additional policies that govern student conduct: The Academic Integrity Policy, Professional Conduct Policy, Substance Abuse Policy, Social Media Policy, Obligation to Read University and College of Pharmacy & Health Sciences Email, and Dress Code. Students in the Doctor of Pharmacy program at BU are subject to standards and policies published by BU; however, process and procedures outlined herein supersede those outlined in BU's [Bruin Guide](#) where they conflict.

The Code of Conduct expectations are categorized in the five areas below. Violations of any of these areas may result in disciplinary action.

I. Individual Worth –

SEE ANTI-DISCRIMINATION AND HARRASMENT POLICY, ALSO SEE SEXUAL MISCONDUCT POLICY in the [BRUIN GUIDE](#), ALSO SEE BU SCHOOL OF PHARMACY'S PROFESSIONAL CONDUCT POLICY

- Every student should demonstrate civility, respect for differing opinions, fair and just treatment for all.
- Students are expected to exhibit appropriate dress, language and conduct.
- The following will not be tolerated: harassment (verbal, electronic, physical, etc.), discrimination, hazing, assault, coercion, physical abuse or threats, intimidation, or creation or sharing of obscene materials.

II. Personal Integrity –

SEE BELMONT UNIVERSITY HONOR PLEDGE in the [BRUIN GUIDE](#). ALSO SEE BU SCHOOL OF PHARMACY'S ACADEMIC INTEGRITY POLICY

- Every student pledges to uphold the Honor Pledge: A Bruin does not lie, cheat, or steal, and does not tolerate those acts.
- Students must follow procedures/policies BU School of Pharmacy and experiential sites, including not misrepresenting one's status as a pharmacy student.
- The student bears the sole responsibility of avoiding dishonest behavior and maintaining his or her reputation for academic integrity.
- Cheating, plagiarism, forgery, deliberate deception, furnishing false information, alteration or misuse of any official document, abuse of computing resources will not be tolerated
- Additional possible violations include but are not limited to:
 - Adding a name to an assignment to which the student did not contribute
 - Assisting with academic dishonesty
 - Condoning academic dishonesty

III. Critical Thinking –

SEE BU SCHOOL OF PHARMACY'S PROFESSIONAL CONDUCT POLICY

- Every individual has the right to teach and learn.
- There should be no disruption or obstruction of teaching, research, or convocation.

IV. Self-Control –

SEE SOCIAL MEDIA POLICY, ALCOHOL AND DRUG POLICY in the [BRUIN GUIDE](#). ALSO SEE BU SCHOOL OF PHARMACY'S SUBSTANCE ABUSE POLICY

- Students should commit to self-control and to individuals' accountability for the effects their behaviors have on themselves and others.
- Students should not infringe on others use or enjoyment of University property or activities.
- Violation of policies regarding alcohol and drugs will not be tolerated.

V. Community Responsibility –

SEE THEFT POLICY in the [BRUIN GUIDE](#). SEE BU SCHOOL OF PHARMACY'S PROFESSIONAL CONDUCT POLICY

- Individuals shall respect the rights and property of others.
- Theft, knowingly possessing stolen items, damage to public or private property, or unauthorized entry or use of University premises will not be tolerated.

- Students are expected to attend on time required didactic or experiential activities, and to respond to emails in an appropriate time frame and in a professional tone.
- Students must comply with all University and College policies.
- Students must comply with federal, state, and local laws including the Health Insurance Portability and Accountability Act (HIPAA).

ACADEMIC INTEGRITY POLICY - Belmont School of Pharmacy

Acts of academic misconduct for which students are subject to sanctions may include, without limitation, cheating, unauthorized assistance or collaboration, inappropriate use of other's work/plagiarism, forgery, deliberate deception, furnishing false information, alteration or misuse of any official document, compromising examination security, multiple submissions, electronic dishonesty, abuse of computing resources or aiding, abetting, concealing, or attempting such acts.

Students should make sure they understand what is expected of them including when collaboration is permitted and when it is not. When in doubt, students should seek clarification from the instructor.

The University Academic Misconduct policy and procedure will be followed. When faculty submit a form, a copy should be sent to the chair of the Belmont School of Pharmacy's Academic and Professional Standards Committee (APSC). APSC will review the reports on an annual basis to assess for equity and fairness within the School and will provide a report to the full faculty.

PROFESSIONAL CONDUCT POLICY - Belmont School of Pharmacy

Generally, the School of Pharmacy will take action for misconduct that occurs on campus, on experiential rotations, or at events sponsored by the School of Pharmacy or BU whether held on or off campus. However, the School of Pharmacy may take action for other off-campus behavior that adversely affects the School of Pharmacy's community, mission, or reputation. The College of Pharmacy & Health Sciences has a vital interest in the character of our students and may regard off-campus behavior, including behavior online, as a reflection of a student's character and his or her fitness to continue as a member of the student body. All forms of professional misconduct are subject to disciplinary action. Professional misconduct includes, but is not limited to the following categories of behavior:

- violating BU's policies,
- harassment (verbal, electronic, physical, etc.),
- discrimination,
- hazing,
- assault,
- coercion,
- physical abuse or threats,
- intimidation,
- creation or sharing of obscene materials,
- disruption or obstruction of teaching, research, or convocation,
- consistent absence or tardiness from required didactic or experiential activities (without approved accommodations),
- failure to respond to emails in an appropriate time frame and in a professional tone (see section 'Obligation to Read University and School of Pharmacy E-Mail),
- misrepresenting one's status as a pharmacy student or refusal to follow procedures/policies,
- infringing on others use or enjoyment of University property or activities,
- theft,
- possession of stolen items,
- falsification of information or furnishing false information to a University official,
- damage to public or private property,

- unauthorized entry or use of University premises,
- failure to comply with all University and School policies,
- failure to comply with federal, state, and local laws including HIPAA,
- soliciting, aiding, abetting, concealing, or attempting conduct in violation of this policy.

When a student organization engages in violations of professional conduct, actions may be taken against the student members as well as the organization itself.

Any pharmacy student charged of a felony of any type or of a drug/alcohol offense while a student at BU must report that offense to the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA) within 10 days of being charged.

Professional Conduct Policy

For professional conduct violations occurring in an academic course (includes experiential courses)

Reporting by students or other individuals who are not instructors in the course:

A Professional Conduct Form with evidence should be completed and submitted to the course coordinator of the course where the violation occurred. Anonymous forms will not be accepted; however, the reporter's name will be redacted from the copy shared with the student that has allegedly committed the violation

Reporting by the instructor and/or responsibility of the instructor following receipt of a Professional Conduct Form:

The instructor should email the student that has allegedly committed the violation to request a meeting within 2 weeks of learning of the potential violation. The student is expected to respond to this email within 2 business days. The instructor will discuss the potential violation with the student and then complete or add to the Professional Conduct Form as appropriate and deliver an appropriate sanction. The student should also sign the Professional Conduct Form. If there is no student response to the instructor email, adjudication should move forward. The instructor should retain a copy for their files and the signed Professional Conduct Form should be forwarded to the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA). If the instructor deems that no violation occurred after meeting with the student, the Professional Conduct Form will be discarded. The ADPSPA will provide a summary of all Professional Conduct Forms received but not forwarded to APSC at the next APSC meeting.

Sanctions that may be assigned by the instructor may include, but are not limited to: an additional assignment, compulsory attendance at education programs, assigned seat in classroom, reduction of overall course grade, removal from classroom/rotation/event until resolution reached.

For professional conduct violations occurring outside of an academic course

A Professional Conduct Form should be completed and submitted to the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA). Anonymous forms will not be accepted. The ADPSPA should email the student that has allegedly committed the violation to request a meeting within 2 weeks of learning of the potential violation. The student is expected to respond to this email within 2 business days. The ADPSPA will discuss the potential violation with the student and then complete or add to the Professional Conduct Form as appropriate. If the ADPSPA deems that no violation occurred after meeting with the student, the Professional Conduct Form will be marked "no evidence of misconduct found, no action" and will be kept for APSC review and then discarded if no further action is pursued. The ADPSPA will provide a summary of all Professional Conduct Form forms received but no evidence found to APSC at the next APSC meeting.

Professional Conduct Form process once received by ADPSPA

For all Professional Conduct Forms the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA) will provide the Form and any associated documents to the Academic and Professional Standards Committee (APSC). The APSC will review the materials and will decide either:

1. The violation was appropriately handled and no further action is necessary. The materials will be added to the student's academic file, unless no evidence of misconduct found, no action and a recommendation will be made regarding eligibility for School Scholarship/Awards. A letter with APSC recommendations will be sent to the student within 5 business days of the APSC meeting and will be copied to the instructor if the violation occurred within a course, and the student's faculty advisor. Forms with 'no evidence of misconduct found' will be shredded.
2. A hearing with the student and the APSC should be scheduled to determine additional actions. All students who have a second or greater violation for the same offense will automatically be scheduled for a hearing.

A hearing is not a court of law. No attorneys shall be present at the meeting. The purpose is to investigate complaints, determine facts, and assign sanctions if the student is determined to have committed a violation. Hearings will be confidential. APSC may assign additional sanctions for the student. Additional sanctions may include, but are not limited to: public or community service, research projects, compulsory attendance at education programs, presentations, additional courses, probation, suspension, dismissal, removal from leadership positions, removal from experiential site, restitution, and/or loss of eligibility for: leadership positions, student organization membership, participation in student activities, or travel funds. Alleged violations of University policy may be forwarded to the Office of Student Conduct. A letter with APSC recommendations will be sent to the student within 5 business days of the APSC meeting and will be copied to the instructor if the violation occurred within a course, and the student's faculty advisor.

Appeals of Professional Misconduct

A student who is found responsible for a violation of a professional conduct and is sanctioned, may appeal in writing. If appealing a sanction by an instructor, the student should appeal to the Academic and Professional Standards Committee (send appeal to Sr. Associate Dean for Academic Innovation & Effectiveness). If appealing a sanction by the Academic and Professional Standards Committee, the student should appeal to the Dean. Appeals should be submitted within ten (10) business days of the receipt of the decision rendered by the instructor or APSC.

The written appeal shall clearly state the reason(s) for appeal. Acceptable reasons for an appeal are an assertion and evidence that:

1. Rights have been violated through the Academic and Professional Standards Committee investigation process;
2. The sanction is inappropriate for the infraction for which the student was found responsible; or
3. There is information that was unavailable at the time of the original hearing which would alter determination of responsibility, or which would alter the sanction.

The APSC or Dean (as appropriate) shall render a decision within 10 business days of receipt of the appeal. The APSC or Dean may uphold the decision of the instructor or Academic and Professional Standards Committee, or may modify the decision by reducing or increasing the level of sanctions imposed or modifying any terms and conditions of the initial sanctions. Decisions of the Dean are final.

Students with a Professional Conduct Form violation on file

Students who have a Professional Conduct Form violation in their file for either academic or professional misconduct may be ineligible for certain School Scholarships/Awards/Leadership Position, or school-sponsored travel as recommended by APSC. Additional violations will result in increasing sanctions and may put the student's status with the University in jeopardy.

Professional Conduct Commendation Form

Students that have been found to have exceptional or outstanding professionalism may be commended by completion of the Professional Conduct Commendation Form. Examples may include: accepting and fulfilling responsibilities beyond expectations in student organization activities or other, going above and beyond to provide care for patients, modeling leadership traits. This form will be added to the student's file and a list of current students with commendation forms will be communicated to the School of Pharmacy Office of Student Affairs each term.

Dismissal from or Failure Due to Professionalism on Experiential Rotation

A preceptor or experiential rotation site may dismiss a student from rotation due to unacceptable behavior and/or other valid reasons which are deemed detrimental to patient care including but not limited to dismissal for lack of knowledge or professionalism. Following a dismissal from an experiential rotation or failure of an experiential rotation due to professionalism, the Director of Experiential Education will complete a Professional Conduct Form and submit it to the Assistant Dean for Pharmacy Student and Professional Affairs and the Academic and Professional Standards Committee (APSC) review. The Academic Integrity and Professional Conduct Policies will be followed. In the case of violations occurring during experiential rotations, the Director of Experiential Education will be invited to the hearing. If a student is determined to be suitable to continue with Introductory Pharmacy Practice Experience (IPPE) or Advanced Pharmacy Practice Experience (APPE) rotations, there is no guarantee that another rotation to fulfill curricular requirements will be available during the current academic year. If a site is not available or a student refuses placement in a site that is available, it will be necessary to defer the rotation and may delay graduation.

REPORTING DISCRIMINATION/HARASSMENT

See also the Sexual Misconduct Policy in the [Bruin Guide](#). Inquiries or complaints of sexual discrimination/harassment, pregnancy discrimination, sexual misconduct should be directed to:

Carly G. Elliott, J.D.

