

Pharmacy Student Handbook



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Appendix A-C

Welcome to the 2021-2022 Pharmacy Student Handbook

This Handbook is designed to serve as a reference for the student body regarding the policies and procedures of the program. The policies in this manual are subject to change. We ask that all students read the Handbook and its important contents. In addition, to provide students with some easy reference material, we have listed the contact information and general responsibilities for several program offices.

Office of Admissions and Enrollment Management Room 127

Both recruitment of interested and prospective students and the admission process are coordinated by the office of admissions and enrollment management. The Office of Admissions and Enrollment Management staff is here to help you with any questions:

Assistant Vice President for Graduate Admissions

- General inquiries about student services
- Recruitment and Admissions
- Questions about the College web site and social media outlets
- Co-advisor to Student Ambassador Program
- Co-advisor to Pre-Pharmacy Club

Associate Director of Graduate Admissions

- General inquiries about student services
- Recruitment and Admissions
- Pharmacy SMART – Student Mentoring program
- Co-advisor to Student Ambassador Program

Assistant Director of Graduate Admissions

- Corresponds to applicants within the program
- Prepares applications for faculty and admissions committee review
- Manages day to day operations in PharmCAS

Administrative Assistant to the Office of Admissions & Enrollment Management

- Manage the admissions candidate interview process
- Collect and organize matriculation documentation

Information Technology Services (ITS) Help Desk Room 121

260-470-2727

<http://its.manchester.edu>

The ITS Help Desk supports all computer and network technologies for the program. Any technology issues must be reported to Help Desk as soon as possible to resolve any problems.

Office of Academic & Student Affairs Room 125

The Office of Academic & Student Affairs is responsible for the curriculum, learning technologies, and student progression. The Office of Academic & Student Affairs staff work closely to ensure students have access to academic support services. In addition, the office is responsible for student organizations, assisting students in accessing the services available to our student body, and community service.

Director of Instructional Design (Office 255)

- General inquiries about learning technologies within the program
- Learning technology software support

Associate Dean of Academic Programs

- General inquiries about academic policies
- Academic Check questions
- Student academic progression
- Curriculum and student learning issues
- Student accommodation (Disabilities)
- Student leadership development
- Student organization advising and advisor development

Academic & Student Affairs Coordinator

- General inquiries about academic affairs
- Registrar liaison for the Ft. Wayne campus
- Scheduling appointments with the associate dean of academic programs
- Accommodations liaison for Ft. Wayne campus
- General inquiries about student services

Director of Student Affairs (Office 127E)

- Student professional and service organizations
- Student organization advising and advisor development
- Student leadership development
- General inquiries about student services
- Title IX Investigator Liaison
- Diversity, Equity, and Inclusion Liaison

Office of Assessment

The office of assessment is responsible to produce decision-making data to improve program delivery and meet accreditation expectations. If there are any questions about ExamSoft or reporting software, you are able to contact the Director of Assessment, Michelle Cordova-Kibiger at MJCordova-Kibiger@manchester.edu.

Director of Assessment (Office 253)

- Assessment related initiatives

Office of Experiential Education Room 127

The OEE is responsible for the experiential component of the College's curriculum. This office coordinates all Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) for the College. In addition, the Office of Experiential Education staff is involved in preceptor training and development.

Director of Experiential Education

- o APPE/ IPPE course coordination
- o Preceptor and site recruitment and development
- o Oversight of student experience and professionalism

Pharmacy Experiential Communications Specialist

- o General inquiries about experiential education
- o Scheduling appointments with members of the Office of Experiential Education
- o Affidavits of experience and Interprofessional Education assessment compliance tracking
- o International student advising and CPT/ OPT employment authorization

Pharmacy Experiential Operations Specialist

- o Tracking student health requirement compliance
- o Tracking site specific requirements for all rotation types
- o IPPE and APPE rotation scheduling
- o Student licensing (intern, out of state and pharmacist)

Associate Dean for Clinical Affairs and Outreach

- o Background check and drug screen facilitation
- o Clinical affiliation agreement management

Fort Wayne Campus Facilities Room 125

The Dean of Pharmacy and Graduate Life Sciences and the Facilities Coordinator are responsible for the Fort Wayne campus facilities, as well as campus safety and various College and University emergency procedures. This staff work closely to ensure the clear communication of College facility use policies, as well as emergency and safety procedures.

Dean of Pharmacy and Graduate Life Sciences

- General inquiries about College facilities
- Campus safety and emergency guidelines

Fort Wayne Facilities Coordinator

- General inquiries/issues regarding the College's facilities
- Reservation of College rooms for events

Faculty Office Suite Room 244

The faculty office suite includes most the program's faculty member offices. Students are encouraged to schedule appointments with faculty members via email. Students need to check in with the administrative assistant upon entering the faculty office suite for scheduled appointments.

Fort Wayne Campus Front Desk Entrance Foyer

260-470-2700

Any outside visitor must check in with at the front desk upon entry. All visitors will sign in and receive a visitor badge while in the building. The staff at the front desk also handles the telephone switchboard (incoming calls) to the Fort Wayne campus.

Manchester University

Mission Statement

Manchester University respects the infinite worth of every individual and graduates' persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition.

Values Statement

As a primarily undergraduate, residential, liberal arts community rooted in the tradition of the Church of the Brethren, Manchester University values:

- Learning, because high academic expectations in an environment combining liberal arts and professional preparation equip graduates to live healthy, productive, and principled lives;
- Faith, because our diverse faiths call us to make the world a kinder and better place, establish justice, build peace amid strife, and model lives of *agape* (selfless love), *tikkun olam* (repairing a broken world), and *salam* (peace);
- Service, because committing self in service to others connects faith with action and abilities with convictions;
- Integrity, because honesty and trust are the foundations of teaching and learning, enriching, enduring relationships, and strong communities;
- Diversity, because understanding differences develops respect for ethnic, cultural, and religious pluralism; an international consciousness; and an appreciation for the infinite worth of every person; and
- Community, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

Vision Statement

Manchester University will be best known as the university that guides and supports its students to accomplish levels of academic and personal achievement that surpass even their own expectations. The campus will be infused with a commitment to student learning in the liberal arts, along with professional preparation for work, life, and service in a global society.

Manchester will be a student-centered university that inspires high standards, innovation, and energetic engagement. We will continually seek new partnerships, weave new technologies into teaching and learning, design curricula, strengthen students' understanding of community, generate sufficient revenue to support operations, increase the endowment, and launch new ventures.

As this energizing vision is realized, everyone who studies and works here will say "what I do makes a difference."

Strategic Priorities

1. Educate the next generation of practitioners and scientists
2. Advance the profession and practice of pharmacy through collaboration, leadership, innovation, and research.
3. Advancing scholarship and learning using a teacher-scholar model.
4. Improving healthcare through community engagement and service.
5. Ensuring our future by investing in meaningful personal and professional growth.
6. Maximizing our success through continuous quality improvement.

Accreditation

Manchester University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools since 1932. Manchester University holds membership in many organizations related to higher education.

NCA

30 N. LaSalle, Suite 2400, Chicago, IL 60602

800-621-7440

<https://www.hlcommission.org/>

Manchester University Doctor of Pharmacy Program

Mission

To cultivate graduates of ability and conviction to provide patient-centered care guided by respect for the infinite worth of individuals; and dedicated to improve communities by advancing pharmacy education, practice, service and scholarship.

Vision Statement: To improve the human condition through service.

Core Values

1. We have a deep commitment to integrity.
2. We respect the infinite worth of every individual. Diversity and inclusivity is vital for growth

and understanding.

3. We seek excellence in all that we do. We are accepting of new ideas. We create and innovate without fear.
4. We foster personal and professional transformation. It is through learning that we become our better selves.
5. We serve for the betterment of others.
6. We seek and value collaboration and teamwork.

Accreditation

Each professional program of a College or School of Pharmacy in the United States and selected non-U.S. sites is accredited by the Accreditation Council for Pharmacy Education (ACPE), the national agency for the accreditation of professional degree programs in pharmacy and providers of continuing pharmacy education.

ACPE Accreditation Disclosure Statement (June 2013)

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Pre-candidate accreditation status, Candidate accreditation status, and Full accreditation status. Pre-candidate accreditation status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Pre-candidate accreditation status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the program to admit its first class.

Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled but has not yet had a graduating class. Full accreditation status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate accreditation status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Doctor of Pharmacy program of the Manchester University College of Pharmacy, Natural and Health Sciences, was awarded Full accreditation status during the June 2016 meeting of the ACPE Board of Directors based upon an on-site evaluation conducted March 14-16, 2016, and discussion with institution officials. The program was granted the maximum of 2 years of full accreditation. The program was granted full accreditation status for the maximum of 4 years following an on-site evaluation conducted in March 2018.

Manchester University's Doctor of Pharmacy program is fully accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60503; 312/644-3575; FAX 312/664-4652; website: <https://www.acpe-accredit.org/>

Doctor of Pharmacy General Policies and Procedures

Standards for Community Behavior

University, College, and program policies help to describe the campus community we are seeking. They offer a rationale for community guidelines, identify the limits of acceptable behavior, call community members to be accountable to each other to create and maintain a positive community.

- There are three principles which form the framework of the policy statement: respect for others, safety and security, and community expectations. As responsible members of the community, students, staff and faculty are expected to support and practice these principles, and the specific policies based on them, and to hold others accountable as well.
- These policies apply on University properties – North Manchester and Fort Wayne campuses, including University-owned vehicles, Koinonia Environmental and Retreat Center – and to all students, faculty and staff, as well as guests of the University.
- These policies apply year-round – not only when school is in session.
- While the policies are designed to respond to behavior on campus, students' behavior off campus is a concern to the University, College and program. The program will take action when behavior has a direct impact on the program environment or on the reputation of the program, or when the behavior is of such gravity that the program would be remiss not to do so.

Consistent with the Missions of Manchester University and the Pharmacy program, members of the Manchester community are expected to demonstrate respect for others and an appreciation for the worth of every person. All members of the University community share responsibility for maintaining a quality campus environment. Ignoring actions or activities that disrupt or violate community guidelines damages our environment and infringes upon the rights of individuals.

All students share responsibility for upholding these University, College and program guidelines and policies. Students are in violation if they are present during the violation of a University, College and program policy, but choose not to act. If a student is present when others violate a specific policy, all students present share responsibility for that policy-violating behavior. Students present during a University, College or program policy violation have several options:

1. To be actively involved in the incident, which is a violation of the policy,
2. To choose to remain in the presence of the violation and take no action, which is a violation of the policy, OR
3. Avoid involvement in the violation by stopping the violation or eliminating the cause, immediately leaving the premises upon realizing a violation has occurred or is about to occur, or seeking the help of a third party (faculty, administration, safety officer) to help resolve the violation.

Policies in this section are designed to create a community in which individuals are treated with respect and in which all share in the responsibility for creating a positive community.

Student Complaints Policies

Manchester University Pharmacy program student complaint web form is under the *Pharmacy Home* folder in Canvas or you can access it here at this link: [Student Complaints](#). Any student may file a formal written complaint with the Manchester University College of Pharmacy, Natural and Health Sciences regarding its Doctor of Pharmacy Program. All complaints will be processed by the program's Office of Academic & Student Affairs.

While this process allows any student to file a written complaint regarding any aspect of the program, the College encourages any complainant to attempt to address the issue informally with the program's administration prior to the submission of the web form. There are two general types of complaints collected via this formal process – accreditation related or general (non- accreditation related).

Accreditation Related

The Accreditation Council for Pharmacy Education (ACPE), the pharmacy education accreditation agency, is required to demonstrate to the U.S. Secretary of Education its expectations regarding a program's recording and handling of student complaints. ACPE must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process.

Therefore, in order to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of the Department of Education personnel, ACPE requires pharmacy schools to provide an opportunity for pharmacy students to provide comments and /or complaints about the program's adherence to ACPE Standards. Manchester University Pharmacy program has established, implemented, and maintains a student complaint procedure related to the standards and the policies and procedures of the ACPE. Anyone wishing to file a complaint may visit the ACPE Standards website at <https://www.acpe-accredit.org/>.

General (Non-accreditation) Related

Non-accreditation complaints may include, but are not limited to admissions decisions, grading issues, inappropriate student, faculty, or staff conduct or failure to comply with University, College or program policies. When complaints involve a specific course, including grade and exam complaints, the complainant must first contact the faculty member teaching that course and attempt to resolve the matter outside the complaint process. If the faculty member cannot resolve the matter, the student shall contact the course coordinator(s). If the course coordinator cannot resolve the issue, then the student may proceed with filing a formal complaint. The course coordinator will notify the department chair and the assistant/associate dean for academic programs of the complaint as soon as possible.

Complaint Procedure

The complaint is a web form and includes the procedural steps necessary to handle all complaints. The procedure includes the following steps:

1. Complainant completes the program complaint web form located in the *Student Complaint Form* module of the *Pharmacy Home* course in Canvas.
2. If the complaint is accreditation related, the web form will collect specific information: identify the specific ACPE Standard regarding the complaint and provide any pertinent information

about the complainant's concerns. If the complaint is non- accreditation related, the web form will require the complainant to provide the specific issue(s) regarding the complaint and provide any pertinent information about the complainant's concerns.

3. The assistant/associate dean of academic programs will review the complaint no later than five (5) business days after the filing of the complaint.
4. Following review, the complaint will be forwarded to the senior leadership team of the program within 10 business days to determine the investigation procedure and attempt to resolve the complaint if possible.
5. A written response to the complaint will be sent to the complainant within 60 days of the filing.
6. Based on the complaint category, each complaint will be recorded and placed in the appropriate file: ACPE Student Complaints (accreditation related) or General Student Complaints (non-accreditation related). Each file is maintained by the assistant/associate dean for academic programs.
7. The ACPE Student Complaints file will be made available for inspection by ACPE during on-site visits or otherwise at ACPE's written request.

Diversity

The Pharmacy program has a tradition of commitment to social justice and appreciation of human diversity, supported by the University's identity as a Church of the Brethren institution.

Reflecting these commitments, the University Policy on Human Diversity has the following purposes:

- to assist in upholding the University's mission to educate its students, faculty and staff about the nature and value of human diversity;
- to encourage the appreciation of human diversity in the University community;
- to recruit qualified faculty, staff and students from traditionally under-represented groups at Manchester University;
- to counter discrimination and harassment and to provide redress procedures should such violations occur; and
- to comply with all federal and State of Indiana laws applicable to Manchester University related to equal opportunity.

Equal Employment Opportunity/Non-discrimination

According to its Mission and Values Statements, Manchester University is committed to encouraging the appreciation of human diversity and recognizing the infinite worth of every person. It always has been and continues to be Manchester University's policy that employees should be able to enjoy a work environment free from all forms of unlawful employment discrimination.

All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other factor which cannot lawfully be used as a basis for an employment decision.

Individuals will be selected for promotion based on skill and ability. Where skill and ability are equal, then length of continuous employment will be the determining factor.

Non-discrimination in Admissions and Campus Life

Similarly, all decisions regarding admissions, as well as all areas of campus life (including, but not limited to, its educational programs, scholarships and loan awards, residence life programs, athletic programs, extracurricular programs promotion and tenure policies and practice and alumni affairs) will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other factor which cannot lawfully be used.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law designed to protect the privacy of a student's education records. The law applies to all educational institutions that receive any federal financial support. Manchester University (MU) complies with the conditions and procedures of FERPA.

FERPA gives certain rights to students concerning their education records. These rights transfer to the individual and they become "eligible students" when that person reaches the age of 18 or is attending any school beyond the high school level. At Manchester University, all enrolled students are considered "eligible" and these rights are guaranteed under FERPA. Relevant portions of FERPA which have greatest application to MU students are listed below:

1. Students have the right to inspect and review their personal education records maintained by the University. The University is not required to provide copies of record materials unless, for reasons such as great distance, it is impossible for students to inspect the records personally. The University will assess a copying and postage charge for this service.
2. Students have the right to request a hearing to review University records believed to be inaccurate or misleading. If, after the hearing, the University refuses to affect the correction, the student has the right to place a statement in the records commenting on the contested information.
3. Generally, the University must have written permission from the student before releasing any information from a student's record. However, the law allows the University to disclose records, without consent, to the following parties:
 - University employees who have a need-to- know;
 - Parents, when a student over 18 is still dependent for purposes of financial aid determination;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations doing certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies;
 - State and local authorities to whom disclosure is required by state laws adopted before Nov. 19, 1974.