Director of Institutional Compliance and Title IX Coordinator

615-460-6894

carly.elliott@belmont.edu

TitleIX@belmont.edu

Complaints of non-sexual harassment/discrimination (including race, color, national or ethnic origin, disability, or military service): Dean of Students: Deanofstudents@belmont.edu

SCHOOL OF PHARMACY NON-DISCRIMINATION STATEMENT

BU's School of Pharmacy is fully committed to the principles of diversity, equity, inclusion, accessibility, justice, and anti-racism. It is our goal that students with diverse backgrounds and perspectives feel welcome and included, that students' learning needs be met, and that the diversity that each student brings be viewed as an asset and strength.

CONFIDENTIALITY

Students must avoid discussing confidential, commercial/proprietary, and patient information because breach of

confidentiality is against federal law and negatively affects the involved parties and the reputations of the College and university. To assure confidentiality within the academic and clinical settings, students and faculty must monitor the parties with whom they discuss issues of a personal nature, and the environment in which this is done. All students must also comply with relevant state and federal confidentiality laws, including the [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#). Because students have access to personal health information for patients during introductory and advanced pharmacy practice experiences, they must respect the confidential nature of all information to which they have access, including but not limited to: patients' personal health information provided to them orally or contained in patient medical records or maintained on a facility's electronic information system. Students must not search for information on anyone who is not their patient at that time. Violations of confidentiality, including HIPAA regulations, are treated as academic integrity violations because they occur, most frequently, within the context of required core courses, and fall outside stated acceptable course behaviors/activity. Reporting guidelines are spelled out in relevant course syllabi; however, reports of HIPAA or other violations as mentioned above can be made directly, in writing, to the Sr. Associate Dean for Academic Innovation & Effectiveness.

SUBSTANCE ABUSE POLICY

All BU's Pharmacy students must be physically and mentally fit to participate in pharmacy practice experiences and free of the influence of drugs or alcohol. The University and School may impose disciplinary sanctions upon any student who is found to be in violation of the law or policies relating to the unlawful possession, use, or distribution of drugs and/or alcohol.

BU's Pharmacy students must successfully complete drug screening (10-panel) using college-approved vendors. The expense of the drug screen is the responsibility of the student. Testing schedules include:

- Prior to matriculation as part of the admissions process
 - The School of Pharmacy will utilize PharmCAS to provide results of a 10-panel drug screen for deposited applicants prior to matriculation. Individual results will be sent directly to the Director of Experiential Education in the BU School of Pharmacy.
- Annually on a schedule determined by the school beginning in the first year
- Periodically according to contractual obligations and specific requirements with introductory and advanced clinical practice sites.
 - Any student who refuses drug screening for a clinical rotation site or who misses the 72 hour drug testing window will be considered to have a positive test and the student will be subject to disciplinary action through this policy.
- A repeat sample (at the student's expense) will be required if a dilute sample is reported.
- Periodically if reasonable suspicion that a substance abuse problem exists.
 - Pharmacy students may be required to undergo screening for drug and/or alcohol abuse if they exhibit behaviors that raise suspicion of substance abuse. These behaviors include, but are not limited to:
 - Aberrant or unusual behavior
 - Reliable information from independent sources
 - A pattern of abnormal or erratic behavior
 - Arrest or conviction for a drug- or alcohol-related offense
 - Being identified as the subject of a criminal investigation regarding substances of abuse
 - Appearance of impairment at school, while engaged in the School of Pharmacy business on/off the University's campus or in a clinical setting.

All pharmacy students will undergo at least four drug screenings during their program of study.

Although some states have legalized recreational or medical use of marijuana or tetrahydrocannabinol (THC) containing products, possession, use, or being under the influence of these products, any time or at any location during the student's tenure in the program is a violation of policy and will result in discipline.

Additionally, there are some cannabidiol (CBD) formulations that look and smell identical to marijuana. Please be advised that because these formulations may contain THC levels above the legal limits and are indistinguishable from marijuana without further testing, we strongly discourage their use at any time. Legal cannabidiol products may contain THC and can result in positive drug screen for THC. Since a positive screen that results from use of CBD product cannot be differentiated from the use of marijuana or another THC containing product, they will be considered a positive drug screen and result in the same disciplinary action. Use of CBD products outside of a physician's care is discouraged for this reason.

Response to Positive Findings

All positive drug screens or evidence of alcohol abuse, abuse of legal items intended to mimic the effects of illegal drugs or obtain a high, or the misuse of legal drugs by the student will be communicated to the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA). The student should be immediately removed from patient care or direct work with all pharmaceuticals until cleared to return by the College and experiential site. The ADPSPA will communicate with the student to request additional documentation.

- In the event of a confirmed positive drug screen, the implicated student may provide documentation from a physician that they are legally taking the drug(s) in question. Students with positive drug screens due to legally prescribed medication(s) will be cleared to go to or return to their clinical sites or will be cleared to matriculate.

Following a positive report, the ADPSPA will communicate with the Chair of the Academic and Professional Standards Committee (APSC) to schedule a hearing with the Committee members and the student. The Committee will determine disciplinary action as below:

Pre-matriculation:

- Admission may be revoked based on evidence that a student has engaged in alcohol abuse, the misuse of legal drugs, or the use or abuse of legal substances or products intended to mimic the effects of illegal drugs or produce intoxication.

Post matriculation, first offense:

- The student may be required to participate in a college-identified professional substance use disorder intervention program and any BU/School of Pharmacy-mandated counseling programs. All related costs are the student's responsibility.
 - This pathway is consistent with the pharmacy profession's understanding that addiction is a treatable disease and may not, by itself, pose insurmountable barriers to participation in the profession.
 - If a student does not consent to participate, or does not fully comply with the terms of the treatment plan/contract, the student will be dismissed from the School.
- A positive drug test connected to the individual's verified participation in distribution or diversion of drugs/controlled substances, violence against persons, possession of a weapon illegally, or any other crime or pattern of criminal behavior, which the APSC has determined warrants dismissal from the degree

program, will remove the option for the student to return to the program following treatment and demonstration of continuing sobriety.

Post matriculation, second offense:

- A second confirmed positive drug test or second drug/alcohol offense will result in dismissal from the program with no option for return.

Appeals of Committee decisions should follow the 'Appeals of Student Status'.

SOCIAL MEDIA POLICY, PROFESSIONALISM & GUIDANCE

Student pharmacists are expected to exercise professional judgment when using social media. While students have the right to express personal opinions on their personal social media accounts, they should recognize that online content may affect their professional reputation, relationships with patients, preceptors, faculty, classmates, employers, and the pharmacy profession.

Students should avoid using social media as a platform for impulsive, hostile, or derogatory comments regarding patients, preceptors, faculty members, classmates, experiential sites, healthcare organizations, or Belmont University. Concerns, frustrations, and disagreements should be addressed through appropriate professional and University channels whenever possible rather than through public online posts.

Before posting, students are encouraged to consider whether the content:

- Reflects the professionalism expected of a student pharmacist;
- Respects the dignity and privacy of others;
- Could negatively affect patient trust, professional relationships, or the reputation of the individual, School, or profession; and
- Would be appropriate to share with future employers, residency programs, patients, faculty members, and colleagues.

Social media activity that violates University policies, professional standards, patient privacy requirements, or the Bruin Guide may be subject to disciplinary action.

Students should **NOT**:

- Share the personal health information of other individuals. Removal of an individual's name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical mission trips) may still allow the reader to recognize the identity of a specific individual.
- Report private (protected) academic information of another student or trainee.
- Represent yourself as an official representative or spokesperson for the institution.
- Represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent any prohibitions listed in the Professional Behavior Standards.
- Knowingly distribute false evidence, statements, or charges against another student or faculty/staff member.
- Contribute to or engage in any activity which disrupts or obstructs the teaching, research or extension programs of the School of Pharmacy or University, either on the campus or at affiliated training sites.
- Threaten or engage in acts of physical violence to BU administration, faculty, staff, or students.
- Harass, in any form, BU administration, faculty, staff, or students.

- Display any kind of content that implies disrespect for any individual or group because of age, race, gender, ethnicity, ability, or sexual orientation.
- Display images that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or other illegal activity.

If students choose to list an email address on social media they should use a personal email address (not a bruins.belmont.edu address) as the primary means of identification.

Posting of certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. In addition, postings may violate the College Code of Ethical and Professional Conduct and as such expose the student to penalties outlined in the Code. Students should also be aware that no method of privatization is perfect and that undesigned individuals may gain access to your site. In addition, once posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Future employers may be able to gain access to your postings and consider information gathered in making their decisions regarding employment. Therefore, students are encouraged to use social media in a mature, responsible, and professional manner.

It is important to note that BU has a related internet & computer use policy as well as a social media policy for all students on campus. This includes all pharmacy students, including P4 students and students who are on introductory or advanced pharmacy practice experiences. **Unauthorized sharing of class content on the Internet, including via social media, is prohibited by university policy and state and federal law. Students in violation will be subject to discipline under the [Bruin Guide](#)'s Academic Honor Code and/or the Library and Information Technology Services Department's Acceptable Use Policy.**

References:

1. American Association of Colleges of Pharmacy, & Professionalism and Social Media Task Force. (2022). Social media resource guide for faculty, students, staff, and administrators: Harnessing its power to further the professional goals and image of the profession. American Association of Colleges of Pharmacy. <https://www.aacp.org/sites/default/files/2022-07/aacp-social-media-resource-guide.pdf>
2. The University of Louisiana at Monroe School of Pharmacy Social Media Policy, <https://www.ulm.edu/pharmacy/documents/ospa/socialmedia.pdf>

Obligation to Read University and School of Pharmacy E-mail

E-mail is an official means of communication at BU and the School of Pharmacy. The University and the College of Pharmacy & Health Sciences send communications to students by e-mail and have the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways. Students are responsible for accessing and reading their e-mail messages on a regular and frequent basis. Regular and frequent is described as almost daily, if not daily. Students will be held to have constructive notice of all campus e-mails sent to them. Furthermore, students are responsible for checking their “MyBelmont” accounts and Canvas accounts on a regular basis.

DRESS CODE

All students are expected to maintain a professional appearance. Students must exhibit good judgment in their personal hygiene and appearance to foster an effective professional educational environment.

- Good personal hygiene is required.
- Conservative use of fragrances is expected in consideration of others with respiratory restrictions.
- Clothing should be clean, properly fitted, and not expose midriff, cleavage, upper thighs, or undergarments.
- Tattoos and garments with words or illustrations which are obscene, unprofessional, or offensive are not allowed; inappropriate tattoos will need to be fully covered. Inappropriate clothing includes depictions of alcohol, illicit drugs, tobacco products, or smoking materials.
- Casual wear clothes (such as T-shirts, sweatshirts, and jeans) may be worn in class, but they should be in good condition.
- Shoes should be clean and in good repair and are required at all times.
- Brimmed hats are not permitted during exams.
- Closed-toed shoes are required for all labs.
- Lab coats and name tags may be required, and they should be kept in good condition.

The dress code may be superseded by course guide or practice site requirements. A course coordinator or practice site faculty may also set forth additional standards of attire, and adherence to these guidelines is mandatory. The dress code is in effect during class and when students are engaged in activities representing BU's School of Pharmacy. It is essentially self-enforced by the usual and expected student cooperation with the School of Pharmacy's policies. Students not dressed according to the dress code or class syllabus requirements may be refused admittance to that activity until their dress is moderated.

III. ADMISSION, COMPLIANCE & STANDING REQUIREMENTS

TECHNICAL STANDARDS FOR ADMISSION, RETENTION AND GRADUATION

Technical standards are attributes considered essential to earning a Doctor of Pharmacy degree and to prepare students for the practice of pharmacy. These characteristics are foundational to providing competent, safe, and effective care in any and all pharmacy-relevant facets of healthcare. The five standards: observation, communication, motor and sensory abilities, intellectual, integrative, and quantitative abilities, and behavioral and social attributes, describe essential functions necessary to fulfill the requirements of a pharmacy education and are required for entrance to, continuation in, and graduation from the Doctor of Pharmacy program.

- I. **Observation** - Students must have sufficient tactile, auditory, visual, and motor functions to successfully complete didactic courses and practice-based activities. This includes being able to observe demonstrations and experiments, observe activities of technical staff under their supervision, directly and accurately observe a patient's physical condition, as well as non-verbal and verbal signals. The student must be able to obtain a history and perform physical assessments to develop a comprehensive and complete therapeutic plan.
- II. **Communication:** Students must be able to communicate (read, record, interpret, and convey information) accurately, efficiently, and professionally via oral and written means in English with patients, caregivers, members of the health care team, students, and faculty in the clinical environment as well as the didactic curriculum. The student must be able to communicate through

verbal and non-verbal means in a professional, sensitive, socially aware, and empathic manner in classes and in practice. This includes the following abilities:

- III. **Motor and Sensory Abilities:** Students must have sufficient tactile and physical faculties to complete the daily tasks of a pharmacist. Physical stamina is necessary for maintaining patient safety in busy clinical settings. Students must be able to accurately compound and prepare sterile and non-sterile dosage forms, gather information through palpitation, auscultation, percussion, and other diagnostic maneuvers necessary to provide general care and emergency treatment to patients (e.g. cardiopulmonary resuscitation), demonstrate proper drug delivery devices to patients or caregivers, and administer injections.
- IV. **Intellectual, Integrative, and Quantitative Abilities:** Students must possess the intellectual, conceptual, integrative, and quantitative qualities and habits necessary to master a complex curriculum. Students must be able to learn through a variety of modalities, memorize, measure, calculate, reason, analyze, interpret, and synthesize information in order to form evidence-based conclusions for decision making. Students will need to comprehend spatial relationships and three-dimensional models, think critically and problem-solve independently, appropriately prioritize tasks, be self-aware and committed to self-improvement, and be able to adapt to new situations or circumstances.
- V. **Behavioral and Social Attributes:** Students must possess emotional and mental abilities to develop effective relationships with other students, faculty, patients, caregivers, and the health care team members of different cultures and backgrounds, comply with all federal and state laws, and act in the best interest of the patient. These attributes include: integrity, maturity, awareness, compassion, kindness, interpersonal skills, motivation and sensitivity. Students must demonstrate ethical decision making, cultural competence, and maintain privacy and confidentiality. Students must have emotional and physical stamina to work effectively in stressful environments with taxing workloads.

Admitted students must possess the intellectual, emotional, and physical abilities listed here as technical standards with reasonable accommodations provided to those with disabilities, to successfully complete the Doctor of Pharmacy curriculum. Students must be able to independently and proficiently perform the desired skills.

Applicants are asked to review the Technical Standards and affirm that they meet the standards (with or without reasonable accommodation for documented disability) upon admission. The faculty monitors the maintenance of these standards.

In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Belmont University College of Pharmacy & Health Sciences does not discriminate against otherwise qualified individuals with disabilities. Candidates are expected to fulfill the technical standards with the appropriate accommodations made. Accommodation requests must be made by the student through processes established by BU. The Office of Accessibility Services is located within the Dean of Students office on the second level of the Beaman Student Life Center, Suite 200 and can be reached at (615) 460-6407. It is the student's responsibility to maintain these records in order to keep accommodation requests current each semester.

Failure to meet one or more of the technical standards will be reviewed by the APSC. The Chair of the committee will notify the student and arrange a meeting with the APSC. Recommendations set forth by the committee would be communicated to the student within 48 hours with follow-up as appropriate.

STUDENT TRAINING REQUIREMENTS

Students are responsible for maintaining on-going, documented coverage for the items below. Deadlines for proof of coverage are communicated via the Office of Experiential Education.

- Basic Life Support (BLS)
- Occupational Safety and Health Act (OSHA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Immunization Certification

HEALTH INSURANCE REQUIREMENT

Belmont University requires that graduate students maintain health insurance while enrolled in any course. A health insurance policy is available through the university. A student is automatically enrolled in the policy unless they opt-out. Notifications are sent to students with instructions on how to opt-in or opt-out each year. Students are responsible for providing proof of insurance coverage to the Office of Experiential Education annually. Students who do not meet deadlines for submitting required health insurance documentation are not allowed to attend courses associated with the School of Pharmacy, on- or off-campus. Students found to be non-compliant with this requirement may be administratively removed from courses; this action may affect curricular progression.

- Health insurance information (Submit a photocopy of the front and back of your card. This should be submitted to both the Belmont University Health Services and the School of Pharmacy's Office of Experiential Education prior to matriculation and annually thereafter to the Office of Experiential Education.)

HEALTH AND IMMUNIZATION REQUIREMENTS

All BU pharmacy students must meet all School and University health records requirements. Prior to matriculation new students must submit the following documents:

- With the office of Student Health Services submitted online to the Health Portal:
 1. Medical History Form
 2. Immunization Documentation
 3. Proof of Health Insurance
- With the Office of Experiential Education submitted online to pharmacy compliance monitoring system:
 1. Immunization Documentation
 2. Proof of Health Insurance (Item 3 above)
 3. CPR (Cardiopulmonary Resuscitation) certification for a Health Care Provider.

Faculty and student pharmacist participants shall fall under the full professional liability and general liability insurance provided by BU and the School of Pharmacy only for course related activities and approved co-curricular activities. Student pharmacists must also have individual liability insurance coverage to participate in approved events.

A completed health status/record set includes the following:

- Medical History Form (submitted online)
- Immunization record (submitted online with a copy given to the Office of Experiential Education). All vaccines are available from Belmont Health Services at a reduced cost, or students may obtain them from their primary healthcare provider.
- Required Immunization Documentation Includes:

Required

 1. MMR (Measles, Mumps, and Rubella), two doses, AND titers for Rubella, Rubeola, and Mumps. The State of Tennessee requires proof of MMR immunization for all students born on or after January 1, 1952. Students born before this date are exempt from this requirement.
 2. Adult Tetanus/diphtheria with evidence of booster (Tdap or TD) within 10 years.

- Date of most recent booster must be within the last ten years at all times while enrolled in the College.
- 3. Two-step TB skin test will be conducted in the fall semester of the P1 year and an annual one-step test each year thereafter.
 - Students must produce evidence of a two-step tuberculosis (TB) skin test (after the initial TB skin test, another TB skin test will be performed within 7 to 14 days) or a chest x-ray or IGRA lab for TB for those students with a history of a positive test.
- 4. Hepatitis B series AND evidence of immunity by positive blood titer.
- 5. Varicella (chicken pox) vaccine.
 - Students must provide written documentation of a positive varicella (chicken pox) titer drawn from a reputable laboratory: date and result.
- 6. Flu Shot annually during the time period of August/September to March.
- 7. The COVID vaccine may be required for an IPPE or APPE rotation without exception.
- 8. Physical examination prior to beginning Advanced Pharmacy Practice Experience Rotations.

Recommended

- 9. Hepatitis A
- 10. Meningitis

Failure to receive vaccines according to the timeframe indicated above may result in removal from courses including experiential rotations.

PROFESSIONAL LIABILITY INSURANCE REQUIREMENTS

Pharmacy students are required to maintain two types of professional liability insurance: group coverage and individual coverage.

Group Coverage

Students receive professional liability insurance through BU and are covered at the time of enrollment. This group coverage continues throughout a student's enrollment in the Doctor of Pharmacy degree program. Note, however, that students are covered **ONLY** while they are involved in university-related activities (classroom, lab and clinical education); this group coverage does not apply to a student's work or other non-curricular activities.

Individual Coverage

Pharmacy students are required to carry an individual professional liability policy which is purchased annually. This purchase process is coordinated by the School's Office of Experiential Education. Students must also be able to provide proof of coverage upon request. Failure to maintain individual professional liability insurance and/or failure to provide adequate and timely documentation of coverage will result in immediate removal from courses including experiential rotations; this action may impede curricular progression.

BACKGROUND CHECKS AND NOTIFICATION OF SIGNIFICANT EVENTS

Licensure to practice pharmacy requires more than success on national and state examinations; eligibility is determined by meeting standards for adherence to federal, state and local laws and for maintaining a code of conduct (personal and professional) befitting of a health care provider. Licensure is a privilege, not a right. As such, a student's non-academic actions can create an insurmountable barrier to completing the curriculum and/or meeting licensure eligibility. Criminal background checks are required before matriculation and prior to advanced

practice experiences annually. Self-reporting is also required to help ensure that students can achieve their professional goals concurrent with completing the prescribed course of study in pharmacy. Upon matriculation students are to perform a supplemental background check in order to confirm absence of negative actions involving employment and licensure.

Criminal Background Check

Criminal background checks required of pharmacy students are an academic progressions issue and are conducted prior to matriculation through Certiphi, Inc and annually thereafter. Results of the pre-matriculation checks are communicated to the Assistant Dean for Pharmacy Student and Professional Affairs within BU's School of Pharmacy.

The Chair of the APSC will be notified and will convene the committee within five working days to review any negative findings using an information summary with no student identifiers. The committee will determine matriculation eligibility and who (if anyone) to inform of case details for curricular planning. Students admitted at the end of the admissions cycle may not have sufficient time to complete the background check process prior to the start of classes; these students will be matriculated under the condition that they may not progress to the second semester of the program without successful completion of the background check process.

Annual Background Checks

Annual background checks are reviewed by the Office of Experiential Education. APSC will review any negative findings to determine if items meet the standard for further review. If the standard is met, the Chair will notify the Director of Experiential Education to proceed with advanced clinical assignments.

For reports meeting APSC review standards, the Chair will convene the committee within five working days to review negative findings using an information summary with no student identifiers. The committee will determine progression eligibility and who (if anyone) to inform of case details for curricular planning. School's needs.

International Student Background Check Waivers

In certain circumstances, a waiver of the international portion of the criminal background check may be considered for international students. Waiver eligibility is generally limited to students who:

- Hold a valid F-1 student visa that remains in effect throughout the period of enrollment for which the background check requirement would otherwise apply; and
- Have undergone vetting and background review as part of the visa issuance process; or
- Have resided continuously in the United States for at least five (5) years, such that a domestic criminal background check can reasonably assess the individual's record.

Requests for a waiver will be reviewed on a case-by-case basis by the School and may require submission of supporting documentation. Approval of a waiver is not guaranteed and may be influenced by factors including, but not limited to, country of origin, availability and reliability of foreign criminal history records, visa status, and requirements imposed by experiential education sites, affiliated institutions, regulatory agencies, or other external partners.

The School reserves the right to require a complete criminal background check at any time including the international portion, prior to experiential education placements or graduation, if required by clinical training sites, licensing authorities, applicable regulations, or other circumstances deemed relevant to a student's progression or eligibility for professional practice.

Response to Background Checks Positive Findings

Positive findings (conviction, plea of guilty, *nolo contendere* (no contest), or pending criminal charges) in the following areas exclude individuals from matriculation and/or progression within the college's degree-seeking programs:

- crimes involving violence against persons (not limited to murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children, family members or the elderly, abduction, robbery)
- crimes involving the distribution of drugs
- crimes involving the illegal use or possession of weapons (not limited to guns, knives, explosives, or other dangerous objects)
- crimes involving dishonesty or moral turpitude (not limited to fraud, deception, embezzlement or financial exploitation)
- any other crime or pattern of criminal behavior, which, in the faculty's opinion, warrants exclusion or dismissal from the degree program.

In the event an enrolled student engages in verified activities included in the exclusions above, and/or actions that affect a students' ability to complete prescribed curriculum or to be eligible for professional licensure, he/she will be removed from the School's academic program.

Appeals may be made to the Dean of the college who, under consultation with appropriate senior University officials, may choose to admit a candidate with or without stipulations and conditions i.e. mentoring, counseling, etc.

IV. ACADEMIC POLICIES & PROCEDURES

ABSENCE POLICIES

The purpose of the Absence Policy is to establish consistency in expectations for attendance across both the didactic (classroom) and experiential (IPPE/APPE) components of the pharmacy program. There are times when a student may need to miss a class. This policy addresses singular or very short-term absences (typically up to three days). Absences longer than three days may require a short-term (up to two weeks) or long-term leave of absence (two weeks to a year). (Refer to the Withdrawal and Leaves Policy for additional information.)

Belmont University is committed to the idea that regular class attendance is essential to successful scholastic achievement. Absence may be excused only for reasons specifically identified in this policy or as otherwise determined by the Assistant Dean for Pharmacy Student and Professional Affairs under the Other Extenuating Circumstances provision. Additionally, late registrants will have accrued some absences prior to formal registration in the course.

In the case of excused absence from class or rotation, students have the right and responsibility to make up all class work or rotation hours missed. Conversely, faculty are not obligated to accommodate students who miss assessments/assignments due to unexcused absences. Specific classes may have additional requirements for attendance and punctuality that supersede this policy. Students will be advised of these additional requirements in the course syllabus. The student shall not be subjected to any adverse or prejudicial effects because of this policy.

Procedure for excused absences:

All requests for excused absences must be approved by the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA). Approval of an excused absence does not waive course, laboratory, assessment, or experiential education requirements. Students remain responsible for completing all missed educational activities within timelines established by the faculty member, preceptor, or Director of Experiential Education.