4. Colleges may also disclose, without consent, “directory” information. In compliance with FERPA, Manchester University defines directory information to include the student’s name, mailing address (home and campus), e-mail address, telephone number (home, cell and campus), major field of study, classification and enrollment status, dates of attendance and graduation, honors and awards, and date and place of birth. However, the student has the right to request, in writing, that such information will not be disclosed prior to the beginning of the semester.
5. Students do not have access to records where a conflict exists regarding privacy rights of others. Examples of such records include financial information of parents submitted in support of financial aid application, confidential letters and statements of recommendation placed in their records in cases where the student has signed a waiver of his/her right of access. Waivers normally are related to confidential recommendations concerning admission to college, job placement, etc.
6. If you have questions about FERPA, please contact the Pharmacy program’s Office of Academic and Student Affairs.

Privacy and Student Records

The Pharmacy program fully complies with the Buckley Amendment, formally known as the Family Educational Rights and Privacy Act of 1974 (FERPA), which establishes that a post-secondary student has the right to inspect and review his or her academic records and prohibits outside parties from obtaining the information contained in these records without the student’s written consent. However, a student may waive the right to review certain confidential information contained in his or her file.

The University collects, records and uses information about students to carry out its educational mission. The University recognizes its responsibility for protecting the privacy rights of students regarding their academic and personal records. Students are provided access to information contained in their own official education records, a procedure for correction or deletion of inaccuracies found in their records, and a degree of control over the release of information from their records. The Office of the Registrar is responsible for maintaining and updating student files. Faculty and administration have access to student files for legitimate educational purposes only.

Records of students and graduates are maintained in accordance with all applicable federal and state laws. The University maintains an academic record for each student, including information related to academic and clinical performance in all phases of the student’s coursework. Course grades are documented in the student’s file and maintained by the Office of the Registrar.

Certain items of personal information are considered directory information and may be published without students’ permission. These include name, dates of attendance, degrees earned, local and home address, e- mail address, phone number, major, participation in officially recognized activities and sports, height and weight and honors received.

A student has the right to request in writing, prior to the first day of classes of any semester, that any item listed as directory information not be released without his/her consent. Procedures for student access to records may be obtained from the Office of the Registrar.

Essential Functions

There are certain essential functions that are required of students for them to successfully complete the Doctor of Pharmacy. These functions are provided to all candidates during the admissions process and include:

1. **Physical Skills** – Stand, sit, bend, and reach while performing clinical assessments and dispensing functions. Function in a structured environment for several hours. Move freely and maneuver in small spaces. Demonstrate hand/ eye coordination (e.g., administer an immunization to a person). Perform cardiopulmonary resuscitation and assist in an emergency.
2. **Sensory Skills** – Read patient profiles – computer screens and monitors, printouts, small print and/or handwritten notes. See with measurable depth perception and in low-light conditions. Distinguish color variations and discern shades of black and white. Hear, understand, and accurately communicate the information/directions verbally and in writing. Discern sounds related to patient assessment and treatment. Distinguish smells of various drugs and solutions used in health care settings. Recognize changes in patient status.
3. **Cognitive Skills** – Comprehend, analyze, and synthesize complex science and clinical content. Apply prior learning to new situations including building on foundational knowledge acquired through pre-requisite coursework. Concentrate on task at hand amidst a variety of environmental distractions. Interpret patient findings, recognized anomalies, and make recommendations that improve patient care. Use personal/laptop computers to complete assignments and assessments. Complete high-stakes skills assessments (e.g., OSCE) within established time limits. Need to be able to manage one's realities in ways that do not restrict balanced services to their patients/ clientele.
4. **Communication Skills** – Speak and write English clearly. Provide patients with clear drug information and instructions appropriate for their level of understanding. Document clear and legible handwritten notes. Organize thoughts and ideas into appropriately written and referenced essays and research papers.
5. **Interpersonal Skills** – Interact with and present to individuals and small (maybe large) audiences. Establish sufficient rapport and maintain boundaries to effectively relate to fellow colleagues, patients, health care professionals, faculty, and staff. Demonstrate concern and empathy for a diverse population of patients.
6. **Professional Skills** – Present a professional appearance and maintain personal health. Maintain composure during stressful situations. Work both independently and as a team member. Organize tasks, set priorities, problem solve and multitask. Maintain accuracy and confidentiality of patient information. Comply with established policies and procedures. Provide care to all patients regardless of age, race, ethnicity, origin, physical or mental status, socioeconomic status, or other conditions.

Americans with Disabilities Act (ADA) and Students with Disabilities

Manchester University is committed to carry out the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which provide for accessibility of University programs to the physically disabled. For graduate and professional students with disabilities, the responsibility for self-disclosure is on the student. In other words, you must let the University know

about a disability in order to receive reasonable accommodations or support services. Such disabilities include, but are not limited to, physical disabilities, visual or hearing impairments, learning disabilities, Asperger's, and Attention Deficit Disorder (ADD).

Students requesting accommodations or other support services are required to submit documentation to verify eligibility for protection under the American with Disabilities Act and Section 504 of the Rehabilitation Act. The provision of reasonable accommodations and services is based upon assessment of the current impact of the student's disability on a major life activity, such as learning. Documentation of your disability must reflect the findings of a comprehensive assessment completed within the past three years. Documentation of this assessment must be from a person licensed to make such a diagnosis; an IEP from high school is not sufficient.

All accommodation requests and documentation must be sent to the program's academic and student affairs coordinator. All requests will be evaluated by the Disabilities Service Coordinator for the University, in the Student Success Center on the North Manchester campus.

Information Technology Services (ITS) Room 121

The Pharmacy program incorporates a great deal of technology into the facility. The Information Technology Services (ITS) department supports all computer and network technology for the program. The ITS Help desk on the Fort Wayne campus is located in room 121.

All Doctor of Pharmacy students are issued a bundle of equipment – computer and other related accessories – during new student orientation. Each pharmacy student assumes responsibility for all of this equipment by completing the Academic Technology Program Student contract. ITS supports our students with their technological needs, as well as any issues with this equipment. All students must keep their equipment updated and functional and report and follow-up promptly with ITS regarding any tech issue.

Additionally, all users are required to adhere to all University policies, including the IT Policy Guide. This policy can be found online on the [campus portal Chetnet](#). Inappropriate use of computer resources, including participation in peer-to-peer file-sharing networks, will be handled appropriately. Penalties may include revocation of computing facility privileges, suspension, or dismissal. Students may request technical support by:

1. stopping by the ITS Help Desk – room 121,
2. via the online Help Desk at <https://service.manchester.edu/>
3. by e-mail at helpdesk@manchester.edu, or
4. by phone at 260-470-2727.

Help Desk (room 121) Hours are as follows:

Monday - Friday: 8 a.m. - noon, 1 - 4:30 p.m.

Saturday & Sunday: Closed.

NOTE: Help Desk hours are posted and will sometimes deviate from those above.

SpartanPrint Policy

SpartanPrint is Manchester University's campus-wide printing/copy system. The charge is 5

cents per side printed. At the beginning of each full semester, a free allotment of \$40.00 will be added to each student's SpartanPrint account. Any un-used allotment will roll over to a maximum of \$60.00. The \$40.00 allotment will make available 800 single side pages or 400 double side pages at any SpartanPrint machine.

Students may add value to their account using an online system should the entire allotment be used. Value in a student's cash account will be carried forward; however, allotments placed in student SpartanPrint account will be depleted before prints are paid for from the student's cash account again. Any cash added to the account will be refunded by request and incur a \$5.00 processing fee.

Where are the printers?

Student printing on the Fort Wayne campus can now be accomplished through "pull printing" to the Canon multi-function printers at the locations listed below:

- First Floor – outside IT Help Desk – Room 121
- First Floor – Drug Information Center – Room 129 (Hours: M–F 8 am–4:30 pm)
- Second Floor Center Hallway (near the faculty suite entrance)

While on campus, students may use the printer (MUFW_Black & White_Print on nmprinting01) which is installed on each student laptop. We also offer web printing that can be used while off-campus by connecting to the VPN and using this link <https://printing.manchester.edu>. Jobs submitted using either method must be retrieved within the designated amount of time.

Using these printing options will place a job in a queue that is monitored by the card terminal at these units. By identifying themselves on the terminal using their MU login or ID card the student may "pull" their printing to that unit. The advantages to this are:

- The ability to print at another unit if one is not operational or is in use when the student needs to print.
- Printing is held securely until the student is at the unit and able to retrieve the output.

How to use the Alpha Touch Screen Controller to print:

- Tap the terminal with the ID card, swipe the magnetic strip of the ID card or the student may log in using their MU username and password.
- It will then prompt the student to establish a PIN (personal identification number). This is a four or more-digit number that is meaningful to the student.
- The next screen will ask the student if they need to print or copy and the student should choose print. This will present the student with a list of the jobs waiting in the queue. The student will then touch the screen on the job(s) they want released to highlight them and then press print.
- More functions will be available as they are implemented.

Questions, problems or concerns should be addressed to spartanprint@manchester.edu.

Doctor of Pharmacy Honor Code

"As members of the Manchester University Pharmacy program, we commit ourselves to unwavering professionalism and rigorous ethical standards. We will behave with integrity and

honesty, upholding the honor of our profession and institution and accepting full responsibility for our actions. We are dedicated to being professionals of ability and conviction and leading principled, productive, and compassionate lives that improve the human condition.”(Student Handbook, Appendix A)

The Manchester University Doctor of Pharmacy Honor Code demonstrates the overall commitment of students, staff and faculty to the profession of pharmacy. Students are responsible for learning and upholding professional standards in all areas of their academic work during the Doctor of Pharmacy program. Personal integrity and professionalism are the cornerstones of the profession and serve as the basis for the Honor Code.

Essential resources to understanding these cornerstones may be found in the appendices of this handbook. The Pledge of Professionalism (Appendix B) provides a map of the various aspects one must strive for as a member of the profession of pharmacy. The Code of Ethics for Pharmacists (Appendix C) provides a framework for pharmacists regarding their ethical responsibilities. Finally, the Oath of the Pharmacist (Appendix D) brings together all these aspects into an oath that all practitioners take upon graduation.

The following minimum standards will govern the conduct of all members of the program:

Article 1: Academic Integrity

All individuals are expected to demonstrate academic integrity. Academic integrity violations fall into six categories: cheating, plagiarism, facilitating academic dishonesty, abuse of academic materials, stealing, and lying.

Cheating (a form of Academic Dishonesty)

Definition:

The use of or attempting to use unauthorized materials, information, notes, student aids or other devices, or obtaining unauthorized assistance from any source for work submitted as one’s own individual efforts in any class, clinic, assignment, or examination.

Examples:

- a) Copying from another student’s paper or test, or receiving verbal and/or non-verbal (e.g., hand gestures) assistance from another person during an exam or other assignment in a manner not authorized by the instructor.
- b) Possessing, buying, selling, removing, receiving, or using at any time or in any manner not previously authorized by the instructor a copy or copies of any exam or other materials (in whole or in part) intended to be used as an instrument of evaluation in advance of its administration.
- c) Using material or equipment not authorized by the instructor during a test or other academic evaluation, such as crib notes, a calculator, tape recorder, smart device, or other personal electronic device.
- d) Working with another or others on any exam, take home exam, computer, or laboratory work;

- or any other assignment when the instructor has required independent and unaided effort.
- e) Attempting to influence or change an academic evaluation, grade, or record by deceit or unfair means, such as: (1) damaging the academic work of another student to gain an unfair advantage in an academic evaluation;
(2) marking or submitting an exam or other assignment in a manner designed to deceive the grading system.
 - f) Submitting without prior permission the same academic work that has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University.
 - g) Permitting another to substitute for one's self during an exam or any other type of academic evaluation.
 - h) Gaining an unfair advantage in an academic evaluation by receiving specific information about a test, exam, or other assignment.
 - i) Participating while not physically present in in-class activities/assessments to earn credit without explicit permission from the course coordinator or course faculty member.

Plagiarism (a form of Academic Dishonesty)

Definition:

Representing orally or in writing, in any academic assignment or exercise, the words, ideas or works of another as one's own without customary and proper acknowledgement of the source.

Examples:

- a) Submitting material or work for evaluation, in whole or in part, which has been prepared by another individual(s) or commercial service.
- b) Directly quoting from a source without the customary or proper citation.
- c) Paraphrasing or summarizing another's work without acknowledging the source.
- d) Downloading material from websites without appropriate documentation.

Facilitating Academic Dishonesty

Definition:

Helping or attempting to help another person commit an act of academic dishonesty.

Examples:

- a) Enabling a student(s) not present in class to participate in in-class activities/assessments to earn credit without explicit permission from the course coordinator or course faculty member. Providing assistance to another during an exam or other assignment in a manner not authorized by the instructor.
- b) Acting as a substitute for another in any exam or any other type of academic evaluation.
- c) Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.

- d) Permitting one's academic work to be represented as the work of another.
- e) Preparing for sale, barter, or loan to another such items as unauthorized papers, notes or abstracts of lectures and readings.

Abuse of Academic Materials

Definition:

Destroying or making inaccessible academic resource materials.

Examples:

Destroying, hiding, or otherwise making unavailable for common use drug information resource room, library, computer, or other academic reference materials; and destroying hiding, or otherwise making unavailable another's notes, experiments, computer programs, or other academic work.

Stealing

Definition:

Taking, attempting to take, or withholding the property of another thereby permanently or temporarily depriving the owner of its use of possession.

Examples:

Unauthorized removal of drug information resources, library materials, examinations, computer programs, or any other academic materials, including obtaining advance access to an examination through collusion with a University employee or otherwise; and taking another's academic work, such as papers computer programs, laboratory experiments, or research results.

Lying

Definition:

Making any oral or written statement that the individual knows to be untrue.

Examples:

Making a false statement to any instructor or other University employee in an attempt to gain advantage or exception; falsifying evidence or testifying falsely, such as in an Honor Council hearing; inventing or counterfeiting data, research results, research procedures, internship or practicum experiences or other information; and citing a false source for referenced material/data.

Article 2: Professional Behavior

Definitions and Guidelines

All individuals are expected to behave professionally. All unprofessional behavior is a violation of the honor code. Unprofessional behavior includes any act or omission that is unethical, improper, or contrary to accepted pharmacy practice or procedure and/ or in violation of any local, state, or federal laws and regulations that may affect a student's ability to continue in the program or practice pharmacy.

Substance Abuse

Unprofessional behavior related to substance abuse within the program, in experiential rotation settings, and within the profession includes but is not limited to:

1. Unlawful and unauthorized manufacture, distribution, dispensation, possession or use of narcotics, controlled substances, illicit drugs or alcohol;
2. Abuse of any controlled substance, illicit drug, or alcohol;
3. Operation of a motor vehicle under the influence of alcohol and/or other drug(s);
4. Alteration or withholding of records to conceal drug abuse;
5. Termination of employment or removal from an experiential rotation site for theft, fraud, deception, or illegal use or abuse of any substance;
6. Actions that result in the conviction of a drug or alcohol-related misdemeanor;
7. Actions that result in the conviction of a felony;
8. Actions which result in probation, revocation or suspension of a Pharmacy Intern License (or equivalent) by any State Board of Pharmacy or equivalent health professional regulatory board; or
9. Inability to qualify for a Pharmacy Intern License (or equivalent) by any State Board of Pharmacy or equivalent health professional regulatory board.

Unlawful and illicit for these purposes means in violation of federal, state or local regulations, policy, procedures, and rules, including legal statutes. Educational setting means University or College operated buildings and grounds or while conducting University or College business away from the actual premises, including experiential or service- learning sites. Professional activities relate to professional meetings.