- The ADPSPA should be notified as soon as possible for consideration of an excused absence unless otherwise specified for the type of absence as outlined above.
- The ADPSPA will communicate his/her approval on the request within 24 hours and notify all the affected faculty regarding the absence. In the case of IPPE and APPE absences, the ADPSPA will notify the Director of Experiential Education who will then communicate with the preceptor.
- Students may be required to submit documentation to the ADPSPA related to the absence. (Healthcare provider letter, military orders, etc.)
- Within 24 hours of clearance to return to class, the student must contact their faculty member/preceptor(s) via email regarding the make-up of coursework or experiential hours. In the case of IPPE and APPE absences, the student must copy the Director of Experiential Education on his/her communication with the preceptor.
- It is the responsibility of the student to work with the faculty member/preceptor to make up any missed work promptly and coordinate with the Director of Experiential Education for IPPEs and APPEs.

Absences may be excused for the following reasons:

- BU Student athlete(s) participating in official intercollegiate athletic events sponsored by the BU Athletic Department.
 - The student must have a Provost's excuse and present it to the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA) for each absence.
 - The student should notify the ADPSPA in writing at the beginning of the semester or rotation about the potential for missed classes or rotation days.
 - If experiential rotations will be affected, the ADPSPA will reach out to the Director of Experiential Education as soon as possible so that potential scheduling issues can be addressed during the rotation scheduling process, if possible.
- Student travel to pharmacy-related meetings (local, regional, national) which have been approved by the Dean in the College of Pharmacy & Health Sciences.
 - Upon approval, the ADPSPA will notify course instructors and the Director of Experiential Education of the planned absence.
 - Students must meet academic requirements for travel and should not have below a 70% in any course at the time of travel approval.
- Student illness, or serious illness, hospitalization, or death of an immediate family member. Immediate family is described as spouse/life partner, child, parent, legal guardian, sibling, grandparent, or grandchild including stepfamily members.

The ADPSPA may approve an excused absence for circumstances not specifically listed in this policy when the situation is extraordinary, unavoidable, and beyond the student's reasonable control.

- Student absences will be excused if the student provides documentation that he/she has to provide necessary care to the immediate family member. The ADPSPA may require documentation supporting the student's inability to attend. Documentation requirements will be determined based on the nature and duration of the illness.

- In the case of a death in the immediate family, an obituary or a funeral program must be submitted to the ADPSPA.
- Healthcare Appointments
 - Routine healthcare appointments should be scheduled outside of class and experiential education hours whenever feasible. Excused absences for healthcare appointments will generally be granted only when the appointment cannot reasonably be scheduled outside required educational activities or when delay could adversely affect the student's health.
- Scheduled Surgeries/Elective Procedures
 - If possible, scheduled surgeries/elective procedures should be scheduled to minimize absence from the program. If absence(s) cannot be avoided, the student must apply to the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA) for an excused absence.
 - Documentation from the student's healthcare provider, including clearance to return to class, must be provided to the ADPSPA.
- Pregnancy
 - Title IX requires a school to excuse a student's absences due to pregnancy or related conditions, including recovery from childbirth, when medically necessary. Every effort should be made to schedule routine appointments outside of class or IPPE/APPE hours. If a healthcare appointment conflicts with any of these, the student must notify their professor and the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA). Questions and concerns regarding pregnancy and related conditions should be directed to TitleIX@belmont.edu.
- Short-Term Military Service
 - Must submit letter from commanding officer detailing requested leave.
 - Absences longer than three days may require a short-term (up to two weeks) or long-term leave of absence (two weeks to a year). (Refer to the Withdrawal and Leaves Policy for additional information.)
- Jury Duty or Subpoena for Court Appearances
 - Students must provide documentation of the official request from the court of law.
- Religious Holidays
 - A student who is unable, because of his/her religious observances, to attend classes or to participate in an assessment, including but not limited to examinations, quizzes, or a rotation requirement on a particular day, may be excused from any such assessment and/or rotation. If excused, the student shall be provided an opportunity to make up the missed assessment(s) and/or rotation days if it does not create an unreasonable burden upon the University.
 - The student should notify the ADPSPA in writing at the beginning of the semester or rotation. Students requesting accommodation for religious observance should notify the ADPSPA in advance whenever possible.
- Other Extenuating Circumstances
 - Other extenuating circumstances that are not anticipated by this policy may occur. In these situations, students must confer with the ADPSPA to determine if an absence may be excused.

Return to Class(es)/Practice Experience(s)

Students are expected to return to class/practice experiences as soon as possible; however, they are not to return unless released by their health care provider to do so. Documentation of the ability to return to classes/practice experiences may be required. The ADPSPA will notify the student of the need for documentation.

Once able to return to classes/practice experiences, students should attend all classes and not be selectively absent from one class or experience and not the other(s) unless expressly sanctioned by the ADPSPA.

Unexcused Absences/Excessive Absences

If a student fails to follow the processes outlined above for an excused absence, the student absence will be deemed unexcused. The number of excused and unexcused absences will be monitored by the ADPSPA, who will contact the student to determine the circumstances surrounding the absences. Cases of excessive absences may be referred to the Academic and Professional Standards Committee (APSC) for review and determination of appropriate action, which may include academic intervention, remediation, a recommendation for a leave of absence, or other action deemed appropriate under School policies. Excessive absences are absences that, in the judgment of the School, interfere with a student's ability to meet course, laboratory, professional, or experiential education requirements, regardless of whether the absences are excused or unexcused. In rare circumstances where the nature of the emergency prevented timely notification, an unexcused absence may be reclassified as excused upon review by the ADPSPA and submission of appropriate documentation.

Any absence that has not been approved through the procedures outlined in this policy shall be considered an unexcused absence. Examples of absences that are generally not excused include, but are not limited to, personal travel, vacations, employment obligations, transportation difficulties, oversleeping, social events (including weddings and other ceremonies), and routine personal business.

Failure Due to Non-Attendance

According to BU policy, "should the number of absences other than Provost's Excused Absences exceed 20% of class meeting time (applicable to every term and part-of-term course) for a given student, the faculty member may assign the grade "FN" (failure for nonattendance) to that student."

Falsification of Information/Documents

Falsification, alteration, fabrication, or misrepresentation of information or documentation submitted in support of an absence request is prohibited and constitutes a violation of the School of Pharmacy's Professional Conduct Policy. Students found to have knowingly provided false, inaccurate, or misleading information during the absence request process may be subject to review and action in accordance with the Professional Conduct Policy.

Attempts to improperly influence, intimidate, pressure, or otherwise interfere with University personnel, healthcare providers, preceptors, or others involved in evaluating an absence request may also constitute a violation of the Professional Conduct Policy and may result in appropriate disciplinary action under that policy.

Failure to provide requested documentation, when required, may result in denial of the excused absence request. Absences unsupported by adequate documentation may be classified as unexcused unless otherwise approved by the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA).

EXAM POLICY & PROCEDURES

These examination procedures are intended to support student success by: (1) helping students prepare for national and state licensure and certification examinations through similar testing conditions; (2) promoting

professional conduct; and (3) providing a consistent and equitable testing experience across courses and instructors.

Students are expected to follow the expectations outlined in this policy. Situations in which these expectations are not followed will be addressed as a professionalism violation and/or an academic misconduct. All concerns will be handled in accordance with the School of Pharmacy Professionalism Policy and may be escalated to the University level depending on the severity of the infraction. Potential outcomes may include a score of zero on the assessment and/or additional course-level consequences as determined by the course coordinator.

Testing Expectations

- **Personal Belongings:** To help maintain a focused and secure testing environment, only approved testing materials should be kept at your desk. Backpacks, purses, and other personal items should be left at home when possible or, if permitted, placed in the area designated by proctoring faculty or staff (i.e. front of the room) at least 5 minutes prior to the exam start time. This includes all unauthorized electronic devices (e.g., phones, smartwatches, smart glasses, headphones without approved accommodations). Devices must be powered off and stored with personal belongings. Only the computer/tablet to be utilized during the exam is allowed at the student's desk. If you anticipate an emergency situation, you may notify the proctor in advance and request that your phone be monitored by the proctor during the exam.
- **Food and Drink:** Unless approved as part of an accommodation, food (including gum, candy, mints, etc.) and beverages (with the exception of water in a clear bottle with the label removed) are not permitted at the desk once the exam has begun. We encourage students to plan accordingly prior to the start of the assessment. Any approved food or drink is subject to being searched by the proctor.
- **Prohibited Items and Attire:** To ensure a fair and standardized testing environment, certain items are not permitted, including outerwear (coats, hats, scarves, hooded sweatshirts, etc.), blankets, sunglasses, smart/wearable technology, writing on the body, or any unapproved devices. If a proctor or faculty member asks that an item be removed, students are expected to comply. Head coverings without a brim will be permitted; however, students should not remove them during the exam. If removed, the proctor may ask to examine the article and may instruct the student to place it with their other belongings.
- **Scratch Paper and Exam Materials:** Scratch paper will be provided when appropriate. Students should wait until the exam has officially begun before writing on any materials. All scratch paper must be returned to the proctor at the end of the exam with your name clearly printed.
- **Technology Use:** Laptops used for testing must have a privacy screen installed. Only approved programs or exam software should be open during the assessment. Students must close all other applications prior to entering the testing environment.
- **Seating Arrangements:** When possible, students should allow space between themselves and others to support an optimal testing environment. Seating may be assigned at the discretion of the instructor.

Testing Conduct

- To mirror licensure testing conditions, all students – including those in alternative testing environments – will be monitored for the duration of the exam by a designated proctor.
- Students are expected to remain seated and work independently throughout the exam. Communication with others, sharing of materials, or leaving the testing area are prohibited. While bathroom breaks are discouraged, they may be permitted at the discretion of the proctor, who may accompany students as needed. Access to other areas of the building or personal belongings during this time is not permitted unless specifically approved.

- To promote fairness and consistency, questions about exam content will not be addressed during the assessment. Instead, students will be provided with a paper or electronic method to document any concerns or potential issues. Faculty will review all submitted concerns following the exam and address them during the grading process.

Exam Completion: At the conclusion of the exam, students must “check out” with the proctor before leaving the room. For exams administered through eMedley, students MUST display their green submission screen and wait for verification prior to exiting. For exams not administered via eMedley, the check-out process will be at the discretion of the course coordinator.

Timeliness: Exams will begin as scheduled. Students who arrive after the start time will have reduced time to complete the assessment. Students arriving significantly late (more than 15 minutes after the start time or after another student has submitted, whichever occurs first) will not be permitted to test. Students should follow the SOP Absence Policy for any missed examinations.

Make-Up Exams: Make-up exams will typically be scheduled to be completed in the University Testing Center.

Exemptions & Accommodations:

- Students who require a religious or cultural exception should follow the SOP Absence Policy.
- Students requiring an accommodation for a disability are encouraged to submit requests in advance to the Office of Accessibility Services (OAS). Early communication helps ensure appropriate support can be arranged.
- Disability accommodations can only be implemented once an official OAS accommodation letter has been received and reviewed. To ensure fairness and consistency for all students, only the accommodations specifically outlined in the OAS letter will be applied.
- Students with approved disability accommodations will typically complete examinations in the University Testing Center.

REMEDIATION POLICY

Remediation is solely for students who are unsuccessful in a course or assessment and is not available to those who wish to improve their grade. This policy applies to remediation only and does not preclude the use of retesting within courses.

- A. Remediation = the act of correcting something that is deficient
- B. Retest = to test again

Remediation Exclusion

Remediation will not be offered to students whose failing grade is due to violation of academic integrity, professionalism, and/or university or course attendance policies when the assigned sanction states that the student is ineligible for course remediation.

End of Course Remediation

1. Students who are unsuccessful in a course will be allowed to remediate the course failure given they do not meet the remediation exclusion criteria.
2. Students must also be eligible for remediation in accordance with School of Pharmacy remediation policy.
3. The course coordinator will notify the Sr. Associate Dean for Academic Innovation & Effectiveness if students have failed within two business days of posting their overall course grade on Canvas.
4. The Academic and Professional Standards Committee will review eligibility for remediation in the context of total academic performance in the semester and academic policies. The Chair of the Committee will then communicate with both the instructor and the student regarding remediation eligibility, timeline,

process, and options. Students will need to sign attesting to understanding prior to beginning remediation.