The use of all tobacco products, including cigarettes and dipping or chewing tobacco, as well as e-cigarettes and other vaping related items is prohibited on the Fort Wayne campus. Therefore, no student, faculty, or staff member may use tobacco or other inhalant products on the Fort Wayne campus premises, including parking lots.

The use of alcohol is prohibited on the Fort Wayne campus without express written permission of the Dean.

Conduct Within the College/University

This portion of the code focuses on the behavior of students in all educational settings.

Civility

An environment conducive to learning depends on behavior of mutual respect among students, faculty, administration, and staff. The program does not tolerate disrespect or lack of civility toward any member of the College community. Any inappropriate verbal, written, or e- mail remarks that disrespect, harass, discriminate, intimidate or demean the character of another individual will be dealt with through formal disciplinary procedures. Disciplinary procedures involving such conduct may be handled at the program and/or institution level.

Classroom Etiquette

Students are expected to exhibit self-discipline in the classroom. Certain behaviors are prohibited during

class time. Although not exhaustive, the following behaviors are prohibited:

1. Habitual absenteeism without reason and/or communication to the course coordinator.
2. Habitually arriving late to class. If you are late and class has already begun, you should enter the room quietly and take the first open seat.
3. Confronting the instructor in an aggressive manner. This type of behavior creates an unacceptable environment for all parties involved.
4. Conversation or making noise during the presentation of material. Waiting until the breaks during lecture time to converse with other students is the accepted way to discuss issues.
5. Walking in and out of the classroom during the class session. The expectation is that students should remain seated for the entire class session. If you must leave, do so as quietly as possible with minimal disruption.
6. Habitually leaving class early. The expectation is that students will attend class in its entirety.
7. Overt inattentiveness. Students should attempt to pay attention for the full length a class. Reading books, newspapers, using a cell phone, inappropriate computer use or working on assignments for another class is not acceptable. Being overtly inattentive is disrespectful to the instructor and other students in the class.
8. Inappropriate tablet/computer use. During class, computers may be used for note-taking purposes only. Activities such as e-mailing, watching movies/videos, instant or text messaging, searching the internet, etc. will not be permitted in the lecture hall while class is in session.
9. Not keeping program laptop updated and functional – not reporting or following up promptly with Information Technology Services (ITS) after any laptop malfunction.
10. Ringing cell phones. Cell phones should be placed on silent or turned off during classes and labs. In addition, cell phones may not be used to text message during class time.
11. Not showing patience or courtesy to other students when they ask a question or make a statement. The expectation is that students will show respect for one another when they speak; Material that is clear to some may not be evident to others.
12. Dominating classroom discussion or interrupting the instructor. The expectation is that the student will not interrupt other students or the instructor while speaking.
13. Sleeping in class. This is very distracting to classmates and disrespectful to faculty.
14. Dressing inappropriately. All students should adhere to the College Dress Code as stated in this Handbook.
15. Monopolizing the presenter's time with questions that may not be generally relevant to the subject being discussed. Students that have specific questions should approach the instructor following the lecture or during office hours.
16. Disputing the instructor's authority or expertise. Students should not try to devalue the professor's authority, judgment, and expertise.
17. Eating or drinking from unapproved containers in the lecture halls.
18. Chewing gum in such a way that it makes noises that will be distracting to neighboring students. Placing chewed gum on desks or other university property.
19. Shuffling through papers, cleaning out a backpack, or purse during lecture.
20. Attending class under the influence of alcohol or other drugs.

Examination Policy

The policy and procedure outlined below applies to all computer-based exams in the Pharmacy Program. Some exams may have additional conditions; course faculty will explicitly state these conditions in the course syllabi and/or in the exam instructions.

Prior to the Exam

1. ExamSoft exams are downloaded within the specified exam download window. Technical issues with the exam download must be communicated via email to Fort Wayne ITS and the office of academic & student affairs during the exam download window. Failure to download the exam and/or communicate technical issues will result in an unexcused absence.
2. Students are strongly encouraged to arrive twenty (20) minutes prior to when the exam is scheduled to begin. No one is permitted to enter the room after the scheduled exam start time. Students that are late will not sit for the exam. The missed exam is considered an unexcused absence unless documentation of an excused absence can be provided (see Exam Make-Up section).
3. The following items must be present in order to take the exam.
 - a. Manchester issued computer with name label clearly visible and unadulterated
 - b. Privacy screen
 - c. Manchester Student ID
4. The following items are recommended and are the student's responsibility.
 - a. Two pens
 - b. Power cord
 - c. Ethernet cable
5. The below items are prohibited from the exam room, unless special allowances have been made.
 - a. Hats, hoods, backpacks, coats, and purses
 - b. Electronic devices, e.g.,: cell phones, smart watches, ear buds, and calculators
 - c. Notes
 - d. Computer sleeves
 - e. Beverages
 - f. Any other item(s) deemed inappropriate by exam proctors
6. The campus dress code applies to exams (see Student Handbook).

During the Exam

7. Only the exam itself can be on the screen.
8. The physical privacy screen must be in place at all times.
9. The exam will begin and end at the time specified in the course syllabus or at the time determined by the course coordinator or exam proctor.
10. Students may not leave the exam area until dismissed by the proctor.
11. If provided, signed scrap paper must be turned in to the proctor.
12. Students must exit the exam room in a quiet and respectful manner.

Exam Behavior

Failure to follow the described policy is considered unprofessional behavior, and violations may result in an honor council submission. Additional behaviors deemed inappropriate by proctors may result in honor council submission. Additional academic penalties are at the discretion of the course coordinator.

Exam Make-up

For an exam absence to be excused, the Office of Academic and Student Affairs must be notified of the anticipated absence no later than one (1) week prior to the scheduled exam and be provided with appropriate documentation as determined by the assistant/associate dean for academic programs. Missed exams due to unexpected illness or other unforeseen events must be communicated to the Office of Academic and Student Affairs within twenty-four (24) hours of the missed exam. Appropriate documentation supporting the absence will be required. Following consultation with appropriate course faculty, the assistant/associate dean for academic programs will determine if the absence is considered excused. Typically, only one excused absence per student per course will be awarded. If an absence is deemed excused, the details of the make-up exam, including format and content, will be at the discretion of the course faculty. All make-up exams will take place within two (2) business days of the completion of finals week for that semester. If an exam absence is unexcused the student will receive a grade of zero for the missed exam and a make-up exam will not be offered.

Conduct in Experiential Rotation Settings

While on rotation in the introductory and advanced pharmacy practice experiences, professional behavior is expected at all times from Manchester students. This includes, but is not limited to, the following.

1. Students must abide by and adhere to federal laws and regulations such as HIPAA.
2. Students must dress in appropriate and professional attire while at any experiential learning site. Please refer to the program's Dress Code contained in this document. This includes dress shirts and ties for men with nice pants or skirts/ dresses/slacks for women.
3. Your College identification badge along with any institution-issued ID badge must be worn at all times.

For other specific details regarding the experiential rotation settings, please refer to the program's Experiential Education manual.

Conduct when Serving

Service is an integral component of our academic program and mission. A student in the Manchester University Pharmacy program providing service to others must do so with the utmost professionalism and integrity. Students participating in any service event must continue to adhere to the honor code. The honor code applies to all aspects of a student's participation in service, including the necessary processes to confirm an event, participation in the event, and the final reporting of the event and experiences. For other specific details regarding service, please refer to *Pharmacy Home* folder within Canvas.

Conduct within the Profession

Students in the Manchester University Pharmacy program are expected to demonstrate professionalism and integrity and adhere to the honor code during class, on rotation, in service settings and in their personal lives. Whether attending a pharmacy meeting, going to a continuing education program, or participating with other organizations, you are representing a profession, a program, a College, and a University at all times. Strive to be the example that others may look up to and emulate.

Article 3: Academic and Professional Conduct Committee

The Doctor of Pharmacy honor council will adjudicate all complaints regarding alleged violations of the Doctor of Pharmacy honor code. This council will consist of three faculty members elected by the faculty (serving two-year terms), one of whom is the chair (annually appointed by the dean), the associate dean of academic programs (ex-officio, non-voting) and two elected alternate faculty members.

Article 4: Honor Code Violations Process and Hearing Procedures

A. Definitions

Key terms in this process are defined as:

- complainant – individual filing the complaint
- respondent – individual against whom the complaint was filed

B. Reporting Phase

1. A report is filed when an alleged violation of the honor code, as defined by Articles 1 and 2, occurs and is witnessed by any member of the program community – student, staff, preceptor, and/or faculty member.
2. Members of the program community are expected to report all violations of the honor code.
3. All complaints must be submitted using the honor code violation complaint form. The link to this e-form is available in the Canvas module entitled [Honor Code Complaint](#) within the Pharmacy Home course. An automated response that acknowledges receipt of the complaint will be sent to the complainant. Complainants are strongly encouraged to consult with the course coordinator of the course in which the incident occurred, a faculty mentor or with a member of the Office of Academic & Student Affairs prior to submitting a complaint.
4. A member of the program community may not file a complaint on behalf of another individual; the complainant must have direct personal knowledge of the alleged violation.
5. If a complaint or any portion of a complaint involves alleged misconduct that would violate the University's Title IX policy, the entire complaint will be investigated and adjudicated in accordance with the University's Title IX policy rather than the Doctor of Pharmacy honor code. The Doctor of Pharmacy honor council shall not adjudicate any

part of a complaint if that complaint contains an alleged violation of the University's Title IX policy.

C. Recording Phase (up to five business days following reporting)

1. Once the form has been completed and submitted, the complaint enters the recording phase. The submitted form is received by the Academic and Student Affairs Coordinator. The Academic and Student Affairs Coordinator will then contact the student asking for additional information and give them 48 hours to respond to the complaint. Once received, the information will be recorded and sent to Academic and Professional Conduct Committee once a week.

D. Action Phase

1. Within five (5) business days of a complaint being filed, the Academic and Professional Conduct Committee chair will convene the preliminary review panel to determine if a formal hearing is necessary. The panel will determine whether a violation may have occurred and assign a level to the submission. Submissions will be assigned as Level I, Level II, or Level III depending on the nature of the potential offense and what consequences may be necessary. The preliminary review panel may also decide that the submission does not warrant any further steps and is not considered a violation. The consequences for each of the three levels are described as follows:

Level I: The complaint will be referred to the full Academic and Professional Conduct Committee for a formal hearing.

Level II: The complaint will be addressed through a required meeting with at least two members of the preliminary review panel and the respondent will be required to write a reflective statement within 3 business days after the meeting.

Level III: The complaint will be recorded within the Academic and Professional Conduct Committee incident database and no further action is needed.

2. Following the report, the Academic and Student Affairs Coordinator will email the respondent and the complainant and assists in scheduling a meeting time with the respondent for Level II and Level I hearings. For Level I and II complaints, the respondent's faculty mentor will be included in the communication to the respondent.

3. Academic and Professional Conduct Committee Hearing Procedure

a. Timing

If the preliminary review panel determines that a referral to the honor council for a formal hearing is appropriate, the Academic and Student Affairs Coordinator will provide the respondent and the complainant, in writing, the following information, with a copy sent to the respondent's faculty mentor and the Office of Academic and Student Affairs for Pharmacy Programs:

1. Summary of the grievance
2. Notice that a hearing will be held within the month of the submission of the complaint. Other hearing times are possible based on the timing of complaint and response.

3. Notice that the respondent and the complainant have up to three (3) business days to submit any evidence to the Academic and Professional Conduct Committee;
4. Notice that the respondent has the right to refuse to appear before the Academic and Professional Conduct Committee and such refusal will not amount to an admission of guilt;
5. Notice that the respondent has the right to participate in the hearing but remain silent;
6. Notice that the respondent has the right to present a statement on his or her own behalf and present relevant evidence in the form of written or otherwise tangible evidence;
7. Notice that the respondent's academic progression (including remediation) may be interrupted until the results of the hearing are reported;
8. Notice that in any case related to experiential education, participation at an experiential site may be discontinued until the results of the hearing are reported; and
9. Notice that the respondent is encouraged to seek advice and counsel from his or her faculty mentor.

b. Evidence

All evidence will be made available to all parties involved in the complaint at least one business day prior to the hearing for their review.

c. Hearing

1. All Academic and Professional Conduct Committee members must be present for the hearing. Any members who cannot be present or who may need to recuse themselves from the proceeding must contact the Academic and Professional Conduct Committee chair prior to the hearing. Any absent or recused members shall be replaced as follows:
 - a. Two alternate faculty members shall be voted on by the faculty to serve as the replacements for other faculty and will serve on hearings regarding potential violations of Article 2 of the honor code.
 - b. If the alternate faculty members are not available, additional alternates will be appointed by the Dean.
2. The formal hearing is an internal academic process – rules of evidence do not apply and legal counsel will not be permitted to be present or represent the complainant or the respondent. A respondent may have a representative present for moral support (such as a faculty mentor), however, this individual will not be permitted to participate in the hearing.

3. The associate dean of academic programs will maintain all record of the hearing.
 4. All parties involved in the hearing will be required to sign a statement of confidentiality prior to the hearing.
 5. The complaint and evidence thereof will be presented by the complainant in the hearing. The Academic and Professional Conduct Committee shall have an opportunity to question the complainant and all evidence submitted.
 6. The respondent will present his or her statement and evidence submitted. The Academic and Professional Conduct Committee members shall have an opportunity to question the respondent and all evidence submitted.
 7. During the hearing, the chair may exclude evidence, written or oral, that is repetitive, speculative, or irrelevant.
 8. Obtaining evidence from any sources outside the program shall be the responsibility of the party seeking the information. The program will provide reasonable assistance to all parties in obtaining records and information maintained by the College, if deemed appropriate by the Dean.
 9. All witnesses shall be excluded from the hearing until they are called to testify. All witnesses will be asked to affirm that the information they are presenting is accurate and complete to the best of their knowledge. Witnesses may submit a written statement in lieu of appearing to testify.
 10. The Academic and Professional Conduct Committee will then meet in closed session to determine whether the complaint has been substantiated by a preponderance of the evidence and assign sanctions. All complaints shall be decided on the basis of evidence presented. Lack of witnesses or evidence will not create presumptions that the testimony and evidence would be favorable to the complainant or respondent.
 11. The Academic and Professional Conduct Committee shall vote in all cases and all questions before the Academic and Professional Conduct Committee shall be decided by majority vote.
 12. Within three (3) business days of its decision, the committee chair will send a written report to the associate dean of academic programs who will then contact the respondent and dean summarizing the complaint, the hearing, the decision and sanction(s) imposed. The report will be sent to the respondent's mentor as well as the Office of Academic and Student Affairs
- d. Reprimands/sanctions that may be issued by the Academic and Professional Conduct Committee for violations of the Honor Code include, but are not limited to, the following non-academic consequences:
1. Formal written reprimand placed in student file.

2. Disciplinary probation – Imposed for a defined period of time in which the respondent may not participate in program sponsored extra-curricular activities, serve as an officer in any pharmacy student professional organization. (Disciplinary probation is separate and distinct from academic probation.) If the respondent is found to be in violation of program regulations during this period, a more severe sanction may be imposed. At the end of the defined period of probation, the respondent will return to good standing.
3. Suspension – Imposed for a defined period of time in which the respondent is not permitted to attend classes or be present on campus. At the end of the suspension period, the respondent may apply to the dean for reinstatement.
4. Expulsion – The respondent is removed from the program and permitted to apply for reinstatement or readmission to the program.
5. In addition to the actions stated above, the Academic and Professional Conduct Committee may place other requirements on the respondent that relate to the complaint, including but not limited to restitution or repair when property is damaged, completing additional assignments or obtaining counseling. Sanctions issued by the Academic and Professional Conduct Committee do not preclude any academic sanctions or consequences associated with the violation.

Academic and Professional Conduct Committee proceedings, materials, records, and decisions are confidential and will be conducted and maintained in a manner that preserves confidentiality to the most reasonable extent possible.

If any person present during an Academic and Professional Conduct Committee hearing discusses details of that hearing with individuals other than the Academic and Professional Conduct Committee chair, the associate dean of academic programs, or a faculty mentor made aware of the complaint during the process, that individual will be submitted to Academic and Professional Conduct Committee due to privacy concerns related to the subject matter. The complainant may communicate with the Dean for purposes of sanction appeal.

Article 5: Appeals Process

The decision of the Academic and Professional Conduct Committee on the student's responsibility in the alleged actions is final and may not be appealed. The imposed activities or sanctions of the Academic and Professional Conduct Committee may be appealed to the dean. The student must submit the appeal to the dean within five (5) business days of the receipt of the letter outlining the Academic and Professional Conduct Committee's hearing decision. The appeal must be in writing and must be filed in the dean's office. The appeal must be based on one or more of the following criteria:

1. Production of new evidence or relevant facts not produced at the hearing.
2. A claim of inadequate consideration of specific evidence.

3. A claim that a rule or regulation of the program applied in the case is not applicable.
4. A claim that the complaint hearing process was not appropriately followed.
5. A claim that the reprimand was unduly severe.

The Dean may not overturn the Academic and Professional Conduct Committee's decision that a student is or is not responsible for the alleged violations. The dean shall issue his or her decision concerning the appeal of actions or sanctions within three (3) business days of his or her receipt of the appeal. The dean's decision is final. If no appeal is received within the prescribed time frame, the Academic and Professional Conduct Committee's actions and sanctions are final.

Article 6: Honor Code Affirmation

The Manchester University Doctor of Pharmacy Honor Code will be affirmed following review of the Pharmacy Student Handbook, completion of a document attesting to the individual's review and acceptance of the Honor Code, and the signing of the Honor Code as part of the White Coat Ceremony.

"I affirm the Manchester University Doctor of Pharmacy Honor Code and commit to upholding its expectations and spirit in all that I do."

Article 7: Honor Code Reaffirmation

The Honor Code reaffirmation pledge has been created to reinforce the importance of academic integrity when addressing cheating and plagiarism. This pledge needs to be utilized for individual examinations and work assigned for classes, clinics, internships, and all other types of instruction offered within the program.

"I reaffirm the Manchester University Doctor of Pharmacy Honor Code and commit to upholding its expectations and spirit in all that I do."

Doctor of Pharmacy Academic Policies and Procedures

This handbook describes several policies and procedures; however, the primary resource for all program academic policies is the Pharmacy *Bulletin*, which is located on the Manchester University Registrar's Page: <https://www.manchester.edu/academics/registrar>

Student Affairs Policies, Procedures and Services

Alumni Engagement

Engagement is a shared effort between the dean's office, associate dean of clinical affairs and outreach, and assistant dean of enrollment and community engagement. Current students receive services and support as they advance through each stage of the progression continuum. The desired outcome of these services and support is for each student to become a committed alum of the Manchester University College of Pharmacy, Natural & Health Sciences and assume the role of dedicated and caring practitioner in the profession.

Admissions and Student Recruitment

Both recruitment of interested and prospective students and the admission process are coordinated by the office of admissions and enrollment management. The admission process and selection of students in each annual cohort is done in conjunction with the Pharmacy program's Admissions Committee. Informational materials and personal contact are the key tools used in identifying individuals that match with a possible career in pharmacy as well as with the philosophy of Manchester University. During the program, faculty, students and alumni are involved in both processes and feedback is gathered from these groups about these processes. Additional admissions information may be found on the program's website (www.manchester.edu/pharmacy) and the Pharmacy *Bulletin*.

Community Engagement

The assistant dean of enrollment and community engagement leads efforts to develop, implement and assess a strategic plan for community engagement, as it relates to student recruitment and development of student pipelines into pharmacy and health science programs. These efforts aim to cultivate strong relationships with partners, including but not limited to, universities, community colleges, health systems, and other local and regional organizations with an emphasis on STEAM and health careers.

Professionalism

Upon your acceptance to become a member of your respective class in the Pharmacy program, you have taken the first steps on your journey to becoming a member of a profession. As was discussed with the introduction of the Doctor of Pharmacy Honor Code, the concept of professionalism will be reinforced through readings, discussions, debate, presentations, practice, and example throughout your program of study. The program's faculty and staff are all committed to instilling in our students the importance of personal and professional honor and integrity.

Surveys of the public consistently rank pharmacy as one of the most trusted professions. In our position as a gatekeeper for the profession of pharmacy, we intend for our graduates to uphold and maintain the level of confidence and trust the public has placed on pharmacists. Consequently, upon accepting admission to the program, each student agrees to abide by the standards, policies, procedures and code that was previously outlined in this handbook.

This concept is so important to our program that each student will make pledges of professionalism on the first and last day of the program. During new student orientation, each student learns a great deal more about professionalism with the presentation of their white coat. This ceremony reminds all students of the responsibility of a pharmacy professional and formalizes this with the white coat and the pledge of professionalism – a commitment to their progression toward becoming a professional (Appendix B – Pledge of Professionalism).

On the last day, commencement is the celebration of the academic and professional accomplishments of each student. While a celebration, the soon-to-be newest members of the profession of pharmacy are again reminded of their responsibilities to not only themselves, but to their colleagues and society as a whole. The oath of the pharmacist provides this reminder (Appendix D).

Progression

This step in the continuum is often thought of as the “nuts and bolts” step. This is where the details, policies, procedures, information and other pearls of wisdom are located to ensure the successful progression of a student in this program. You can find more information about progression here: [Progression Information](#).

Interprofessional Education

Students enrolled in the Doctor of Pharmacy Program curriculum are provided opportunities to engage with other healthcare professional students through interprofessional education (IPE). IPE is learning with, from, and about other healthcare providers. All students are required to actively engage in IPE activities that will take the students through a progression of skills from Exposure, Immersion, and Integration. IPE activities will be conducted through the Fort Wayne Area Interprofessional Education Consortium (FWAIPEC), the Team Education Advancing Collaboration in Healthcare (TEACH!) curriculum, and through required didactic courses and co-curricular events. IPE activities will be held in various locations in Fort Wayne. Activities may include live seminars and activities, synchronous and asynchronous events, online activities, and experiential collaboration of IPE.

Manchester University Pharmacy Program IPE Mission, Vision, and Goals:

Mission: To cultivate health care professionals (HCPs) who work collaboratively towards the common goal of improving outcomes for patients, healthcare practice, and communities.

Vision: Serve as a model for excellence in IPE through collaboration with community partners

Goals:

- Introduce pharmacy students to IPE, Interprofessional Education Collaborative (IPEC) domains, and Interprofessional Collaborative Practice (IPCP) early in the didactic curriculum with regular meaningful reinforcement throughout the curriculum
- Prepare medication experts who provide interprofessional, patient-centered care in their communities guided by the principles of respect for the infinite worth of individuals and dedication to improving and advancing the profession of pharmacy
- Maximize interprofessional collaboration that enhances the delivery of pharmacy patient-centered care, including patient safety

Manchester Pharmacy Program IPE Outcomes

- Identify one's own roles, responsibilities, skills, and contributions to the healthcare team (**Exposure: Attitudes, Knowledge**)
- Utilize the unique knowledge, expertise, skills, and attitudes of other healthcare professions in a team-based approach to inform shared decisions in providing patient care (**Immersion: Skills, behaviors**)
- Communicate effectively as part of an interprofessional team (**Immersion: Skills, behaviors**)
- Collaborate with other healthcare professionals to improve the quality and safety of patient care (**Integration: Team-based practice readiness**)

Pharmacy S.M.A.R.T. Program

This program is a multi-faceted approach to supporting the success of all pharmacy students. A variety of services and programs have been implemented to support the mission and goals of Manchester University's Pharmacy program:

- **S - StudentWorks** – scheduled professional development workshops throughout the academic year focusing on issues such as time management, study techniques, etc.
- **M - Faculty Mentoring Program** – each student will have a faculty mentor throughout their time in the program, serving as a valuable information and communication resource
- **A – Academic Support** – includes programs, resources, and structures that promote all members of the community to learn efficiently and effectively, develop effective study strategies, and develop the critical thinking skills necessary to succeed academically.
- **R - Referral System** – a system that provides an opportunity for concerned members of the Pharmacy program community to reach out and offer help and assistance to students in the program (contact the Office of Academic & Student Affairs).
- **T - TeamWorks** – Students will become more aware of the importance of teamwork through the annual creation of working teams within each class. These teams will be used throughout the academic year in most courses.

Addiction and Related Disorders Policy¹

¹This policy was created using the guidelines offered by the Report of the AACP Special Committee on Substance Abuse and Pharmacy Education (June 2010);

http://www.aacp.org/governance/COMMITTEES/sape/Documents/SAPEReport_June_2010.pdf; accessed June 13, 2013.

Purpose

Manchester University Pharmacy program recognizes that addiction and related disorders (AARDs) involving gambling, controlled substances, illicit drugs, alcohol, tobacco and other drugs are diseases that affect all of society. This policy is intended to support students and protect the public and the pharmacy profession by providing an opportunity for pharmacy students with AARDs to obtain treatment while continuing in the Doctor of Pharmacy program.

Eligibility for Referral for Treatment

Pharmacy students have regular and often easy access to controlled substances throughout their course of study. All students must understand that the level of trust by our patients and our colleagues is imperative to becoming a professional. Therefore, the program takes all situations involving the use, misuse or abuse of controlled substances and other drugs seriously.

Pharmacy students with AARDs will have the opportunity to become successful through the program outlined in this policy. However, students who admit or are found guilty by a court of competent jurisdiction of theft, fraud, use or other violations of federal or state laws regarding illegal drugs and controlled substances shall be precluded from participation in the programs and services offered in this policy and are subject to immediate dismissal from the Doctor of Pharmacy program.

Referral Process

Students are encouraged to seek confidential assistance by making a request through the program's assistant/associate dean for academic programs. Students may also be confidentially referred for help by faculty, staff or another student. Individuals who are concerned about a student and believe they are experiencing changes in behavior or other issues should report this through the program's Referral System. The referral team, led by the assistant/associate dean for academic programs will confidentially review the referral and schedule a meeting with the student to confirm the referral and determine the need for further evaluation by a chemical dependency healthcare provider. Behaviors and other issues displayed by pharmacy students that may lead to a referral or a recommendation for further evaluation include but are not limited to:

1. Declining academic performance
2. Absenteeism (e.g., missing Mondays and Fridays; leaving classes/rotations early)
3. Physical symptoms such as dilated pupils, rambling or slurred speech, tremors, weight loss, etc.
4. Changes in social interactions (mood changes, troubled relationships)
5. Defensive behaviors
6. Significant changes in lifestyle
7. Legal difficulties (e.g., driving-related tickets)

The program will make every effort to ensure the confidentiality regarding this issue; however, where a student may be a significant and articulable threat to others, program employees may be required to share student information with law enforcement.

Program Details

Once the student seeks help on their own or is referred through the program's Referral System, the assistant/associate dean for academic programs will provide a list of local chemical dependency healthcare providers to the student and encourage the student to seek an evaluation. Once a healthcare provider evaluation has been completed and confirms a pharmacy student with an AARD, the student will be required to fully comply with the recommended treatment and will be immediately referred to the Indiana Pharmacist Recovery Network, Inc. (PRN).

The PRN serves as the state's advocacy group for impaired pharmacists and pharmacy students as well. The PRN provides assistance in and maintenance of the student's treatment. Following an evaluation by the PRN's medical review officer, the pharmacy student may be required to sign a contract with PRN that would remain in effect through the student's education and after graduation. A pharmacy student with AARDs may remain in and have the opportunity to complete their educational program as long as they remain compliant with their treatment plan, the requirements established by PRN, and the program's Honor Code and academic policies.

Alcohol Policy

Alcohol is not allowed on campus. The exceptions are

- (1) outside events approved by conference services and
- (2) Manchester events approved by the Dean.

Attendance Policies

General

Attendance and punctuality in all courses and labs is expected. As a student in a professional program, the expectations for participation and attendance in classes, activities, and events are similar to employment responsibilities. Additionally, active participation is vital to team dynamics and individual success.

Absences

A student must take responsibility for any expected or unexpected absence. In the case of an unexpected absence, the student must contact the course coordinator by email or phone as soon as possible. Expected absences (e.g., events that can be planned for in advance) must be communicated to the course coordinator, in writing (email), as soon as the event/ activity is known and as far in advance as possible. Delayed communication of these absences may result in loss of credit for any graded activities occurring that day.

Students are responsible to make any necessary arrangements with the course coordinator in regards to any absence. Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods. **The course syllabus is the definitive source for course specific policies related to excused and unexcused absences.**

If a student will be absent for an extended period of time (over 3 days) or for a college, university, or professional event, the assistant/associate dean for academic programs must be notified, as well as the course coordinator.

Absences related to Religious Holidays/Obligations

The program respects the right of all students to observe religious holidays and will make reasonable accommodations upon request. Students must inform the course coordinator(s) and assistant/associate dean of academic programs of any conflicts regarding religious holidays in writing (email) **no later** than the second Friday of the semester in which the holiday/obligation occurs. If notice is not provided by this deadline the absence will be considered unexcused.

Campus Security and Building Hours

The building hours to the public are from 8 a.m. to 5 p.m., Monday through Friday. The building is closed to the public on Saturday and Sunday. The building hours for students are 7 a.m.–12 a.m., Monday through Sunday. The patio will be open during weekend hours as well. Access is through the student lounge patio doors. Re-admittance to the building is only available with your proximity card through the main entrance. DO NOT prop open the student lounge patio doors in any way.

After-hours access to the Fort Wayne campus is not available to the public, only to program students through their proximity ID card prior to 8 a.m. and after 5 p.m. on weekdays and between 3 p.m. and 12 a.m. on the weekend. Available study rooms that are available after hours include the P1,

P2, and P3 classrooms, room 133, communications lab, and the student lounge. The student work rooms 122 and 124 are available by reservation. The Fort Wayne campus conference rooms and auditorium are not available for student use unless previously scheduled for a student event.

Student weekend access is not allowed prior to 3 p.m. and will not be allowed during other scheduled events upon advanced notification. Please remember, no pets are allowed in the facility. Any inappropriate/unapproved use of these identified rooms (e.g., food and drink in the communications lab) or the facility as a whole may lead to the closure of rooms and/or the elimination of student weekend access.

The Fort Wayne campus has an active security patrol, which includes patrol of the building, parking lot and surrounding campus. To contact Fort Wayne campus security, please call Parkview Dispatch – 260-266-1800. In the event of an emergency, please call 9-1-1 from the nearest telephone.

Campus Use Policy

Student Lounge

The Student Lounge provides students with an area to gather and equipment to store and/or heat their lunch. As such, the students are responsible for keeping the area clean and neat. A microwave and refrigerator are available for students' use. Rules for cleaning, microwave use, and refrigerator storage are posted.

Food Service

Food is available in the student lounge using a grab and go food vending system. This system uses a card swipe payment process for all items. Students learn more about the system and receive their cards during new student orientation. The food service areas are monitored by video camera. Pilferage, of any sort, will not be tolerated.

Student Lockers

The Office of Academic & Student Affairs manages student locker assignments each academic year. All lockers must be cleaned out by the last day of classes for each academic year. If a student withdraws, transfers, or is dismissed from the program and University, he or she must empty their locker immediately. Locks will be removed at the student's expense if not removed by the time stated above.

A locker use policy statement will be provided to all students during orientation, just prior to the beginning of the academic year. Lockers are the property of Manchester University. The University retains the right to inspect lockers and the contents of the same to ensure that the locker is being used in accordance with their intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol or tobacco.

Room Reservations

Within the Fort Wayne facility, there are a variety of rooms that may be reserved by students for academic or organizational pursuits. The process and approval for any academic, student organization

and service-related reservations are overseen by the Facilities Coordinator.

Property Damage

No student shall willfully or maliciously damage or destroy College/University property or property on the campus which belongs to any student, employee, or visitor of the College/University. This prohibition applies to off-campus sites while students are participating in academic learning experiences, including, but not limited to externships, experiential rotations, and observations. Students are obligated to pay for all property damage caused by improper use. The program reserves the right to pursue available legal remedies against students who damage or destroy University property.