- a. Remediation of P1 courses will take place during weeks 14 and 15 of the fall and spring semesters and the Introductory Pharmacy Practice Experience (IPPE) scheduled during that time will be delayed until summer.
 - b. Remediation of P2 fall courses will occur during winter break. Remediation of P2 spring courses will occur during weeks 14 and 15 of the semester and the IPPE scheduled during that time will be delayed until summer.
 - c. Remediation of P3 fall courses will occur during winter break. Remediation of P3 spring courses will occur during an altered capstone course and into May with the beginning of advanced pharmacy practice experiences delayed.
5. If deemed eligible for remediation by the Academic and Professional Standards Committee and the remediation process will end following the semester, the student will be assigned a grade of "IP" (incomplete) in Banner.
 6. A student specific remediation plan will be created to address the student's deficiencies that led to course failure. Remediation should include a method or methods for the students to attain knowledge that they had previously had insufficient demonstration of and should not just be testing without this. The plan and timeline should be communicated to the student in writing. The student must meet with the instructor(s) prior to completing an assessment.
 7. After remediation the student will then be required to successfully complete an assessment demonstrating competency in these areas.
 8. The format of the assessment will be determined by the course coordinator. The course coordinator will establish and communicate the remediation plan including the assessment method, benchmark for successful remediation and the timeframe for completion.
 9. Remediation must be completed by the student no later than the first day of spring term courses (for fall semester didactic courses) or by June 1 (for spring semester didactic courses). The course grade will revert to the original failing grade received in the course at mid-term of the following semester if a change of grade form is not submitted.
 10. A student successful at remediation will receive a "Pass" or "C" for the course.
 11. A student unsuccessful at remediation will receive an "Fail" for the course.
 12. A maximum of 1 end of course remediation per semester per student is recommended. Approval by the Academic and Professional Standards Committee is required for more than 1 course remediation in a semester. See End of Semester Remediation Appeal Process.
 13. No student will be allowed to remediate more than a total of six didactic courses through end of course remediation within the PharmD program.
 14. No student will be allowed to remediate through end of course remediation a didactic course for which the student has previously received a final course grade of "F" within the PharmD program.

Remediation of Outcomes by Individual Students

Successful progress of individual students toward achieving program educational outcomes and educational outcomes outlined in ACPE standards are monitored through specifically identified assignments and test questions. Results by individual students are reviewed by APSC at the end of each semester. Students identified as below satisfactory progress on any educational outcomes will be assigned an individual remediation plan developed by APSC. Depending on the deficiency(ies), this plan may include required meetings with the Learning Specialist or additional assigned practice and assessments.

Repeating a Course

Students who fail a course and are ineligible for or unsuccessful in end of course remediation will need to retake the course. The Academic and Professional Standards Committee will make recommendations on summer course offerings to the Dean as a part of remediation planning. The availability of summer courses for remediation is not

guaranteed and will be considered when the Dean, in consultation with the Department Chair and Course Coordinator, approves the resources to offer the course and a minimum of 3 students register for the course.

Experiential Learning

As practice experiences are entirely experiential in nature, end-of-course remediation is not available. However, should a student not successfully complete a rotation, the student is encouraged to meet with the Director of Experiential Education to create additional learning activities to enhance their knowledge and performance on subsequent APPEs. Failed APPEs must be repeated with an equivalent experience

APPEALS, COMPLAINTS, AND GRIEVANCES

Grade Appeals

The grade and end-of-course remediation appeal process is designed to provide students with a clearly defined avenue for appealing the grade of an assignment/exam, or course grade he/she believes was based on prejudice, discrimination, arbitrary or capricious action, not related to academic performance.

Students have the right to appeal grades and course remediation eligibility decisions directly to the instructor if they believe that an incorrect grade has been assigned for the course, assignment/exam, or that the student should qualify for remediation.

The chain to be followed for didactic courses is: Course Instructor, Course Coordinator, Department Chair, Sr. Associate Dean for Academic Innovation & Effectiveness, and Dean. The chain to be followed for experiential courses is: Director of Experiential Education (who will discuss the rationale for the grade with the preceptor), Chair of Pharmacy Practice, Sr. Associate Dean for Academic Innovation & Effectiveness, and Dean.

Students are expected to adhere to this sequence. This must be initiated within ten (10) working days of the grade posting or within three (3) days of the remediation decision. In the written appeal, the student must be prepared to demonstrate and document an unusual circumstance that warrants a review of the grade and evidences of the grade s/he believes should have been given by the instructor.

Appeals will be reviewed and responded to within ten (10) working days of receipt and responded to in writing either confirming or changing the posted final grade. Appeals must be submitted in a professional manner or they will be returned to the student with no recourse. A copy of this response will be made available to the next step in the progression if appealed.

If a grade is changed, a grade change form will be submitted. The Dean is the final step for a grade appeal. Any appeal must be in writing and include appropriate documentation to support the student's position that a grade change is warranted. Each step of all written appeals will be reviewed within ten (10) working days of receipt and responded to in writing either confirming or changing the posted final grade. The content and reason for the appeal should not change as it moves through the process.

The final grade is the instructor's posted grade, which may be viewed in the student's grade report on-line at the close of the term or part-of-term. It is solely the responsibility of the student to check that grades are posted for all courses taken during a semester and note the grade given for each class. Unless an active appeal is under review, after the mid-term point of the next semester, neither instructors nor the university will consider a grade change.

Once a final grade has been posted the student may not petition the instructor to do additional work or extra credit to raise the grade awarded. Any grade change as a result of such action will be disallowed.

For grades of IP or I, once the I or IP is replaced by a grade, including a change to F, that becomes the posting date of the final grade. Administrative grades such as W (withdrawal) are handled through the Registrar's Office.

Appeals of Student Status

Probation, Suspension, Dismissal, Withdrawal, Leaves), Graduation Requirements, or Participation in Hooding:

Students who are sanctioned with probation, suspension, or dismissal or wish to appeal decisions related to more than 1 course remediation, withdrawal, leave, graduation requirements, or participation in hooding shall have the right to appeal.

Any appeal must be submitted in writing to the Sr. Associate Dean for Academic Innovation & Effectiveness as Chair of the Academic and Professional Standards Committee (APSC) of the School of Pharmacy within ten (10) working days of notification of the academic probation, suspension, dismissal, withdrawal, leave or graduation requirement findings or within three (3) working days of the remediation decision.

The Sr. Associate Dean for Academic Innovation & Effectiveness will forward the appeal to the Academic and Professional Standards Committee for review within ten (10) working days of receipt of the appeal. The Academic and Professional Standards Committee will hear the appeal no later than ten (10) working days after the student submits an appeal. The student shall have the right to address the Academic and Professional Standards Committee as part of the appeal process. No guests are allowed at meetings with the student and the Committee unless prior approval is granted by the APSC.

At the conclusion of the hearing, the Academic and Professional Standards Committee will deliberate and provide a written finding to the student and to the Dean of the College of Pharmacy & Health Sciences within ten (10) working days.

The student may appeal an adverse finding of the Academic and Professional Standards Committee by submitting a written appeal to the Dean of the School of Pharmacy within ten (10) working days of receiving the Committee's report. The Dean will render a decision communicated in writing to the student and will copy the Academic and Professional Standards Committee, and the faculty advisor within ten (10) working days. If a student is readmitted as a result of the appeal process, the student must accept any conditions stipulated in the readmission letter.

Within ten (10) working days of receipt of the Dean's decision, the student may appeal the Dean's decision to the Provost in writing.

Appeals and Complaints for Non-Academic Matters

Students should review the [Bruin Guide](#) for details on reporting and complaints about specific issues, such as with sexual harassment. For instances not covered in the [Bruin Guide](#), any student who believes he or she has been treated inappropriately or unfairly by a University employee or non-academic process may seek resolution first through the employee's supervisor. If the student feels that the complaint was not adequately resolved, they should then submit a complaint to the Assistant Dean for Pharmacy Student and Professional Affairs in the School of Pharmacy and then to the Dean of the College of Pharmacy and Health Sciences.

If the complaint has to do with the Assistant Dean for Pharmacy Student and Professional Affairs in the School of Pharmacy, the process should begin with the Dean. If the student feels that the complaint is still not adequately resolved, or if the complaint is having to do with the Dean of the College of Pharmacy and Health Sciences, the complaint should be submitted to the University Dean of Students office.

The Associate Provost and Dean of Students serves as the primary coordinator of response and support to students with concerns or those in crisis. Students may file a formal complaint by e-mailing deanofstudents@belmont.edu describing the treatment, action or decision at issue and the remedy sought.

Complaints will be investigated or referred to other offices as necessary. Because the University already has identified several mechanisms for dispute resolution (e.g. the Grade Appeal process), students who contact the Dean of Students Office may be redirected to established channels or the Dean of an academic college if these have not already been engaged. A written response regarding the issue will be sent to the student who initiated the complaint within thirty (30) working days.

Complaints regarding treatment by non-academic employees of the university should be made to the supervisor of the employee or to the Office of the Dean of Students. Any other student complaint regarding unfair treatment should be reported to the Office of the Dean of Students. If a student is not sure how to file a complaint or appeal, the Office of the Dean of Students will assist the student and may be reached via email at deanofstudents@belmont.edu.

Accreditation-Related Complaints

Students also have a right to submit a formal complaint to the Accreditation Council for Pharmacy Education (ACPE) for unsatisfactorily resolved issues related to the accreditation standards.

NOTE: For further detail, please refer to the [Bruin Guide](#) as well as the [Graduate Catalog](#).

INTERPROFESSIONAL EDUCATION REQUIREMENTS

Belmont University College of Pharmacy & Health Sciences strategically incorporates interprofessional education (IPE) throughout the didactic and experiential curriculum in accordance with the College of Pharmacy & Health Sciences IPE mission and vision. Activities and experiences are designed utilizing guidance from the four IPEC domains: values and ethics for interprofessional practice, roles and responsibilities for collaborative practice, interprofessional communication practices, and interprofessional teamwork and team-based practice. These IPE experiences are designed to provide students from multiple disciplines opportunities to learn about, from and with each other to enable effective collaboration and improve health outcomes, in accordance with the WHO definition of IPE.

All students are required to participate in the following IPE events, some of which occur outside of class time: all IMPACT Lab 1 activities, all IMPACT Lab 2 activities, all IMPACT Lab 3 activities, and all IMPACT Lab 4 activities. Students are also required to complete all IPPE and APPE rotations, as IPE is an important component of these experiences. Completion of all required IPE events is required for graduation. Completion of required IMPACT Lab events is required before progressing to APPE rotations. Failure to complete specified IPE events in the 1st, 2nd, and 3rd years may result in delayed graduation or delayed progression to APPE rotations.

CO-CURRICULAR REQUIREMENTS

Co-curricular experiences (CCE) are those with merit for enriching the student's educational experience. They may be conducted inside the didactic curriculum but are largely outside the classroom and allow expansion of student understanding of didactic and experiential curriculum themes. CCE complement and advance learning occurring within the formal didactic and experiential curriculum and provide artifacts that enhance institutional value for the profession and for the student's future work. This plan formalizes the organization and documentation of co-curricular participation and learning.

The co-curricular plan centers around 4 competency domain focus areas: person-centered care, self-awareness, leadership, and professionalism. Each competency domain focus area contains learning objectives that students will be able to accomplish upon completion of the experience. All approved experiences have identified learning objectives appropriate for the specific CCE. Additionally, each area is mapped to the Accreditation Standards 2025 Educational Outcomes.

Person-Centered Care – The graduate is able to provide whole person care to individuals as the medication specialist using the Pharmacists' Patient Care Process

Self-Awareness – The graduate is able to examine, reflect on, and address personal and professional attributes (e.g. Knowledge, metacognition, skills, abilities, beliefs, biases, motivation, help-seeking strategies, and emotional intelligence) that could enhance or limit growth, development, and professional identity formation

Leadership – The graduate is able to demonstrate the ability to influence and support the achievement of shared goals on a team, regardless of one's role

Professionalism – The graduate is able to exhibit attitudes and behaviors that embody a commitment to building and maintaining trust with patients, colleagues, other healthcare professionals, and society

Co-Curricular Plan Requirements: The student is responsible for selecting experiences that allow them to achieve the objectives of the 4 Co-Curriculum pillars. Students may work with student organization leadership or the Director of CCE to identify optimal ways to meet these expectations, while taking into consideration their personal interests and professional goals. Students are encouraged to complete as many CCE as possible, as they will shape and advance their personal and professional careers. At various milestones in the student's progression through the curriculum, they will be asked to reflect, either individually or with their peers, on their personal and professional growth as it relates to their chosen co-curricular experiences.