Campus-wide Communications and Student Responsibilities

The Manchester University-provided student email address is the official method of electronic communication with all students. Program announcements, as well as academic related communications (including but not limited to required courses, elective courses, and experiential related messages) will be communicated through Manchester email. Courses in Canvas, the University's learning management system, may use the internal communication systems of Canvas for communicating to students. Other program systems, such as examination software (e.g., ExamSoft) and experiential related software (e.g., CORE) may also use internal communications to communicate with students. Refer to course syllabi to confirm the communications methods used for each course.

It is the professional responsibility of all students as members of the pharmacy program to regularly check their Manchester email account, as well as any other program-related communication systems, for messages from faculty and administrators. Not checking one's Manchester email account or other program-related communication system is not an acceptable excuse for missing events and other program requirements, as well as completing assignments late or missing them entirely.

Career Services

Students seeking information about career counseling are able to discuss opportunities with their faculty mentor on topics such as rotation sites that fit closely with career goals. Students are also able to meet with members of the Office of Academic and Student Affairs. Career information and resources will be made available via Canvas with information about job opportunities as well as internships. Alumni are able to contact anyone within the department of Enrollment Management and Community Engagement. With an emphasis on pursuing career goals during their four years in the program, students learn how to plan their future through individual counseling and workshops. Career interest assessment, career exploration and research, resume and curriculum vitae development, job correspondence, interview techniques and networking are frequent topics.

The Office of Career and Professional Development on the North Manchester campus of Manchester University offers services available to pharmacy students as well. Staff members from their office will be available periodically in Fort Wayne for events and individual or group appointments. Staff offers services such as looking over application materials, helping with building LinkedIn profiles, and working on interview skills. They also have an online mock interview platform so you do not have to worry about being on campus. If you have any questions or are interested in utilizing their services, you

can email careerdevelopment@manchester.edu to set up an appointment.

Also, each student has a Handshake/Spartan Jobs account that includes pharmacy positions. You log in using their MU credentials. They can access Spartan Jobs from the MU home page under quick links.

Counseling Services

Students may face many personal challenges during their years in the pharmacy program. The University recognizes this and provides free, confidential counseling services. Appointments can be scheduled with University Counseling services on the Fort Wayne campus via email at: fwcounselingservices@manchester.edu. University counseling services will be regularly available on the Fort Wayne campus as posted and communicated throughout the semester. Short-term counseling or referral to an appropriate resource in the area will be provided. If you have concerns about the mental health and/or well-being of yourself or one of your classmates, you are encouraged to reach out to the Inclusion & Wellness Coordinator or someone within the Office of Academic & Student Affairs.

Criminal Background Checks and Drug Testing

Students are required to undergo a criminal background check and drug test prior to the beginning of the first year and then annually for the length of the program. A third party will be engaged to conduct these background checks and coordinate the drug test. The cost for each background check and drug test is borne by the student. The results of the background check and drug test belong to the student directly and is shared with the program. Students cannot begin practical experience until the background check and drug test have been completed, submitted to the program and the results have been found to be satisfactory.

Dress Code

The program is committed to preparing students to become professionals. Part of this process is learning what professional dress is and understanding the importance of one's appearance when interacting with patients or colleagues. These guidelines specify standards of attire that promote a professional appearance conducive to a positive learning environment. Faculty, staff and students must present a professional image to patients, colleagues, and the community. This code provides the expectations for professional appearance throughout the program.

Professional Dress

Professional dress is required for Pharmacy Practice Laboratory, all experiential education rotations and events (Introductory Pharmacy Practice Experiences [IPPE] and Advanced Pharmacy Practice Experiences [APPE]), and at all times in patient care areas. Professional dress is described as:

- **Pharmacy program identification** must be visibly worn at all times and as close to eye level as possible.
- **Pharmacy white coats** must be worn, kept clean, and pressed.
- **Men** will wear a dress shirt, tie, full-length pants, socks and appropriate shoes.

- **Women** will wear a dress or, blouse or sweater with a skirt or dress pants (all garments must be of appropriate length), with appropriate hosiery/socks and shoes.
- **Footwear** should be clean and appropriate for the setting. Athletic shoes and open-toed shoes (e.g., sandals) are not permitted.
- **Cosmetics and jewelry** should be used in moderation and not distracting.
- **Perfumes, colognes or heavy fragrances** should not be worn, as many people are offended by or allergic to chemical scents or odors.
- **Tattoos, body piercings (other than ears) and other forms of body art** are to be covered while at all experiential sites.
- **Additional details regarding experiential rotations may be found in the Experiential Education Manual.**

Inappropriate professional dress includes, but is not limited to:

- Denim jeans
- T-shirts
- Shorts of any style
- Athletic wear including shorts or jogging suits
- Revealing clothes, such as low-cut, sheer, see-through, or tight/form fitting attire (e.g., tank tops, tube tops and halter tops)
- Head wear of any kind, including hats, caps, and bandanas
- Open-toed shoes (sandals, flip flops) of any type and athletic shoes

If there is any required deviation from the professional dress policy for religious, medical or cultural reasons, the student must:

1. Make a request to the Assistant/Associate Dean of Academic Programs.
2. Meet with the Assistant/Associate Dean of Academic Programs.
3. Receive written approval.

Business Dress

Business dress is required for various Pharmacy Program events. Business dress is described as professional dress, substituting a suit coat/sports jacket for the white coat.

Business Casual Dress

Business casual is a minimal expectation when guest speakers are featured in class and may be a stated requirement for events or activities. Business casual is described as dress pants, polo or button-down shirts for men and dress pants, skirts, or dresses (all garments must be of appropriate length), blouses, dress shirts or sweaters for women. Appropriate hosiery/socks and shoes must also be worn – no sandals, flip-flops, or athletic shoes.

Classroom and Campus Dress (during business hours)

The following are the minimal requirements for classroom and campus dress:

- Pharmacy program identification must be visibly worn at all times and as close to eye level as possible.
- Attire (including t-shirts, sweatshirts, shorts, and jeans) that reflects the proper taste, personal modesty, neatness and a concern for the feelings of others.

Inappropriate classroom and campus dress includes, but is not limited to:

- Pajamas
- Jeans that are tattered, torn, with visible tears
- Cut-offs – jeans, T-shirts
- Exercise or active wear (“work-out” gear)
- Leggings as pants
- Scrubs
- Revealing clothing (as previously defined)
- Clothing with inappropriate advertising, offensive slogans, etc.
- Non-religious headwear of any kind, including hats, caps, and bandanas.

Additional Dress Code Requirements

There may be other dress code requirements or allowances identified in regards to particular courses, laboratories, work assignments or service activities. The coordinator for the specific activity will communicate the dress code requirement in advance of the scheduled start date.

Emergency Guidelines

The Fort Wayne Campus Emergency Guidelines Manual will be available online:

<http://www.manchester.edu/academics/colleges/college-of-pharmacy-natural-health-sciences/pharmacy/student-life/health-and-safety/university-safety>

(Student Life->Health and Safety->University Safety) and details the policies and procedures for all program personnel (students, staff and faculty).

Financial Aid

All pharmacy students are strongly encouraged to complete and file the Free Application for Federal Student Aid (FAFSA) for consideration for student loan eligibility. Questions about financial aid should be sent to the program’s office of academic & student affairs or the University One Stop/Student Financial Services office.

Financial Policies

All accounts are to be paid in full prior to the start of courses. The dates for fall and spring semester will be established and reported by Student Financial Services. Methods of payment accepted include:

- **Check or Money Order** payable to Manchester University, mailed to our lock box at:
 - Manchester University 4000 Solutions Center Chicago, IL 60677-4000
- **In Person Payment** - Check, cash or money order Payments can be made Monday through Friday, 8 a.m. to 5 p.m. in the Student Financial Services office located on the lower level of the

Administration Building on the North Manchester campus.

- **Credit Card** - Make a payment of any amount online using a MasterCard, Discover, or American Express credit card. Please note that a convenience fee of 2.35 percent will be charged by Link2Gov for the processing of online payments. Manchester University does not receive any portion of this non-refundable fee.
- **Electronic Check** - Make a payment of any amount using an e-check. There is no fee for this service.
- **Monthly Payment Option** - Manchester University partners with Tuition Management Systems, Inc. (TMS) for interest-free monthly payments. Yearly costs may be paid over a 10-, 9-, or 8-month equal payment schedule beginning in July, August or September and ending in April. The amount budgeted to pay must equal the cost of the academic year to be considered successful. Full details are available at:

<https://www.manchester.edu/about-manchester/office-directory/student-financial-services/student-payment-plans>, 1-888- 713-7240, or through Student Financial Services.

Students with unpaid balances may lose current enrollment and will not be allowed to register for any subsequent terms. Transcripts and diplomas are withheld from those who have not settled their financial obligations to Manchester University, which may include collection fees, attorney's fees, and court costs. Students are not fully registered, nor will they have the privilege of class attendance or use of University facilities until their charges are paid. A service charge of 1.5 percent or \$30, whichever is greater, may be added to any unpaid balance in the student account as of the last working day of each month.

Food and Drink in the College

Students may only bring drinks into classroom spaces in re-sealable containers (i.e., screw-top bottles, mugs with lids, or other containers; no fast-food or open cups or cans). Students may not bring other food or drinks into the classroom spaces at any time. Students who bring non-permitted drink containers or food into the classroom will be asked to remove them. Recurring problems will be addressed by the Office of Academic & Student Affairs.

Faculty may bring drinks into the classroom spaces in re-sealable containers (i.e., screw-top bottles, mugs, or other containers; no fast-food or open cups or cans) during class. At other times, with the express permission of the dean, faculty may bring food and drink into the classrooms for non-class events. This policy applies to all four classrooms (132, 133, 136, 290), and the Communications Lab (135). No food or drink is allowed in the Drug Information Center library area, Pharmacy Practice Lab, or the Sterile Products Lab at any time. Food and drink is permitted in other student and faculty areas around the building.

Grades/Transcripts/Enrollment Verification

Students may only obtain official transcripts via the National Student Clearinghouse for a nominal fee. [Registrar webpage](#).

Hazing, Theft, and Concealed Weapons

Hazing: No member of the University community shall participate in, knowingly permit or fail to report the hazing of a student. Hazing includes the mental or physical requirement or obligation placed upon a person seeking membership in or as a member of a student organization that could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any University policy or any federal, state or local law.

Theft: Without proper authorization, no student shall take, attempt to take, or keep in his/her possession items of University property or items belonging to students, staff, student groups or visitors to the campus.

Weapons: Illegal or unauthorized possession of firearms, explosives or other weapons or dangerous chemicals on University premises (or off-campus site that hosts academic experiences such as experiential rotations, externships and observations) is prohibited. In addition, the brandishing of any item as a weapon is also prohibited.

Health Insurance Portability and Accountability Act (HIPAA) Training

Students will be required to participate in HIPAA training.

Health and Immunization Record

All Pharmacy students are required to have completed a University Health Information form which includes personal history, physical and immunization record. This form is provided electronically to all incoming students prior to enrollment. The completed Health Information form, with physical and immunization record (with all supporting documentation) must be on file prior to the start of fall semester classes.

The Pharmacy program works with the Allen County Health Department (ACHD) to manage student immunizations. In addition, information regarding public health questions/ issues may be received from the ACHD.

Contact information: <http://www.allencountyhealth.com> or call 260- 449-7561

Health Insurance

Beginning the Fall 2014 semester, Manchester University no longer requires students to provide proof of health insurance. However, all pharmacy students are required to provide proof of health insurance at the beginning of each academic year.

There are multiple options to choose from for insurance. Students may remain on parent's plans until the age of 26 or continue the coverage already used. Those without coverage may consider the following:

- Sign-up for insurance using the recently created Marketplace: www.healthcare.gov
- Contact local hospitals for assistance with Marketplace enrollment
- Contact local insurance companies to learn more about coverage options.

Identification Cards

Identification cards are issued to all students enrolled at the Pharmacy program. Not only are

these your college ID cards, but they also serve as your “key” into the building. Students are required to wear their current and valid ID card when on campus and in any experiential setting. If the ID card is lost, please report to the Ft. Wayne Campus facilities coordinator. To make a request to receive your Identification Card or to order a replacement, follow the instructions below:

- Go to [ChetNet](#),
- Under the **Safety** Section select [Initial ID Card Request](#).
- The Initial ID Card Request will ask the students to upload a picture of their government issued ID, and a picture of their choosing. There is also a walk-through/tutorial video listed on the page.
 - If the system states that the student already has a card, select [FW ID replacement](#) under the Safety section.
- Select the **Replacement ID Card** button under the **Products** title.
- For Classification: Select **Student-Fort Wayne Campus**.
- It will then ask for **the MU ID Number, First and Last Name**.
- Click **continue**
- Click **Review Order**

Library Resources

North Manchester Campus

The library provides materials to serve the University curriculum, bibliographic and interlibrary loan support for research and instruction in the use of information sources. Library services are available on site, as well as online through the Funderburg Library website

<https://www.manchester.edu/Library/>

Its 176,000 bound volumes, 530 printed periodical subscriptions, 5,600 sound and video recordings, and more than 20,000 online periodicals in 70 databases provide valuable research resources. Interlibrary loan service delivers materials from potentially thousands of libraries. Four librarians manage the on-site and virtual array of library services and resources.

Local Healthcare Resources

There are several urgent care clinics located around the Fort Wayne area and in close proximity to the program. Two urgent care clinic groups, representing several clinic sites are listed below:

1. **Parkview First Care Walk-InClinic 8 a.m. - 8 p.m., 7 days a week**

<http://www.parkview.com/en/ppg/FirstCare/Pages/default.aspx>

Fort Wayne, North

3909 New Vision Drive

Fort Wayne, IN 46845

(260) 469-6610

Located on Parkview North campus off Dupont and Diebold

Fort Wayne, Southwest

8911 Liberty Mills Road

Fort Wayne, IN 46804

(260) 373-9465

Located on the corner of Liberty Mills and Jefferson Blvd, west of I69

Fort Wayne, Central

1515 Hobson Road

Fort Wayne, IN 46805

(260) 469-6601

Located at corner of Lake and Hobson

New Haven

1331 Minnich Road

(260) 373-9600

Located east on Lincoln Highway to Minnich Road

2. RediMed Urgent Care

<http://www.redimedclinics.com/interior.php?t=26>

RediMed Clinic North

11635 Coldwater Road

Fort Wayne, IN 46845

(260) 637-1661

8 a.m. - 8 p.m. daily

RediMed Clinic Northeast

3717 Maplecrest Road

Fort Wayne, IN 46815

(260) 458-3843

8 a.m. - 8 p.m., daily

RediMed Clinic Southwest

7333 W. Jefferson Blvd.

Fort Wayne, IN 46804

(260) 458-3830

8 a.m. - 8 p.m., daily

Emergency services may be reached at the phone numbers below:

1. **Dupont Hospital:** (260) 416-3000
2. **Lutheran Hospital of Indiana:** (260)435-7001
3. **Parkview Regional Medical Center**(North Hospital): (260) 266-1000

4. **St. Joseph Hospital:** (260) 425-3000 Ambulance services can be summoned by calling 911.

Note: The program reserves the right to contact parents or legal guardians of a student when the health and safety of the student is at risk.

Mental Health Evaluation

Manchester University is committed to protecting its community members from the risk of physical harm and preserving the integrity of its learning environment. Requiring a student to complete a mental health evaluation may be necessary to protect the safety of the student and others in the case of a disciplinary problem involving that student. Separation of a student from the program may also be necessary if there is sufficient evidence that the student is engaging in or is likely to engage in behavior that either poses a danger of harm to self or others or disrupts the learning environment of others and the student is unwilling or unable to assure his/her own safety or that of others.

Notification: The University reserves the right to notify a student's parents and/or designated emergency contact regarding issues of health and safety if the student's behavior poses a threat to the health and safety of themselves or others. The final determination by the program regarding the student's standing within the program may also be communicated to the emergency contact.

Fort Wayne Campus

The Drug Information Center on the Fort Wayne Campus provides a print and electronic library collection that students may use. Students will be able to use the electronic collection within the main library website and will also have access to a designated page specifically for the College of Pharmacy, Natural & Health Sciences with relevant and helpful resources regarding the Doctor of Pharmacy coursework. The print collection will be housed in the Drug Information Center as reference material.

In addition, students of the Fort Wayne campus will have access to the library resources of the University of Saint Francis and IPFW libraries. Please contact the Pharmacy Program Drug Information Center for specific directions on your access.

Community Outreach

Overview:

Engaging in community outreach provides students with the opportunity to become active members of their community to create and develop a lasting, positive impact for the community they serve. Volunteering allows pharmacy students to develop skills needed for practice in an ambulatory care or community setting, gain insight into the lives of the people who are underserved, and learn about people of different cultures and backgrounds.

Community Outreach Requirements:

Beginning in 2021-2022, students are required to complete 12-hours of community outreach for each professional year of enrollment (P1 through P4 year); this includes students who are on alternate tracks.

Community outreach hours are a progression requirement and part of the professional identify formation program. We encourage students as they increase their therapeutic knowledge to serve in health-

oriented projects but can be any type of project. Failure to complete your community outreach requirements will lead to consequences outlined in Late or Missing Assignment Section.

Students will document their community outreach activities in Canvas. It is the student's responsibility to provide the required information, as outlined below, to fulfill this requirement. If not all information is documented as outlined below, students will receive a rejection message and must submit the required information. The community outreach component will not be met until all appropriate documentation is submitted by the student.

Due dates for submissions:

Year	CE Due Date
P1	April 1 at 11:59 PM
P2	April 1 at 11:59 PM
P3	March 15 at 11:59 PM
P4	March 15 at 11:59 PM

How to submit in CORE CompMS

Document into the COMMENT section the following information for approval:

SERVICE ACTIVITY:

DATE OF COMPLETION:

CONTACT INFORMATION:

OF SERVICE HOURS:

Frequently asked questions: Where can I do community service? If you need assistance with identifying a community service project, contact the Director of Student Services for Pharmacy Programs

Why did my service project get rejected and go into remediation?

You may be missing pertinent information that has not been included into your submission. Once remediation is updated with the required information, it can be properly approved and documented.

What if I am an on an alternate track? All students enrolled in courses are required to perform community outreach, regardless of course load or other academic standing.

Personal Property

The University does not provide personal property insurance for property that is rented or borrowed for use by individual students or for University/College- sponsored activities. In those cases, the owners and students arranging to use property will need to provide their own insurance coverage, as the liability accompanies ownership of property. The University does not carry insurance on personal property and belongings of students and is not responsible for any loss of property by fire, theft or other contingency. Students are advised to keep belongings in a protected location at all times.

Student Government

Pharmacy Student Leadership Council (PSLC)

The Pharmacy Student Leadership Council is the governing body for the Pharmacy program's student body. Representation will consist of individuals from each class and student organization. The PSLC formed in Spring 2018 and the by-laws, as well as meeting minutes will be posted and available in Canvas, in the Pharmacy Student Leadership Council folder of the Pharmacy Home page.

Class Officers

Rising P2, Rising P3, and Rising P4 classes will hold late spring elections for class officers that will begin their tenure for the following academic school year. P1 students will hold elections for class officers no earlier than the fourth week of the fall semester. Each class will elect a president, vice president, secretary, treasurer, and activities coordinator. Election procedures and position descriptions will be found on Canvas when the election process begins. There will be a nomination process which, each nominee will need to approve their nomination for their name to go on the official voting ballot.

Student Involvement

Student Representation on Pharmacy Program and College Committees

Student participation in program and College committees is encouraged. During orientation, students will be introduced to the various opportunities for involvement on program and College committees. An online application will be made available to all students no earlier than the third week of the fall semester. The completed applications will be reviewed by the assistant/associate dean for academic programs and the respective program and College committee chairs and all applicants will be notified. Students will be limited to service on one program or College committee per academic year. The following outlines the number of student opportunities for committee service:

Assessment – One student representative from any class

Curriculum – One student representative from each of the P1, P2 and P3 classes.

Co-Curricular – three student representatives from any class

Student Organizations

Students are encouraged to form student chapters and other pharmacy or non-pharmacy related organizations with approval from the program's Office of Academic & Student Affairs. All organizations are subject to adherence to the rules and regulations promulgated by the program, College and University.

As of academic year 2021-2022, there will be fifteen sixteen pharmacy student organizations:

1. African American Healthcare Alliance (AAHA)
2. American College of Clinical Pharmacy (ACCP)
3. American Pharmacists Association Academy of Student Pharmacists (APhA-ASP)
4. American Society of Health-System Pharmacists Student Society of Health-System Pharmacists (ASHP-SSHP)

5. Christian Pharmacists Fellowship International (CPFI)
6. College of Psychiatric and Neurologic Pharmacists (CPNP)
7. Muslim Healthcare Professionals (MHP)
8. National Hispanic Pharmacists Association (NHPA)
9. Student Personalized Medication Coalition (sPMC)
10. Pharmacy Student Leadership Council (PSLC)
11. Phi Lambda Sigma Pharmacy Leadership Society (PLS)
12. Rho Chi Society – Academic Honor Society in Pharmacy
13. Student National Pharmaceutical Association (SNPhA)
14. National Community Pharmacy Association (NCPA)
15. Indiana Pharmacists Association (IPA)
16. Student Ambassadors Program

University and Pharmacy Program Policies

Manchester University has policies and guidelines that define the actions of the University community and govern both the rights and the expectations of its members. The Pharmacy Student Handbook provides a listing and rationale for all policies that apply to members of the program's community. The policies listed are not all inclusive. Students who seek admission should be aware of University regulations and be prepared to abide by these policies while enrolled at Manchester University Pharmacy program.

The program reserves the right to dismiss or suspend any student at any time when, in the judgment of program authorities, such action is advisable. Upon registration with the Manchester University Pharmacy program, the student expressly concedes this right to the program. It is understood that attendance at Manchester University Pharmacy program is a privilege, not a right, and that this privilege may be withdrawn in the case of any student who does not adhere to the objectives or policies of the program and University.

Vehicle Registration Requirements

You must obtain and display a current Manchester University registration permit for all motor vehicles. Motor vehicles include automobiles, trucks, motorcycles, motor scooters, and mopeds. Motor vehicles are registered on the Manchester University web page > ChetNet > [parking permit](#). The vehicle must be covered by the minimum liability insurance as required by the state in which the vehicle is registered. It is the responsibility of the vehicle operator to ensure that the vehicle is registered.

Parking Violations

A citation will be issued for:

- Failure to display a current Manchester University registration decal

- Parking in a designated fuel-efficient parking space if you do not have a vehicle that is powered by a hybrid engine or electricity
- Parking in handicap parking spaces without proper decals

The first citation is a warning only. Future citations of parking violations will result in official citations that include a \$10 fine each. All citations must be paid online using a valid credit/debit card. Outstanding citations not paid within ten (10) days may result in booting and/or towing of your vehicle should it be found on Manchester University property, and/or a registration hold for future classes. Citations must be paid by visiting the following website: [Ticket](#). If your citation number begins with a "W" it is a warning and no payment is required.

Seven (7) violations or more within a given academic year will result in that person being called to speak to the Director of University Safety with regards to how to correct the parking issues. Booting will occur without warning if the person fails to meet as requested and/or upon issuance of the eighth violation and beyond. Repeat offenders risk losing their campus parking privileges for the remainder of the academic year and booting/towing of their vehicle(s) when parked on campus. Officers will remove boots from vehicles only after being provided proof of payment of the boot removal fee as well as payment of any and all outstanding citations.

Unregistered vehicles will be booted following the issuance of the fifth warning/citation. Officers will remove boots from vehicles that are unregistered only after being provided proof of payment of any unpaid citations as well as proof of obtaining a valid University decal to be placed on their vehicle.

Falsification of information to obtain a registration permit will result in the revocation of campus parking privileges for the remainder of the academic year, and charges of "dishonesty" will be submitted to Honor Council.

Title IX

The Title IX policy can be accessed here: [Manchester University Title IX Sexual Harassment Policy](#)

What is Title IX?

"No person in the United States shall, on the basis of sex, gender identity or expression, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." – Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act.

Title IX is a portion of the Education Amendments of 1972. Although it is best known for requiring gender equity in collegiate athletics, Title IX broadly prohibits discrimination on the basis of sex in all university student services and academics. Title IX, along with the Campus SaVe Act, require universities to address campus related Sexual Violence, which is viewed under Title IX as an extreme form of hostile-environment sexual-harassment.

Manchester University Policy and Procedures for Sexual Misconduct Complaints

Introduction

Manchester University is an institution of higher learning that respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition. As such, Manchester University does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination.

As a recipient of federal funding, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and Sexual Misconduct—in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.¹

Sexual Misconduct is defined broadly under this Policy and Procedures for Sexual Misconduct Complaints (Policy). Sexual Misconduct includes Sexual Assault, Sexual Harassment, Nonconsensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor Child.

Molesting, and sex discrimination, which are defined below. Sexual Misconduct is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Misconduct in order to protect the rights and personal safety of students, employees, and other members of the University community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the person accused of the Sexual Misconduct.

Definitions - The following terms and definitions apply to this Policy.

“Child Molesting” means a person at least 18 years of age who, with a child under 14 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

“Consent” means clear, unambiguous words or actions that show a knowing and voluntary agreement between the participants to engage in a specific mutually agreed-upon sexual activity. Effective consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking

¹ Further, Manchester University policy explicitly prohibits discrimination on the basis of sexual orientation and gender identity or expression

advantage of the Incapacitation of another, where the accused individual knows or reasonably should have known of such Incapacitation. Consent cannot be based on silence or the absence of saying “no” or “stop,” the existence of a prior or current relationship, or prior sexual activity.

Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent is also absent when the activity in question exceeds the scope of consent previously given. Further, Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent can be revoked at any time. For all these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

“Force” means physical force, violence, threats, intimidation (implied threats), or coercion that produce consent or overcome resistance. Sexual activity that is forced is by definition nonconsensual, but non-consensual sexual activity is not by definition forced. Coercion is unreasonable pressure for sexual activity. An example, when someone makes clear that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is coercive if the pressure is unreasonable. Resistance is a clear demonstration of non-consent, but the absence of resistance does not prove consent.

“Incapacitation” means a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., understand the who, what, when, where, why, or how of the sexual interaction). States of incapacity include but are not limited to mental disability, sleep, blackouts, flashbacks, involuntary physical restraint, or the effects of drugs or alcohol. Incapacitation is determined by how the alcohol or drugs consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused individual knew, or a sober, reasonable person in the position of the accused individual should have known, that the complainant was incapacitated. Because Incapacitation is hard to determine, individuals are strongly encouraged, when in doubt, to assume the other person is Incapacitated and unable to give Consent. Intoxication or the use of alcohol or other drugs is never a defense to a complaint filed under this Policy.

“Investigator” means an individual assigned by the Title IX Coordinator to investigate the alleged Sexual Misconduct to determine whether there is cause to grant a hearing.

“Non-Consensual Sexual Contact” means any intentional sexual touching, however slight, with any object by a person upon another person without consent and/or by force. Sexual contact includes contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

“Non-Consensual Sexual Intercourse” means any sexual intercourse however slight, with any object by a person upon another person without consent and/or by force. Sexual intercourse includes vaginal

penetration by a penis, object, tongue or finger, or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

“Responsible Employee” means any University employee who has a duty to report incidents of Sexual Misconduct to the Title IX Coordinator and who has authority to take action to redress Sexual Misconduct. Examples of Responsible Employees include deans, associate deans, vice presidents, coaches, Title IX coordinator and deputy coordinators, hall directors, resident assistants, human resources staff, university safety officers, staff, faculty members, and administrators.

“Retaliation” means any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or Sexual Misconduct.

“Sexual Exploitation” occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her per own advantage or benefit, or to benefit or give advantage to anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; nonconsensual recording; photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex, or transmitting photographs of the intimate parts of another, which were consensually taken, to a third person without consent); engaging in voyeurism; knowingly transmitting a sexual transmitted infection to another person; exposing one’s genitals in non-consensual circumstances, including forcing another to expose their genitals; and sexually-based stalking and/or bullying may also be forms of sexual exploitation.

“Sexual Harassment” means unwelcome, sex-based verbal or physical conduct that is, sufficiently severe or pervasive that it unreasonable interferes with an individual’s work or academic performance or unreasonably creates an intimidating, hostile, or offensive working or academic environment. To constitute Sexual Harassment, the conduct must be offensive both from a subjective viewpoint (the viewpoint of the alleged victim) and an objective viewpoint (the viewpoint of a reasonable person in the alleged victim’s position).²

Quid pro quo sexual harassment is a type of Sexual Harassment where there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature between persons of unequal power and submission to or rejection of such conduct results in adverse

²Sexual harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individuals' ability to participate in or benefit from the activities of the University. While some offensive behaviors may not meet the definition of Sexual Harassment Such behavior may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other University policies and could warrant remedial actions and or discipline. The following is a non-exhaustive list of actions that may constitute Sexual Harassment, whether the harasser is a co-worker, supervisor, student, faculty, member, or vendor:

1. Persistent unwelcome flirtation, requests for dates, advances, or propositions of a sexual nature;
2. Unwanted touching such as patting, pinching, hugging, or repeated brushing against the individual's body;
3. Repeated degrading or insulting comments that demean in individual's sex; or
4. Warranted displays of sexually suggestive objects or pictures.

educational or employment action. An example of quid pro quo sexual harassment is a professor insisting that a student have sex with him or her in exchange for a good grade.

“Sexual Misconduct with a Minor” means a person at least 18 years of age who, with a child at least 14 years of age but less than 16 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

“Sexual Misconduct” is a broad term encompassing “Sexual Exploitation,” “Sexual Harassment,” “Non-Consensual Sexual Contact,” “Non-Consensual Sexual Intercourse,” “Child Molesting,” and “Sexual Misconduct with a Minor” as defined in this policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by both men and women and can occur between people of the same or different sex.

“Title IX Coordinator” is the person designated by the University to be responsible for the oversight of the investigation and resolution of all reports of Sexual Misconduct. The Title IX Coordinator is available to assist any University employee or student regarding the appropriate response to Sexual Misconduct or advise complainants, respondents, and third parties about the policies and procedures of the University. At MU, the Title IX Coordinator is assisted by deputy coordinators.

Coordinator:

Ali Goetcheus, Student Life
Chinworth Center
agoetchus@manchester.edu
260-982-5721

Investigators – North Manchester Campus:

Barb Burdge, Academics
Academic Center 214
bjburdge@manchester.edu
260-982-5365

Brandee Estes, Human Resources
Calvin Ulrey Room 101
bjestes@manchester.edu
260-982-5288

Tami Hoagland, Athletics
PERC Room 214
tlhoagland@manchester.edu
260-982-5390

Peter Martini, Academics

Academic Center Room 208
pjmartini@manchester.edu
260-982-5078

Abigail Van Vlerah, Decision Maker, Hearing Officer
Vice President for Student Affairs
Chinworth Center
ALVanVlerah@manchester.edu
260-470-5132

Investigators – Fort Wayne campus:

Sarah Wehrkamp , Title IX Deputy Coordinator – Fort Wayne campus
Director of Student Affairs for Pharmacy Programs
SEWehrkamp@manchester.edu
260-470-2655

Advisor – Fort Wayne campus
Walter Smith, Pharmacy
WTSmith@manchester.edu
260-470-2668

Advisor – North Manchester campus
Kaitlyn Zook, Admissions ACEN: Admission Office
KMZook@manchester.edu
260-982-5228

Advisor – North Manchester campus
Christie Working, Student Life Cavin Urley: Center for Health Services
CMWorking@manchester.edu
260-982-5001

Appeals:

Julie Knuth, Administration Funderburg Library
JJKnuth@manchester.edu
260-982-5214

Scope of Policy

When and to whom does this policy apply? Any person, including employees, students, trustees and people engaged in business with the University, may file a complaint of Sexual Misconduct against any other person, including a “University student” or “University employee.”

A “University student” means any student who is registered or enrolled at the University (1) at the time of the alleged Sexual Misconduct (this includes during study abroad experiences, internships or

experiential rotations, or during academic recess if there is an expectation of such student's continued enrollment at the University) and (2) at the time that the Title IX Coordinator prepares and delivers a formal complaint against such a student to an Investigator.