STUDENT RESEARCH AND SCHOLARLY DISSEMINATION POLICY

The Belmont University School of Pharmacy encourages student participation in research and scholarly activities that advance the profession and support student professional development. Students intending to present, publish, or otherwise disseminate research or scholarly work externally must work with a Belmont School of Pharmacy faculty mentor and comply with all School requirements related to project oversight, abstract submission, presentation review, conference approval, and post-conference reporting.

Students are expected to represent Belmont University professionally and ensure that all scholarly work meets the School's standards for quality, accuracy, and ethical conduct.

For complete requirements, procedures, responsibilities, and resources, please refer to the Student Research and Scholarly

V. ACADEMIC SUPPORT RESOURCES

ACADEMIC RESOURCES

Students should refer to the [Graduate Catalog](#) for general and School of Pharmacy's academic policies and procedures. Student familiarity with these policies is assumed following matriculation into the School of Pharmacy.

Office of the Registrar

The Office of the Registrar provides a variety of services including official posting of all graduate credits, official graduation audits, letters of good standing and enrollment verification. The web site for the [Office of the Registrar](#) also contains vital information such as registration times, final exam schedules, and transfer equivalency policies.

Advising

Upon entrance to the program, students are assigned an academic faculty advisor. The academic advisor serves in formal and informal capacities as mentor and advisor. Students are required to meet with their advisors once per semester. Advising appointment scheduling is the responsibility of the student advisee.

Faculty Office Hours

Faculty post and maintain regular office hours, updated each semester. This information is included as part of each course syllabus. Students should coordinate meetings with individual faculty members by appointments whenever possible, although students may drop in during regular office hours. Students should report perceptions of a faculty member's lack of availability to the appropriate department chair. Students are not excused from classes to meet with faculty or research advisors.

Holds

Students sometimes encounter administrative holds on their accounts which can prevent them from registering before the issue is resolved. Students may view the type of hold by logging into their MYBELMONT account and following these steps:

- Click *BannerWeb*
- Click *Student Services and Financial Aid*
- Click *Student Records and Account Information*
- Click *View Administrative Holds*

The most common holds are policy, advising, admissions committee, health form, and accounts receivable holds.

- A policy hold means that students must read and accept a policy linked to the hold.
- Students may find that they have an *advising hold* on their accounts prior to every Priority Registration period. The registration system automatically places an advising hold on all accounts immediately prior to the registration period each term to ensure that students communicate with their academic advisor before enrolling in any classes.
- If confronted with an *admissions committee hold*, contact the Office of Admissions at (615) 460-6364.
- If confronted with a *health form hold*, contact Health Services at (615) 460-5506.
- If confronted with an *accounts receivable hold*, contact the Office of Student Financial Services at (615) 460-6403.
- For general questions about a hold on an account, contact Belmont Central at (615) 460-5402.

Withdrawal and Leaves

The pharmacy curriculum is organized in a sequential and complementary manner, making it imperative that the proper sequence and timing of courses be maintained. Students considering a complete withdrawal or wishing to explore options for formal leave from the College should schedule time with the Sr. Associate Dean for Academic Innovation & Effectiveness or the Assistant Dean for Pharmacy Student and Professional Affairs to discuss their options and to follow established protocol. Leaves should typically not exceed 1 year. Students with an approved leave should still complete the entire prescribed curriculum within 6 academic years. Students may be required to alter their academic program upon return to the School.

Withdrawal: Withdrawal from the Pharmacy Program requires a written request for withdrawal submitted to the Assistant Dean for Pharmacy Student and Professional Affairs and an exit interview with the Dean prior to initiating formal withdrawal procedures with BU to determine eligibility for readmission in the future. Students should review the Student Financial Services Refund Policy and consult with the Office of the Registrar to determine if a tuition refund is possible.

Situations arise that require students to leave the pharmacy program for extended periods to deal with family, health, military and other substantial obligations. To facilitate the decision-making process, students should begin the process of exploring a leave request by discussing their situation with the Sr. Associate Dean for Academic Innovation & Effectiveness or the Assistant Dean for Pharmacy Student and Professional Affairs. The Associate Dean will assist students through the leave request process.

Short-term Leave: Short term leaves may be requested for up to 2 weeks (from when the leave begins). Leave should be requested when absence is anticipated for more than one class period for reasons listed above. One short term leave per semester maximum may be granted. Variables such as point in the semester and/or curriculum may preclude granting of this request.

Long-term Leave: Long term leaves may be requested for 2 weeks to a maximum of 1 year. If the request occurs during a semester, and is granted, the student will be dropped from all courses. Students should review the Student Financial Services Refund Policy and consult with the Office of the Registrar to determine if a tuition refund is possible.

Students requesting a leave from the pharmacy program should provide the Assistant Dean for Pharmacy Student and Professional Affairs (Pharmacy) with a written leave request that includes the reason for the leave request, estimation of duration of leave, and any other relevant information. The Assistant Dean for Pharmacy Student and Professional Affairs, in consultation with the Sr. Associate Dean for Academic Innovation & Effectiveness, will forward a recommendation to the Dean for review. If approved, the Sr. Associate Dean for Academic Innovation & Effectiveness will provide the student with a letter summarizing the details of the leave, including duration, required timetable for communication, point of reentry into the curriculum, etc. Two signed copies of this letter will be maintained: one by the School of Pharmacy in the student file; one by the student. The following document must be completed and submitted to the Registrar: [Leave of Absence Request Form](#).

Readmission to the Program may only be considered for students who were granted a readmission option at time of withdrawal and requires written notification to the Dean at least 30 days prior to the academic year of the proposed return. Readmission is subject to seat availability, successful completion of any stipulations for readmission, and the approval of the Academic and Professional Standards Committee. A Withdrawal Permission form will need to be completed.

HEALTH-RELATED SERVICES

Health Services

Belmont Health Services and Pharmacy are co-located on the first floor of McWhorter Hall. Primary care services are available to students, as well as allergy shots, vaccines (including travel vaccines), and referrals to specialists or outside providers. There currently is no visit fee nor does Health Services bill or accept insurance. Vaccines, medications, and lab tests are provided at greatly reduced cost. All medical expenses incurred on- and off-campus are the student's responsibility. Patients are seen preferably by appointment, although walk-ins are accepted on a first-come, first-serve basis. The clinic is open Monday-Friday, 8-4:30. For information, or to schedule an appointment, call 615-460-5506.

Counseling Services

Counseling is offered through the [Office of Counseling Services](#) and may help with such issues as academics, interpersonal relationships, faith issues, sexuality, stress, time management, addictions, anxiety and depression. For information or to schedule an appointment, please contact the Office of Counseling at 615-460-6856. The first appointment is called an intake and lasts 15-30 minutes. Further appointments last 50-60 minutes. Counseling Services is open Monday through Friday, 8am-4:30pm. Students can leave a confidential voicemail at any time, and it will be returned as soon as possible during office hours. Students can also drop by Counseling Services in the second floor of Gabhart Student Center to set up an appointment. Students have access to [timelycare](#), a 24/7 telehealth resource that offers free, confidential, virtual physical & mental health support. Students can access Therapy Assistance Online ([TAO](#)) which is a virtual self-help platform offering educational sessions related to mental health, wellness and substance use issues.

Accommodations for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, BU will provide reasonable accommodation for all medically documented disabilities. Information is available [Office of Accessibility Services](#) - Belmont University.

ACADEMIC SERVICES

Drug Information Center

[The Christy Houston Foundation Drug Information Center \(CHF DIC\)](#) supports the faculty and staff in their educational efforts and trains students in medication information management. Resources include selected periodicals, reference texts and, electronic databases and on-line access to the Lila D. Bunch Library. The center, located on the second floor, McWhorter Hall is open Monday through Friday, excluding university holidays.

Lila D. Bunch Library

The [Lila D. Bunch Library](#) is located at the corner of 17th Avenue S. and Acklen Avenue on the West side of campus behind the Massey Performing Arts Center.

The library building houses four floors of resources (including over 200,000 items and over 1,000 current periodicals), 70 public access computers, and provides fee-per-use (<https://www.belmont.edu/lits/bruinprint/index.html>) printers, large format printers, copy machines, and book and image scanners.

The library contains individual study carrels, two group study rooms (first come basis) and is open seven days a week during the fall and spring semesters of the academic year. In addition to physical resources, the library collection includes over 250,000 ebooks, and includes access to hundreds of databases and full-text periodicals online.

Articles not found in the BU collection may be requested through inter-library loan. Access to the library's digital resources is available on or off campus for BU students, faculty and staff (<https://www.belmont.edu/library/>). Library staff are available for online or in-person consultation on research questions and the College of Pharmacy and Health Sciences has an assigned dedicated librarian to assist students and faculty with research questions. The library building also houses the Leu Art Gallery and the Gallery of Iconic Guitars.

Lila D. Bunch: Pharmacy-specific digital resources

Pharmacy-specific digital resources including access to ebooks for classes and Pharmacy databases can be found at (<https://belmont.libguides.com/pharmacy>). This "Guide" page contains links to Medline, Embase, PubMed, SCOPUS and UpToDate, as well as links to digital books used in many courses. Links to the major Pharmacy compendia including UpToDate Lexidrug and MICROMEDEX are also found here.

Learning Center

The [Belmont Learning Centers](#) offer free tutoring and group study in math, chemistry and writing. They are located on the first floor of the Janet Ayers Academic Center. No appointment is necessary.

Computer Labs

Two computer labs are available for student use: Massey Business Center (Third floor of MBC, 615-460-6479) and Bunch Library (Reference area on first floor, 615-460-5444).

Career Services & Professional Development

The [Office of Career Services](#) offers a wide variety of resources including workshops, resume preparation, and individual counseling designed to help students as they develop their career. The Office also offers several assessment inventories and instruments designed to measure a person's personality type, interests, skills, values, and strengths as they relate to career choices. These include Focus (an online internet program to help students assess their work related values, interests and skills), Career Beam (a self-paced program for clarifying career goals, developing professional resumes and cover letters, and preparing for interviews), and the Myers-Briggs Type Indicator (the most widely used instrument for understanding personality differences).

COURSE RESOURCES

MYBELMONT Campus Portal

MYBELMONT is the electronic gateway to life at BU. As the online service for BU students, faculty and staff, MYBELMONT offers fast, simple access to important campus information and a host of essential tools. A MYBELMONT account allows students to:

- Access campus e-mail
- Register for classes
- Check grades online
- Pay tuition and fees online
- Check the university calendar
- Receive messages about campus events
- Participate in the on-line portion of classes through Canvas

Computers

Pharmacy students are required to have a non-application based laptop that has a current operating system.

Software Requirements

Pharmacy students are required to have the following computer software available for in- and out-of-class use: Microsoft Office with Word, Excel and Powerpoint, or functional equivalent.

Computer Use

The use of personal laptops is a privilege and not a right. In-class use must be approved by course faculty and remain relevant to course learning goals and activities. Web surfing, social networking, instant messaging, texting, shopping and similar activities will not be tolerated; these actions are not considered professionally relevant to classroom contexts. Faculty may direct students to turn off their computers and/or close the screen in order to limit classroom disruption. Failure to comply with faculty directions or course-specific standards and [university computer and internet use policies](#) will be reported to the Assistant Dean for Pharmacy Student and Professional Affairs.

Cell phone policy

Unless otherwise stated in the course syllabus, cell phones and pagers must be turned off during classroom and laboratory time. Special circumstances may be discussed with the instructor. Pharmacy faculty are asked to keep their cell phone on vibrate during class in order to receive emergency notifications, should a need arise. Failure to comply with course-specific and the School of Pharmacy's cell phone use policies will be reported to the Assistant Dean for Pharmacy Student and Professional Affairs.

Lecture Recordings

All direct instruction shall be recorded. Direct instruction is the "instructional method where the principal content to be learned is presented directly to the learner by an instructor." This primarily includes but is not limited to lectures and demonstrations. This does not include class discussions, lab activities, review of assignments, and other activities that would be considered discovery or active learning.

Every effort will be made to ensure that the technology is available and in working order to record direct instruction. However, there may be times when lack of appropriate technology, unforeseen circumstances, or human error result in sessions not being recorded. In these scenarios, instructors will not be held responsible and will not be compelled to provide additional instruction.

Unauthorized sharing of class content on the Internet, including via social media, is prohibited by university policy and state and federal law. Students in violation will be subject to discipline under the [Bruin Guide](#)'s Academic Honor Code and/or the Library and Information Technology Services Department's Acceptable Use Policy. Students wishing to record class activities must request written approval from the Course Coordinator.

VI. CAMPUS LIFE & STUDENT ENGAGEMENT

THE BEAMAN STUDENT LIFE CENTER

Connected to the Curb Event Center and the Maddox Grand Atrium, the Beaman Student Life Center is a 600,000-square-foot hub of campus activities located in the heart of Belmont University's historic campus. Since opening in 2003, Beaman has served as a central gathering place for students and a venue for campus-wide programs and events.