A "University employee" means any person who is employed by and enrolled in the payroll system at the University (1) at the time of the alleged Sexual Misconduct and (2) at the time that the Title IX Coordinator prepares and delivers a formal complaint against such employee to an Investigator.

This policy applies to any allegation of Sexual Misconduct against any member of the University community, including University students or employees, regardless of where the alleged Sexual Misconduct occurred. However, Sexual Misconduct that took place a great distance from the University will be more difficult to investigate. In addition, with respect to any complaint (1) by a person who is not a member of the University community, and (2) related to non-University conduct, the University reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the University community to warrant processing the complaint.

Where parties to sexual misconduct cases include vendors or other business associates of the University, the University reserves the right to end or alter such business relationships in order to protect the safety of the University community. Sexual Misconduct as defined in this Policy is governed by this Policy. Other misconduct offenses will fall under this Policy when they are based on sex, including the following:

"Domestic violence" means a felony or misdemeanor crime of violence committed by a current or former spouse of the complainant, by or intimate partner of the complainant, a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Indiana, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence law of Indiana.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. The Title IX Coordinator or deputy coordinator will determine at the time of reporting whether the complaint meets the Title IX requirements of being based on sex.

Non-Retaliation

Students and employees shall be free of any Retaliation because they have raised allegations of Sexual Misconduct in good faith or because they have participated in good faith in an investigation of Sexual Misconduct. All persons, including persons accused of Sexual Misconduct, must not engage in any

type of Retaliation against the complainant or any other individual who participates in the investigation. Anyone engaging in Retaliation will face disciplinary action.

Because an allegation of Sexual Misconduct may have serious consequences, a complainant who knowingly and with malicious intent makes a false allegation of Sexual Misconduct may be subject to disciplinary action. Similarly, any individual who knowingly and with malicious intent is untruthful to University officials investigating allegations of Sexual Misconduct may be subject to disciplinary action.

Reporting Sexual Misconduct

Timing of Complaints

If the alleged Sexual Misconduct fits within the scope of this policy as defined above, a complaint of Sexual Misconduct may be filed at any time after the alleged Sexual Misconduct. There is no time limit to the applicability of this policy. Nevertheless, individuals are encouraged to report alleged Sexual Misconduct immediately in order to preserve evidence and maximize the University's ability to conduct a prompt, thorough, and impartial investigation. Failure to promptly report Sexual Misconduct may result in the loss of evidence or witness testimony and may decrease the University's ability to effectively enforce this policy.

There are two levels of reporting options, confidential reporting options and non-confidential reporting options (including Responsible Employees).

Option A: Confidential Options

If one desires that details of the incident be kept confidential, they should speak with on-campus counseling services, university nurse, or the campus pastor. Campus counselors are available to help free of charge and can be seen on an emergency basis. These individuals will keep reports made to them confidential.³ You may make an anonymous report through Report It!, the University's electronic reporting program. To make an anonymous report, go to the MU webpage; click on the Report It! button and complete the electronic form. Include all relevant details of the alleged Sexual Misconduct in the form. Do not enter your name in the form if you wish to remain anonymous. All incidents will be investigated.

Option B: Non-Confidential Reporting Options (including Responsible Employees)

The University requires all of its employees to report incidents of Sexual Misconduct to the Title IX Coordinator. You are encouraged to speak to officials of the institution to make formal reports of incidents. However, reporting to the Title IX Coordinator or other employee will not require that the individual reporting the incident file a formal complaint.

Responsible Employees under this policy include deans, associate deans, vice presidents, assistant vice presidents, directors, faculty members, head coaches, assistant coaches, the Title IX coordinator and deputy coordinators, hall directors, resident assistants, human resources staff, university safety officers, and other employees. Notice to them is official notice to the institution. You have the right and can expect to have incidents of Sexual Misconduct to be taken seriously by the institution when formally

³ There are some unusual situations where even the University's confidential reporting options may be required by law to bring certain matters to the attention of law enforcement. For example, counselors are required by law to report when a patient is a threat to harm himself/herself/others.

reported, and to have those incidents investigated and properly resolved through administrative procedures.

You may also file a non-confidential report through Report It!, the University's electronic reporting program. To make a report, go to the MU webpage click on the Report It! button and complete the electronic form. Include all relevant details of the alleged Sexual Misconduct in the form. All incidents reported through Report It! or by other means will be investigated. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

University Resources for Victims of and those Accused of Sexual Misconduct

Law Enforcement

Local Police: 9-1-1

North Manchester University Safety: 260-982-5999

Fort Wayne Campus/Parkview Security: 260-266-1800

Counseling Services

Manchester University Counseling Services: 260-982-5306

Hall Director on Call: 260-578-0793

Bowen Center Wabash: 260-563-8446

Bowen Center Warsaw: 1-800-342-5653

Bowen Center Columbia City: 260-248-8176

Bowen Center Fort Wayne: 260-471-3500

Sexual Assault Support Services

Rape Crisis Hotline – 24 hours – Fort Wayne Women's Bureau: 1-888-311-7273

Sexual Assault Treatment Center (Sexual Assault Nurse Examiner)

Fort Wayne 260-423-2222 (phone); 260-430-0369 (pager); <http://ftwsatc.com>

Address: 2270 Lake Avenue, Suite 201, Fort Wayne, IN 46805

Reporting and Investigation Process

The purpose of this policy and the activities of the Title IX Coordinator and deputy coordinators is to stop, remediate the effects of, and prevent the recurrence of Sexual Misconduct. All complaints and investigations will be handled in a prompt, thorough and impartial manner. When the University has notice of a complaint of Sexual Misconduct, whether it was filed through the Report It! electronic form or made in person, the complaint will be reported to the Title IX Coordinator.

Once reported to the Title IX Coordinator the following will take place:

1. Intake – The Title IX Coordinator or a deputy coordinator will meet with the complainant for an initial intake meeting. At this meeting, the coordinator will provide the complainant with an understanding of the Sexual Misconduct reporting and investigation process, the resources available and answer any questions. The intake meeting may also involve a discussion of any

accommodations/interim measures that may be appropriate concerning the complainant's academic, University housing, and/or University employment arrangements.

2. Filing a Formal Complaint – If the complainant wishes, he or she may file a formal complaint against the accused. The complainant can do so at the intake meeting or at a later time. The coordinator will schedule an intake meeting with the accused to provide the accused with an understanding of the Sexual Misconduct reporting and investigation process, the resources available, and answer any questions. At the intake meeting the coordinator or investigator will take the complainant's statement and obtain all relevant information. The intake meeting may also involve a discussion any accommodations/interim measures that may be appropriate concerning the accused's academic, University housing, and/or University employment arrangements. The Title IX Coordinator will assign a deputy coordinator or other investigator to fully investigate the complaint.
3. Decline to File a Formal Complaint or Requests Confidentiality – If the University becomes aware of allegations of Sexual Misconduct but complainant does not wish to pursue a formal complaint and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the University to investigate and take reasonable action in response to the information known to the University, including interviewing the accused individual and other individuals. The University will conduct an investigation regardless of whether a formal complaint was filed in certain cases, including but not limited to incidents that involve violence, a weapon, and/or a minor. The Title IX Coordinator or deputy coordinator, after speaking with the complainant, will weigh the complainant's request for confidentiality against the following factors: the seriousness of the alleged Sexual Misconduct; whether there have been other complaints of Sexual Misconduct against the same accused individual; and the accused individual's right to receive information about the allegations if the information is maintained by the University as an "educational record" under the Family Educational Rights and Privacy Act. The Title IX Coordinator or deputy coordinator shall inform the complainant if his or her confidentiality cannot be ensured. The University reserves the right, regardless of confidentiality of the complainant, to issue a no contact order and take other reasonably necessary measures, including interim measures, to ensure the safety of the complainant or others.
4. Interim Measures – In all complaints of Sexual Misconduct whether the complainant files a formal complaint or asks that his or her complaint remain confidential, the University will impose reasonable and appropriate interim measures designated to stop and prevent the recurrence of the Sexual Misconduct and protect the complainant and the accused party. The Title IX Coordinator or deputy coordinator will maintain consistent contact with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. The range of interim measures include but are not limited to the imposition of an no-contact directive instructing the parties to not contact one another; providing access to counseling services and assistance in setting up initial appointments; rescheduling of exams or assignments, providing alternate course completion options; change in work schedule or job assignment; change in housing; change in class schedule or withdrawal from a class without penalty; interim suspension; academic support services; or any other remedy which can be tailored to the involved individuals.

5. Investigation – Once a formal complaint is filed, the Title IX Coordinator will appoint a deputy coordinator or investigator to investigate the complaint. The investigation will be prompt, thorough, and impartial. The investigators are trained to complete Sexual Misconduct investigations. The investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the complainant, the accused individual, and each third party witness; visit and take photographs at each relevant site; and, where applicable, coordinate with law enforcement agencies to collect and preserve evidence. The investigators will compile an investigation report that includes, among other things, summaries of interviews with all parties and witnesses, photographs, electronic evidence (i.e., text messages, emails) and a detailed written analysis of the events in question. The investigative report will be shared with the Title IX Coordinator and the parties will be given equal access to the report. The report will either make a recommendation that the accused receive a notice of possible violation of the University Code of Conduct and a hearing on the complaint should be granted or the report will recommend that no notice of possible violation be issued, in which case a hearing would not be necessary. If the report does not recommend a notice of possible violation, the complainant may request a second review by the Title IX Coordinator to determine whether a notice of possible violation should be issued and a hearing conducted. If the second review results in a notice of possible violation being issued, then the process will go through the normal hearing process. The decision of the Title IX Coordinator is final. If the report recommends a notice of possible violation and grants a hearing on the complaint, the investigation report will then be shared with the administrator or hearing panel that will hear the complaint.
6. Notice of Possible Violation and Hearing Notice – If the investigation report recommends a notice of possible violation, the Title IX Coordinator or deputy coordinator will meet with complainant and the accused individual separately. Each will be provided a copy of the notice of possible violation, notice of hearing, a list of rights of the parties, and an overview of the hearing procedure. If the accused individual admits responsibility in the course of the investigation and the investigation report concludes that a violation occurred, then the matter will skip the hearing process and will instead proceed immediately to the sanctions process. The investigation report will reflect the accused individual’s admission of responsibility.

Hearing Process

Standard of Proof

The Department of Education’s Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a preponderance of the evidence standard and that standard is adopted in this policy. A preponderance of the evidence means that the evidence shows that it is more likely than not that the accused individual violated this Policy. In the context of a hearing, the accused individual will be found responsible for alleged Sexual Misconduct if the administrator conducting an administrative hearing or hearing panel by unanimous vote, concludes that Sexual Misconduct more likely than not occurred based upon careful review of all evidence presented.

Advisors

Both the complainant and the accused individual may have an advisor present to support and

assist them during the hearing process. This advisor may include legal counsel. Either legal counsel or a non-legal advisor may privately consult with and advise the parties during the proceedings but may not speak on behalf of the parties or speak directly to the hearing panel, witnesses, or the other party. The chair of the hearing panel in his or her sole discretion may ask an advisor or legal counsel to leave the proceedings if the advisor or legal counsel's behavior is disruptive to the proceedings.

Witnesses

Both complainant and the accused individual may bring witnesses to the hearing who have relevant information. Witnesses are subject to questions from the hearing panel. Reasonable attempts will be made to schedule a hearing when all witnesses may participate.

However, due to the serious nature of Sexual Misconduct allegations and the need to resolve these allegations in a prompt and timely manner, a hearing may not be rescheduled due the unavailability of witnesses after reasonable attempts to secure a date and time that meets the availability of the parties. The parties may elect to rely upon the statements of witnesses contained in the investigation report if such witnesses are unavailable to attend the hearing or the parties deem the content of the report sufficient.

Hearing Options

The complainant and accused individual will be asked if they have a preference for an administrative hearing with one (1) hearing officer trained to hear cases involving Sexual Misconduct or a hearing by a University hearing panel of three (3) University employees trained to hear cases involving Sexual Misconduct. The preferences of the parties will be taken into consideration; however, the Title IX Coordinator will make a final determination of the type of hearing conducted based on the preferences of the parties and the seriousness of the allegations. In cases where allegations are the most serious (i.e., involving violence, a weapon, and/or a minor) and time sensitive, the hearing may be conducted by a hearing officer.

If the results of the investigation are conclusive then the Title IX Coordinator in consultation with the dean of student experience or designee and/or assistant vice president of human resources or designee may in his or her discretion refer the case for an administrative hearing for a final determination.

Administrative Hearing

Where parties both select an administrative hearing, or the situation requires a quick adjudication (e.g., an accused individual has been suspended pending a hearing), or the results of the investigation are conclusive, the University will conduct an administrative hearing.

In cases involving allegations of student misconduct, the dean of student experience or his/her designee (Administrative Hearing Officer), will conduct an administrative hearing. The Administrative Hearing Officer (Administrator) will carefully review the investigation report and meet with the investigator(s), the parties, and their advisors and witnesses. After hearing all of the evidence, the Administrative Hearing Officer will determine whether it is more likely than not that the accused party violated this Policy.

In cases involving allegations of misconduct by an employee, guest, and/or vendor, the assistant vice president of human resources or his/her designee (Administrator), will conduct an administrative hearing. The Administrator will carefully review the investigation report and meet with the investigator(s), the parties, and their advisors and witnesses. After hearing all the evidence, the Administrator will determine whether it is more likely than not that the accused party violated this Policy.

University Hearing Panel

The University Hearing Panel (Panel) will hear all cases where a notice of possible violation was issued but not heard in an Administrative Hearing. A Panel is composed of three full-time members of the University staff and faculty who have been trained to hear Sexual Misconduct cases under this Policy.

In cases involving allegations of student misconduct, the Panel will be appointed by the dean of student experience or in his or her absence the Title IX Coordinator. At the time of the appointment, the dean of student experience will designate a Panel Chair for the hearing to lead the hearing process.

In cases involving allegations of misconduct by an employee, guest, and/or vendor, the Panel will be appointed by the assistant vice president of human resources or in his or her absence the Title IX Coordinator. At the time of the appointment the assistant vice president or designee will designate a Panel Chair for the hearing to lead the hearing process.

Once a Panel is chosen, the members of the Panel shall not discuss the evidence or merits of the case with anyone outside of the proceedings, publicly or privately. The Panel Chair will provide panelists with a copy of the complaint, notice of investigation, notice of possible violation, notice of hearing, investigation report, and lists of witnesses and evidence submitted.

The Panel is not an investigative body. Trained investigators appointed by the Title IX Coordinator will conduct the investigation in Sexual Misconduct cases under this policy prior to the hearing.

Pre-Hearing Procedure

By a date set by the Panel Chair/Administrator, the parties will provide the Panel Chair/Administrator with a list of witnesses they intend to call and copies of all documents that they propose to reference or present at the hearing, including electronic information such as text messages and emails. Evidence of the sexual history of the complainant will not be permitted at the hearing unless it is relevant to the complaint, which will be determined prior to the hearing by the Panel Chair/Administrator.

The Panel Chair/Administrator will provide each party copies of the list of witnesses, and identification or copies of documents or other information submitted by the other party. In the absence of reasonable cause, as determined by the Panel Chair/Administrator the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Panel Chair/Administrator by this deadline. The parties are also responsible for the attendance of their witnesses. Prior to the hearing, the Panel Chair/Administrator will meet with the parties to review the hearing procedures and to review the notice of possible violation and evidence lists to remove any redundancies or irrelevant materials.

In cases where the hearing panel is utilized, the panelists shall review all information provided to them by the Panel Chair in advance of the hearing. The parties shall be given equal access prior to the hearing of the materials given to the panelists, including but not limited to the complaint, notice of investigation, investigation report, and the notice of possible violation and hearing notice. The Title IX Coordinator may, in his or her sole discretion, limit both parties' access to documents to a review with the ability to take notes, rather than providing the parties hard or electronic copies of these documents.