Inside the main entrance facing the Bell Tower, students will find a convenience store offering coffee, snacks, beverages, smoothies, and grab-and-go food options.

Beaman is home to Belmont's Fitness and Recreation Center (FitRec), which includes men's and women's locker rooms, racquetball courts, an indoor rock-climbing wall, a group fitness studio, a gymnasium, and a comprehensive strength and cardio fitness area. FitRec offers a variety of wellness, recreation, and intramural opportunities designed to support students' physical, social, and mental well-being.

The Beaman Student Life Center also houses key student support and engagement offices, including Student Life functions and student leadership organizations. Throughout the facility, students will find comfortable gathering spaces, study areas, and informal meeting locations that make Beaman one of Belmont's primary centers for student engagement and community building.

STUDENT ORGANIZATIONS

There are currently fourteen (12) pharmacy student organizations on the Belmont campus:

Academy of Students in Pharmacy (APhA-ASP)

The student pharmacist organization of the American Pharmacists Association (APhA), ASP holds regular professional meetings, sponsors College-wide activities, and offers students a chance to participate in the National Patient Counseling Competition (NPCC).

ASHP-Student Society of American Society of Health-System Pharmacy (SSHP)

The Pharmacy Student Forum serves to help prepare ASHP student members for successful careers in hospital and health-system practice, equipped with the skills to lead the profession into the future.

Tennessee Society of Student Pharmacists (TSSP)

TSSP is the student chapter of the Tennessee Pharmacists Association (TPA), designed to promote networking and activism in student pharmacists across the state of Tennessee.

Academy of Managed Care Pharmacy (AMCP)

As a member of AMCP you will discover vast opportunities in managed care pharmacy through regular professional meetings and college-wide activities. AMCP offers students the opportunity to participate in the National Student Pharmacist P&T Committee Competition.

Industry Pharmacists Organization (IPhO)

As a member of IPhO, you will learn about the various pharmacist opportunities within the pharmaceutical industry through professional and college-wide meetings. You will also learn about the fellowship opportunities available to students after graduation.

Kappa Psi

Kappa Psi is the professional fraternity that pledges both male and female pharmacy students. The fraternity is involved in professional projects and sponsors a variety of social activities throughout the School year.

Network for Collaborative Oncology Development & Advancement (NCODA) was organized to address the growing need for dispensing cancer clinics to improve operations at the pharmacy level. The goal is to offer insight into how pharmacists are responsible for medication management for cancer patients from diagnosis throughout survivorship.

Phi Delta Chi (PDC):

Phi Delta Chi fraternity develops leaders to advance the pharmacy profession; it is *a lifelong experience*, promoting scholastic, Phi Delta Chi, and social growth in its Brothers.

Phi Lambda Sigma (PLS)

Phi Lambda Sigma is the leadership honorary society in pharmacy. Members are chosen on the basis of their activities and leadership involvement in the College after completing their first three semesters of the professional curriculum.

Rho Chi

Rho Chi is a scholastic honorary society. Students in the top 20% of the class are eligible for consideration; they are then selected based on pharmacy course work GPA and overall personal integrity.

Students of the National Pharmaceutical Association (SNPhA)

SNPhA's goal is to address issues of cultural diversity facing pharmacy and pharmacy students, as well as pharmacy topics of general interest.

P1-P4 Class Cohorts

Each class is self-governed and works closely with their class advisor to organize community service, social and fundraising events open to all members of the class. The class advisor oversees elections each year for the class. Typical offices include president, vice president, secretary, treasurer, fundraising chair, service chair and social chair.

Student Organization Policies and Procedures: (Located under Campus Links drop down in [BruinLink](#))

Fundraising Policy

Each fundraiser should have a specific purpose for the respective chapter, such as supporting student pharmacists to attend meetings or participating in professional representation of the SOP.

All fundraisers must demonstrate budgetary need, and priority approval will be given to those who collect chapter dues to support their organization. Fundraisers exclusively for charitable donations are excluded from this policy.

Groups may conduct one College- or School-wide retail item (hats, shirts, jackets, etc) fundraiser per academic year. Priority will be given to events that promote community within the School of Pharmacy and/or College of Pharmacy and Health Sciences.

Classes and organizations may sell organization or class specific items throughout the year (ex: CO2026 t-shirt, CPFI shirt) as these are not marketed to faculty or the entire college. All retail items sold must be in compliance with university policy, and appropriate approval must be demonstrated prior to approval from the DCPA.

Requirements for Students in Leadership Positions

Student pharmacist leaders include, but are not limited to, class officers, organizational leaders, committee chairs and College/University committee members. All nominees for student leadership positions need to possess a graduate GPA of 2.75 or better at the time of their nomination. Student leaders must maintain a GPA of at least 2.75 during their term of office. Should their GPA, assessed each semester after official grades are released, fall below 2.75, the student must relinquish his/her office. Pharmacy organizations within the School may set a higher GPA for leadership requirements.

Dean's Excuse Requests for Professional Travel

Students may have opportunities to participate in professional conferences, leadership activities, advocacy events, competitions, and other approved School-sponsored or professionally related activities. Participation in an approved activity or approval of travel does not automatically excuse a student from scheduled academic or experiential responsibilities. To be considered excused, absences must be approved through the Dean's Excuse process.

A Dean's Excuse relieves the student of the attendance requirement for the approved dates and activities. However, students remain responsible for completing all missed coursework, assignments, assessments, experiential requirements, and other course obligations in accordance with course, School, and University policies.

Dean's Excuse Process

For student organization travel and other approved professional activities:

1. Once all organizational and travel approval requirements have been completed, the faculty advisor or mentor must submit a Dean's Excuse Request Form to the Assistant Dean for Pharmacy Student and Professional Affairs (ADPSPA) at least two (2) weeks before the travel date or applicable conference registration deadline.
2. The ADPSPA will review the request and determine whether the absence qualifies for a Dean's Excuse.
3. The faculty advisor or mentor will be notified of the decision and is responsible for informing participating students. The ADPSPA shall also notify, in writing, the appropriate course instructors and, when applicable, the Office of Experiential Education of students who have been granted a Dean's Excuse.
4. Students who receive a Dean's Excuse are responsible for contacting each course coordinator or preceptor before the absence occurs to:
 - Notify instructors of the approved absence and travel plans;
 - Discuss how missed classes, assessments, laboratories, experiential activities, or other requirements will be addressed; and
 - Develop a plan for completing all missed work.

Faculty members or preceptors retain discretion regarding how missed course responsibilities are accommodated, consistent with School and University policies.

Excused and Unexcused Absences

Absences that have been approved through the Dean's Excuse process are considered excused. Absences that do not receive such approval are considered unexcused.

In accordance with University policy, students who accumulate unexcused absences exceeding 20% of scheduled class time may receive a grade of FN (Failure for Non-Attendance).

Students on Advanced Pharmacy Practice Experiences (APPEs)

Students enrolled in an Advanced Pharmacy Practice Experience (APPE) should recognize that attendance requirements differ from those in didactic coursework. Because required experiential hours must be completed, approval for travel during an APPE may be limited.

As a general guideline, absences exceeding three (3) days during an APPE may be difficult to accommodate because missed hours must be made up. Requests for travel that coincide with an APPE will be reviewed individually in consultation with the Office of Experiential Education and, when appropriate, the preceptor of record. Approval will depend on the rotation schedule, site requirements, and the student's ability to satisfy all experiential learning requirements.

Travel Support and Reimbursement

Student pharmacists representing the School at state, regional, or national professional conferences and events may be eligible for approved reimbursement support. Students with a cumulative GPA below 2.3 are not eligible for travel reimbursement.

Students receiving travel support must comply with all University and School policies regarding travel authorization, documentation, receipts, reimbursement requests, and related requirements. Travel reimbursement will be based on availability of funds within the School.

Additional Student Organization Resources

For more information on when a Motor Vehicle Record (MVR) is required for students, go to the Driver Safety Policy webpage through the Office of Risk Management ([Driver Safety Policy](#)).

Questions

Travel procedures, approval requirements, and Dean's Excuse processes may be modified as School or University policies change. Students, faculty advisors, preceptors, and others with questions should contact the Assistant Dean for Student and Professional Affairs.

Cord Wearing Policy During Hooding and Commencement Ceremonies

The academy provides a long history of recognition for academic honors, leadership and organization participation at graduation ceremonies. Numerous cords, medals, ribbons and pins are awarded to graduate pharmacists by various official organizations. To honor our graduates, the School of Pharmacy encourages graduating students to wear their awards during the Pharmacy Hooding Ceremony. Belmont University also recognizes and celebrates the significance of student achievement and engagement in honor societies and recognized student groups and organizations. Adornments should be appropriate for a university-wide ceremonial occasion. Stoles, pins, cords, and metals are permitted; however, university officials have the right to request the removal of any adornments that are deemed inappropriate or offensive at their discretion. Contact the Division of Student Formation at studentengagement@belmont.edu with questions.

VII. ADMINISTRATIVE & OPERATIONAL MATTERS

OTHER BU SCHOOL OF PHARMACY: GUIDANCE, PROCEDURES & POLICIES

Personal Property

Belmont University does not carry insurance coverage against loss or damage to a student's personal property. Students bring personal property to the campus and practice sites at their own risk. They are encouraged to ascertain whether family or personal insurance policies cover their property while on campus and plan accordingly.

Use of Artificial Intelligence (AI) by Students

Students may use AI-generated content in assignments to the extent determined by the faculty member of record in the course syllabus. Instructors may require students to disclose when and how AI was used. Misrepresenting AI generated content as original work without required attribution, or in violation of instructor requirements, constitutes academic dishonesty and is handled through Belmont's academic integrity processes.

Students are responsible for understanding and following applicable AI expectations and for ensuring that all submitted work accurately reflects their own knowledge, judgment, and professional integrity. Regardless of the tools used, students remain fully accountable for the accuracy, originality, and quality of their work.

Lockers

To help student secure their belongings, the university provides access to lockers in McWhorter Hall. Lockers may be requested through the College on an annual basis. Because these lockers are university property, they may be opened by university personnel.

Room Reservations

Small study rooms in MCWH are available on a first come-first served basis. Students can reserve a room for an officer meeting. Class or organizational advisors can help with the room reservation. Meeting rooms are also available for students in Gabhart. These rooms can be reserved for organizational events through EMS.

Internship Information

Because each state has its own requirements for internship and licensure, students are encouraged to check with the [National Association of Boards of Pharmacy](#). The [Tennessee Board of Pharmacy](#) website contains useful information pertaining to licensure in the state of Tennessee. All students and experiential education faculty are expected to be familiar with the Tennessee state requirements for obtaining a pharmacist license.

Outside Employment

Due to the rigorous demands of a professional degree program, students are encouraged to limit outside employment to a level they can easily manage. If a student is found to be in academic difficulty, restrictions on outside employment will be taken into consideration when devising an action plan for improvement.

Accommodations for Students who are Division I Athletes

As part of the university, the College supports athletic performance. The School of Pharmacy will endeavor to make every reasonable accommodation (for example, using coaching faculty as exam proctors during away games and providing access to faculty for makeup material) for students who retain National Collegiate Athletic Association (NCAA) eligibility and continue to play for a university team.

Parking

Parking is the student's responsibility and is available free of charge, so long as vehicles are parked in areas appropriately designated. Belmont Boulevard from Acklen Avenue to Portland is the property of the university. Students may register vehicles at the time of class registration or at other times as necessary. Failure to comply with parking regulations may result in a fine, having the vehicle towed from campus at the owner's expense, an immobilizing boot attached to the wheel of the vehicle, or the loss of campus parking privileges. Parking ticket fines are listed in the [Graduate Catalog](#). Handicapped students may park in the designated handicap spaces or in any parking lot on the campus, regardless of posted restrictions. Handicapped students must display handicap state-issued license plates, state-issued placard, or a handicap decal issued by the university. Temporary handicap decals are available to students with temporary injuries affecting their ability to walk. There is no fee for handicap decals.

Inclement weather

Belmont University rarely cancels or postpones classes because of weather conditions. However, in the event of inclement weather, there are several sources students can turn to for information about class cancellations and office closings:

- [MYBELMONT](#) will contain messages/announcements.
- [Belmont's homepage](#) will provide a link
- The Belmont News Line (615-460-5000)
- The following media will also broadcast closing information (TV channels 2,4,5, and 17 and Radio stations 104.5, 103.3, 96.3, 92.9, and 90.3 FM and 650 and 1510 AM)

If the university is closed, classes and tests will be rescheduled. Because weather and road conditions can vary greatly within the Nashville area, students are urged to use individual discretion when traveling to campus in snow or icy weather even if the university is open. If students are unable to travel or delayed in traveling to the College due to weather conditions, they should notify their professor(s) as soon as possible. Accommodations will be at the individual professor's discretion.

Class Visitors

Students are not allowed to bring visitors to class. This includes friends, parents, children or pets. Failure to comply with this policy will result in you not being allowed to attend class.

Emergency Management Plan

Campus Security

For on-campus emergencies, call 6911 from any BU phone; for non-emergency assistance, call 615-460-6617. The [Office of Campus Security \(OCS\)](#) is staffed twenty-four hours a day, seven days a week. In compliance with the Tennessee "College and University Security Information Act" and the federal "Student Right-to-Know and Campus Security Act," the BU Office of Campus Security provides a monthly report of any crime on campus and provides, upon request during business hours, campus crime statistics and related data to employees and students desiring this information. The OCS engages in crime prevention strategies and timely security alerts, provides escorts from one location on campus to another, and provides services for automobiles, such as unlocking doors and jump-starting dead batteries.

Text Alert

All students, faculty and staff are encouraged to sign up in order to receive important news quickly in the event of an emergency. Belmont Text Alerts are only used for emergency communications. To sign up, text the word "Belmont" to 27538, or sign into your MYBELMONT account and click on the "Sign up now" link on the right hand side of the page. To unregister, text the word "Stop" to 27538.

Emergency Response

During an emergency situation, immediate and appropriate action is required of every member of the Belmont Community in order to prevent harm to ourselves and others. To ensure that an effective response occurs, each person on campus will need to be familiar with the emergency guidelines contained in this document. As a member of the campus community, you are instructed to follow the guidelines below. Simultaneously, other offices on campus will be performing separate emergency duties to help control the situation. The Office of Campus Security will be trying to contain the emergency if possible, notifying Metro Police, Fire Department, Tennessee Emergency Management Agency, or other emergency assistance if needed. Plant Operations will be shutting down systems as necessary or delivering equipment needed to assist with the emergency. The Emergency Response Team will be communicating either by phone, e-mail, or in an emergency headquarters meeting-place (dependent upon the type of emergency) to oversee response by the resources available. Dependent upon the needs of the moment, other departments may be responding by doing things such as bringing phone service back or cleaning up/preventing a chemical spill, etc.

Fire

Every time a fire alarm goes off, *all* building occupants must exit the building, unless they have been notified prior to the event that it is not necessary to evacuate (as in testing of the alarms, etc.). *Upon hearing the fire alarm:* Everyone will exit the building quickly and in an orderly fashion, assisting those who may need assistance. Whenever possible, employees will help maintain an approximate head count of those from their offices, classrooms, or meeting place. Upon reaching the exterior gathering location, employees will ensure that those under their jurisdiction or care do NOT re-enter the building until notified they may do so by emergency personnel. If there are injuries, BU employees should notify emergency personnel as soon as possible after reaching the exterior gathering location. If an employee or student suspects that someone remains in the building, emergency personnel should be alerted to this fact immediately. If you are unable to exit the building, go to the location of safety for fire (usually in an enclosed stairwell) and wait for emergency personnel to assist you in exiting the building. *While exiting the building:* Do not use elevators. Attempt to maintain a calm and orderly exit. Do not prop doors open.

Tornado

Upon notification of a tornado warning: All persons will proceed to a tornado safety location inside their buildings, assisting those that need assistance, and ensuring that those under their jurisdiction also go to the safety location. Whenever possible, employees will maintain an approximate head count of the persons from their areas. All building occupants are to remain in the safety location until the Tornado Warning has expired or until notified that the danger has passed. *A Tornado Safety Location is one that:*

- Has no windows
- Is on the lowest possible floor of a building
- Has no exterior walls

Tornado Safety Locations are designated by blue and white “Storm Shelter” signs located in most buildings. If the sign is on a wall, the safety location is the area around the sign. If the sign is on or adjacent to a door, the safety location is in the space on the other side of the door.

Criminal on or Near Campus (Not Active Shooter)

Upon notification of a criminal on or near campus: The offices notified will alert all classrooms and offices on their floor. All occupants of the building will lock their doors and remain inside the locked room, staying away from windows and doors until notified that the emergency is over. If, during the lockdown, a student or employee enters the building, they may be let into one of the locked rooms if the situation is such that it is safe to do so. Should a Belmont Community member enter a building during a lockdown and be unable to enter the locked rooms, he/she should find an unoccupied room, lock it if possible, and remain there until the situation is resolved.

Unstable Person or Hostage Situation

Upon notification of an unstable person or hostage situation on campus: Persons near the situation will quietly leave the area, notifying Campus Security and others nearby, if possible. If not, lock yourself in a room and stay low. Persons in the same room as the unstable person should remain calm and try to keep the unstable person as calm as possible. Should the situation escalate, other floors or offices may be notified to evacuate the building quietly. In this instance, building occupants should remain in the location indicated by Campus Security until further notice. The rest of campus will be notified not to enter the building in which the emergency is taking place. If possible, have the following information ready when you call Campus Security to notify them of the situation:

- The number of unstable persons/hostage takers present
- Who is in the room/office/floor with the unstable person/hostage taker
- The actions/attitude of unstable person/hostage taker
- Exact last known location of unstable person/hostage taker

Active Shooter on Campus

When a shooter is actively threatening lives or is attempting to kill people, there is no pattern or method to their selection of victims. These situations require immediate action by those involved to protect themselves and the law enforcement authorities to bring the shooter’s actions to a halt. Because of the variety of situations an active shooter can create, the guidelines below are designed for different scenarios. One consistent message is to REMAIN CALM and to take appropriate action.

If the shooter is in a place where you can get out

1. Purposefully assess your surroundings. Belmont faculty and staff rarely remain in their respective buildings during the course of an entire day due to classes and meetings in other buildings. Make yourself aware of stairwells, doors, and windows that could be used to escape. Does the door to your room lock? What could be used to throw through a window to break it, if necessary?
2. Move quickly
3. Leave belongings behind
4. Go where the shooter cannot see you. If outside, seek cover behind walls, large trees, parked vehicles.
5. Call Campus Security 615-460-6911. They will inform and coordinate with Metro Police. Tell them the name of the shooter (if known), shooter description, location, number and types of weapons.
6. Stay hidden and silence your phone on vibrate so you will not be detected.

If the shooter is in close proximity and you cannot get away

1. Go quickly to a room that can be locked, if possible.
2. Blockade the door with heavy furniture.
3. Turn off all lights and become totally silent.
4. Turn off any noise-producing devices.
5. Call Campus Security 615-460-6911 (if you can do so without drawing the shooter’s attention to your location). They will inform and coordinate with Metro Police. Tell them the name of the shooter (if known), shooter description, location, number and types of weapons.

6. Stay hidden and silence your phone on vibrate so you will not be detected. Do not huddle together in a group – spread out to make it harder for the shooter to harm numerous individuals.
7. Remain in place quietly until the “all clear” is given by an authorized known voice or until the police arrive.

If the shooter enters your classroom

1. Remain calm.
2. Do not do anything that will provoke the shooter.
3. If there is no way to escape or hide, you may make a personal decision to overpower the shooter. This would be a last resort and would be more likely if there are two or more of you in the room. Possible actions include throwing books, garbage cans, backpacks, or other accessible items.

How to behave when the police arrive

1. The primary job of the police is to find and apprehend the shooter.
2. The police do not know if you are one of the shooters. You must show that you don't present a threat to them. Do not scream or yell. Be quiet and compliant. Raise your arms, spread your fingers, clearly show your hands as you drop to the floor and spread your arms and legs.
3. Remain in place quietly until the “all clear” is given by the police or an authorized known voice.

Video Information: All students, faculty and staff are also encouraged to participate in the “Responding to Campus Violence” training sessions that are offered by Human Resources and Campus Security. The DVD “Shots Fired on Campus” is shown, and various campus representatives speak to offer insights on how to respond in such an emergency. The sessions are designed for individuals to learn to take direct responsibility for their personal safety and security. Participants will learn and discuss how, with the proper mindset and the necessary tools, to be better equipped to react with purpose to maximize chances of survival if involved in an active shooter situation.

Suspicious Parcel or Substance

The individual discovering the package or substance should immediately contact Campus Security and wash hands for 30 seconds with soap and water. If Campus Security requires a building evacuation, all building occupants should remain outside until notified otherwise. Persons who were in the immediate vicinity of the parcel/substance should remain separated from the rest of the occupants. Campus Security/Emergency Personnel will possibly need to know:

- Who was in the room with the parcel/substance
- Who touched the parcel/substance
- Was the package opened and, if so, what happened when it was opened

Note: Whether or not the substance/parcel is, in fact, a danger will be determined by the Campus Security Officer according to guidelines set forth in Security's Operations Manual.

Earthquake

Should an earthquake occur, building occupants should get under a piece of sturdy furniture or in a doorway, if possible. Occupants should stay away from windows and glass as much as possible. If the building is stable, remain where you are until notified otherwise by Campus Security or Emergency Services Personnel as aftershocks will occur. Persons outside when an earthquake occurs should move to an open area away from electrical wires, tall structures, etc.

After the first wave has passed, all people outside or who judge their building to have become unstable should go to the Whitten Field if there is a clear pathway there.

Bomb or Bomb Threat

The person receiving the bomb threat should begin the evacuation process by telling his/her coworkers/students/visitors to quietly exit the building, with the evacuating employees notifying other offices/people as they exit, sending one person to report the situation to Campus Security as quickly as possible. Building occupants should exit the building as quickly and quietly as possible without touching anything that is not absolutely necessary to touch in order to get out of the building. All cell phones should be turned off. Elevators should not be used. Occupants should then proceed to the exterior safety location, without reentering the building until told they may do so by Campus Security. No one may enter the building until the building has been declared

safe by emergency personnel. Employees are responsible for ensuring that everyone in their areas evacuate the building and for notifying emergency personnel if anyone remains in the building.

Chemical or Biological Terrorist Event

Enter the building nearest to you, proceeding to the center of the building. If possible, turn off heating/air conditioning unit. Remain inside until notified that the crisis is over by emergency personnel. Individuals who work or study at BU are encouraged to keep their BU identification card with them at all times and to consult the Federal Emergency Management Agency website at www.fema.org to determine any additional steps they may wish to take for their own safety and comfort. These include:

- Making prior arrangements with friends and family for a meeting place in the event of an interruption in communications;
- Storing non-perishable food and bottled water in an amount that will last three days to keep in your office/residence;
- Keeping any medications or personal supplies you need on your person.

Chemical Spill or Contamination

Upon notification that a chemical spill or contamination has occurred, evacuate the building, following any specific information given by emergency personnel (such as avoiding an exit that may be blocked by the spill) and assisting disabled persons as necessary. Go to the outdoor gathering location and remain there until given further instructions by emergency personnel. If you are aware of anyone who is still in the building after the evacuation or has been injured by the chemical, report it to the emergency personnel immediately.

Protest

If a non-violent protest is occurring on or near campus, no action other than paying extra attention to your surroundings is necessary. If a protest on or near campus starts to get violent, all persons nearby should enter a building and stay inside, away from windows, and remain inside until Metro Police has resolved the situation.

VIII. REFERENCE

CAMPUS DIRECTORY

The following are important telephone numbers on the Belmont University campus:

Belmont University's Main Line	615-460-6000
Belmont Campus News Line (inclement weather)	615-460-5000
Belmont Central	615-460-5402
The Belmont Store	615-460-6418
School of Pharmacy Office	615-460-6748
Counseling Services	615-460-6856
Christy Houston Foundation Drug Information Center	615-460-6531
Health Services Clinic	615-460-5506
Health Services Pharmacy	615-460-6040
Library	615-460-6782
Records/Registrar	615-460-6193
Security	615-460-6617
Student Affairs (office of the Dean of Students)	615-460-6407
Student Center	615-460-6786
Student Financial Services (Financial Aid)	615-460-6403

Beaman Student Life Center
Campus Emergency

615-460-6313
615-460-6911

Faculty and Staff office information (location and phone numbers) can be found in the [Belmont Teledirectory](#).

The information contained in this manual is intended to provide guidance regarding current academic policies, procedures, and program expectations. The School of Pharmacy reserves the right to revise, modify, or discontinue any policies, procedures, requirements, deadlines, or other information contained herein at any time as necessary to comply with accreditation standards, institutional policies, legal or regulatory requirements, and operational needs. Students are responsible for complying with the most current policies and procedures communicated by the School, regardless of whether such changes are reflected in this handbook.

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