Hearing Procedure

The hearing is not a legal proceeding and will not follow courtroom procedure or the formal rules of evidence. The Panel Chair/Administrator will determine the order of witnesses and evidence, including the investigator's testimony. The Chair/ Administrator will resolve any questions or issues of the hearing procedure.

During the hearing, the parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigation report or in other written materials. Only the Panel Chair/Administrator and panelists may question the individual parties and any witnesses unless permission is granted by the Panel Chair/Administrator to modify the questioning process. Parties may ask the Panel Chair/ Administrator to pose additional questions or inquire further into specific matters by submitting these requests in writing or orally, at the discretion of the Panel Chair/Administrator. The Panel Chair/ Administrator may, at his or her discretion, disallow or reframe any questions that are irrelevant or redundant.

After all witnesses are questioned, each party may make a closing statement. Either party may request a break during the hearing and that request will be granted as long as it is made in good faith and at a reasonable time.

If the Panel or Administrator determines that unresolved issues exist that could be clarified by the presentation of additional information, the Panel Chair/Administrator may suspend the hearing and reconvene it in a timely manner to receive such additional information. The case will then be referred back to the case Investigator(s) to investigate and pursue the additional information and/or unresolved issues. A delay may not be based on the failure of witnesses to appear or other information that should have been submitted before the hearing. Upon a reasonable and timely request and at the sole discretion of the Panel Chair/Administrator, the hearing and testimony may be conducted by closed circuit video. The Panel Chair/Administrator through the Title IX Coordinator's office will arrange for the hearing to be recorded. Parties may request transcripts of such recording.

Rights and Responsibilities of the Complainant and Accused

Rights and Responsibilities of the Respondent

1. To be notified of possible violations of university policy and informed of the allegations pending against them and advised to review their rights and responsibilities in The Source.
2. The respondent will not engage in any Retaliation against the complainant or witnesses.
3. No form of harassment may be used to obtain admissions of responsibility or information about conduct of other suspected persons.
4. Pending action on the notices of possible violations, the University will not normally alter the

status of the respondent, including right to be present on the campus and attend classes. Exceptions may be made for reasons relating to the physical or emotional safety and well-being of students, faculty, and staff of the University.

5. Persons appearing before a University Hearing Panel or at an Administrative Hearing have the right to be assisted by one advisor. Such advisor may not speak on behalf of the person.
6. Persons hearing a case who have a particular interest in a case or who have a conflict of interest regarding the facts or the principal parties (complainant or respondent) in a case should be disqualified. Conflicts must be discussed with the conduct system coordinator at least 24 hours prior to the hearing.
7. The respondent is presumed not responsible unless sufficient information is presented to show that it is more likely than not that the respondent is responsible (the preponderance of the evidence standard).
8. The respondent will be given an opportunity to speak on his or her behalf and present evidence and witnesses.
9. The respondent has the right to remain silent and need not present a response and his or her absence or silence will not be evidence against him or her.
10. The decision in the case is based solely upon the relevant information found in the investigative report and introduced during the hearing.
11. Respondents, witnesses, or complainants in a conduct action who are unable to participate in a hearing at the time and date set, due to emergency or other serious circumstances, must discuss the conflict with the conduct system coordinator at least 24 hours prior to the hearing.
12. Both the respondent and the complainant have the right to appeal the decision from a hearing.
13. The hearing may proceed in the absence of respondents or their witnesses.
14. A respondent has a right to be assisted through the reporting process.
15. A respondent has the right to be treated with fairness, dignity and respect throughout the campus judicial processes.
16. A respondent has the right to have the respondent's safety considered at all times.
17. A respondent has the right to information, upon request, about the disposition of the campus conduct cases. Respondents will receive the disposition of the campus conduct outcome in writing.
18. A respondent has the right to confer with a member of the University counseling team and/or a member of the Health Services staff for health-related concerns.
19. If a respondent prefers to obtain counseling off campus, members of the University counseling staff will assist in identifying an appropriate and satisfactory referral resource.

Rights and Responsibilities of the Complainant

1. Complainants are encouraged to report Sexual Misconduct immediately; quick reporting increases the probability that the alleged perpetrator can be held responsible. However, there is no time limit for making a report.
2. Complainants are encouraged to take steps to preserve evidence and avoid disturbing the crime

scene.

3. A complainant has the right to report any criminal activity to local law enforcement authorities and pursue prosecution through the criminal court system, but is not required to do so.
4. A complainant also has the right to report any criminal activity to campus authorities, including University Safety and Student Experience Center staff, and to process the case through the University Conduct Review System. This option is available even if the complainant chooses not to report the incident to law enforcement.
5. A complainant has a right to be assisted through the reporting process and to expect that the report will be taken seriously and appropriately investigated by campus authorities.
6. A complainant has the right to be treated with fairness, dignity and respect throughout the campus judicial processes.
7. A complainant has the right to have the complainant's safety considered at all times, and especially following any act of violence.
8. A complainant has the right to information, upon request, about the disposition of the campus conduct cases. Complainants of violence, sexual harassment, and sexual assault will receive the disposition of the campus conduct hearing outcome in writing.
9. A complainant has the right to confer with a member of the University counseling team and/or a member of the Health Services staff for health-related concerns.
10. If a complainant prefers to obtain counseling off campus, members of the University counseling staff will assist in identifying an appropriate and satisfactory referral resource.
11. If a complainant requests changes in academic and living arrangements because of an act of Sexual Misconduct, the University will make every effort to assist with making these changes, if the changes are reasonably available.
12. A complainant has the right to speak on one's own behalf and to present evidence and witnesses in campus conduct cases.
13. Complainants (and respondents) appearing before a Conduct Review Board have the right to be assisted by one advisor of their own choosing. Such advisor may not speak on behalf of the complainant.
14. The decision in the case is based solely upon relevant information introduced during the hearing. The campus hearing may proceed in the absence of a complainant.
15. A complainant of an act of violence can request not to be present at a hearing. Such a complainant could rely upon written documentation, or may testify via closed-circuit video.
16. The identity of complainants will be kept confidential, and their names will only be shared with those who have a need to know, including members of hearing bodies and administrators.
17. Complainants, witnesses, and complainants in a campus conduct action who are unable to participate in a hearing at the time and date set, due to an emergency or other serious circumstance, must discuss the conflict with the conduct system coordinator at least 24 hours prior to the hearing.
18. Both the respondent and the complainant have the right to appeal the decision from a hearing.

Sanctions

If the accused student is found responsible for violating campus policy, the Administrative

Hearing Officer or Hearing Panel will consult with the dean of student experience, or designee to determine the appropriate sanction according to the Conduct System Sanction Guidelines as outlined in The Source. If the accused employee or other non-student is found responsible, the Administrative Hearing Officer or Hearing Panel will consult with the assistant vice president of human resources to determine the appropriate sanction according to the employee Conduct System Sanction Guidelines.

The sanctioning process is designed to eliminate the misconduct, prevent its recurrence, and remedy its effects while supporting the University's educational mission and Title IX obligations. The guidelines for student violations of this policy include:

Violation	Sanction Range
Child Molesting	Suspension to Expulsion
Non-Consensual Sexual Contact	Community Restitution to Expulsion
Non-Consensual Sexual Intercourse	Suspension to Expulsion
Sexual Exploitation	Suspension to Expulsion
Sexual Harassment	Community Restitution to Expulsion
Sexual Misconduct with a Minor	Community Restitution to Expulsion

Decision

The Administrative Hearing Office or Hearing Panel Chair will communicate his or her decision, including the sanction, to both parties, concurrently. The Hearing Officer or Panel Chair will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the hearing officer or Panel Chair will send the parties a final outcome letter within ten (10) calendar days of the conclusion of the hearing.

Normally, the sanctions imposed by the Administrative Hearing Officer or University Hearing Panel are not effective until the resolution of any timely appeal of the decision. The respondent may be permitted to attend classes or activities during this time in a monitored or unsupervised manner unless otherwise modified by the decision of the Title IX Coordinator in consultation with the dean of student experience until the appeal process is complete. Remedial measures in place at the time of the decision shall be maintained until the conclusion of the appeal process.

However, if advisable to protect the welfare of the complainant or the University community, the hearing officer or Panel may determine that any probation, suspension, or expulsion be effective immediately and continue in effect until such time as the appeal is heard or the Title IX Coordinator in consultation with the dean of student experience determines appropriate.

Appeals

Either party may appeal the decision of the Administrative Hearing Officer or the University Hearing Panel by providing written notice to the Panel Chair/Administrator within ten (10) calendar days of the date the Panel Chair/Administrator communicates the initial decision. The original finding and sanction will stand if the appeal is not timely or is not based in the grounds for appeal stated below. The grounds for an appeal are limited to the following:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g., material deviation from established procedures, etc.);

2. New evidence is discovered, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. The written appeal must contain a summary of this new evidence, an explanation for why the evidence was not presented earlier, and an explanation of its potential impact upon the outcome of the hearing;
3. The sanction assigned is argued to be disproportionate for the severity of the violation.

The notice of appeal must state the basis for the appeal. Upon notice of an appeal, the Panel Chair/Administrator in cases involving students will provide the notice to the dean of student experience. The dean of student experience or designee will review the appeal to determine if it meets the above procedural requirements. If so, the dean of student experience or designee will appoint a Conduct Appellate Panel to hear the appeal.

In cases involving employees, the assistant vice president of human resources or designee will review the appeal to determine that it meets the above procedural requirements. If so, the assistant vice president of human resources or designee will appoint an Appellate Panel to hear the appeal.

The Appellate Panel will review the appeal and all evidence presented at the hearing. If it determines that new evidence should be considered, the Appellate Panel will refer the case back to the original hearing body (Administrative Hearing Officer or University Hearing Panel), which will consider the new evidence and issue a decision.

If the Appellate Panel determines that a material procedural error occurred, it may return the complaint to the original hearing body with instructions to reconvene to cure the error. In rare cases where the procedural error cannot be cured by the original hearing body (as in cases of bias), the Appellate Panel may order a new hearing on the complaint with a new hearing body.

If the Appellate Panel determines that the sanctions imposed are disproportionate to the severity of the violation, it will in student cases return the complaint to the dean of student experience or designee who may increase, decrease or otherwise modify the sanctions. This decision is final and not subject to appeal. In cases involving employees, the assistant vice president of human resources or designee, and may increase, decrease or otherwise modify the sanctions. This decision is final.

Final Outcome Letter

The University is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery Act). Under the Clery Act, both the complainant and the respondent must be informed of the hearing outcome, and the University may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the hearing body will issue a written final outcome letter concurrently to both the respondent and the complainant.

The final outcome letter will set forth, as required by the Clery Act, the name of the respondent; the violations of this Policy for which the respondent was found responsible, if any; essential findings supporting the hearing body's decision on the issue of responsibility; and the sanction imposed, if any. The University neither encourages nor discourages the further disclosure of the final outcome letter by the complainant or respondent.

Questions and Answers

What does Title IX have to do with sexual misconduct? I thought Title IX regulated the number of sports offered for men and women?

Title IX of the Education Amendments of 1972 is a federal law enacted in 1972. The law says that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." Sexual misconduct is a form of sex discrimination. Title IX applies to all people in the University community. Sexual Misconduct can occur between all groups: student and student, faculty member and student, staff member and student, faculty member and faculty member, or staff member and staff member. This policy applies to all members of the University community alike.

What do I do if I feel I have been sexually harassed?

Please let someone know right away. Unfortunately, ignoring sexual harassment does not make it go away. You have several options available if you are a member of the Manchester community and feel that you have been subjected to unwelcome behavior of a sexual nature. You may contact Counseling Services Office, Student Experience Center, or the Title IX Coordinator or deputy coordinators.

In some situations, individuals who are experiencing unwelcome behavior feel comfortable approaching the individual who is causing the problem and letting him or her know that the conduct is inappropriate and must stop. Sometimes, individuals are not aware that their behavior is offensive, and quickly apologize and change their behavior once they are aware that their conduct is unwelcome. However, you are not required or expected to confront your harasser prior to reporting unwelcome behavior.

What do I do if I am sexually assaulted?

Don't blame yourself; sexual assault is never the victim's fault. If you are a survivor of sexual violence, you have rights and you have options. The University's Title IX staff and Student Experience Center exist to help you get the support you need. Please tell someone as soon as possible. You may contact 9-1-1, University Safety, Counseling Services Office, Student Experience Center, or the Title IX Coordinator or deputy coordinators. Members of the counseling office, the University nurse, and campus pastor may talk with you confidentially. Whether you are a student, faculty, or staff member, you have the right to file a complaint through the university and/or to explore other options. Once you have contacted someone a member of the Title IX staff will meet with you and talk with you in person about your options and how you can get the help and support you want and need.

I'm being harassed by someone who is not a Manchester employee, but who comes on campus to conduct business. Is there anything I can do?

Manchester's Sexual Harassment Policy protects you from sexual harassment by vendors, contractors, and third parties you encounter in the University community. If you believe that you have been subjected to conduct that violates the policy, please contact the Counseling Services Office, Student Experience Center or the Title IX Coordinator or deputy coordinators as soon as possible.

What if I am sexually harassed by a co-worker or a student but we are off-campus?

It is possible for off-campus conduct between Manchester colleagues and/or students to contribute to a hostile working or academic environment, or to constitute quid pro quo sexual harassment in violation of University's policy. You may file a complaint regarding such behavior and the University will investigate it to the fullest extent possible. Please seek help by contacting the Counseling Services Office, Student Experience Center, or the Title IX Coordinator or deputy coordinators if you are subjected to unwelcome conduct of a sexual nature either off- campus or on-campus.

What if I witness inappropriate conduct, or someone else tells me about it?

Anyone who witnesses inappropriate comments or conduct, even if it is directed at someone else, can still feel uncomfortable and is encouraged to report it. Moreover, under the University's Sexual Misconduct policy and HR policies, all faculty and staff who become aware of or suspect sexual misconduct are required to report it to Human Resources or the Title IX Coordinator or deputy coordinator (with the exception of the Campus Pastor, University Nurse, and Counselors). If a non-employee witnesses conduct that the person believes might be sexual harassment, the person is encouraged to contact Human Resources or the Title IX Coordinator or deputy coordinators. If you are an employee, you are also obligated to report any conduct you witness that may violate the University's additional harassment policies, such as the prohibition on racial or religious harassment.

What do I do if I have been accused of Sexual Misconduct?

Do not contact the alleged victim. You may immediately want to contact someone who can act as your advisor. An advisor can be anyone including your academic advisor but it does not have to be your academic advisor. You may also contact the Student Experience Center or the Title IX Coordinator, to explain and help you understand the University's procedures for addressing Sexual Misconduct complaints. We encourage you to talk to a confidential counselor in the Counseling Services Office or the campus pastor.

What about legal advice?

You may want to retain an attorney if you are accused of Sexual Misconduct to provide you with legal advice regarding the campus conduct proceeding and/or any criminal prosecution. If you choose to retain counsel, you may do so at your own expense. A victim desiring to file a criminal charge against the accused need not hire an attorney as the state's prosecutor will handle the case. Both the accused and the victim may use an attorney as their advisor during the campus grievance processes; however, the attorney may not be able to speak on their behalf.

If I don't initially make a formal complaint can I do so at a later time?

Yes, there is no time limit for filing a formal complaint. However, the University strongly encourages prompt reporting of complaints and information rather than risking your or another student's well-being. The University may ultimately be unable to adequately conduct an investigation if too much time has passed or if the accused student has graduated or left school. Factors that could negatively affect the university's ability to investigate include the loss of physical evidence, the potential departure of witnesses, or the inability to recall the incident.

How long does it take to investigate and resolve my complaint?

In all cases the Title IX Coordinator strives to respond promptly and effectively by investigating the allegations and addressing the effects of the conduct. Typically, an investigation can take up to approximately sixty (60) calendar days following the receipt of the complaint. Factors that influence the timing of the investigation include the complexity and severity of the conduct, the number and availability of witnesses, and the identification and acquisition of any physical or other evidence.

What should I do if I observe sex discrimination or sexual harassment, but it is not directed at me?

Anyone who witnesses sex discrimination or sexual harassment, even if it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct that you believe constitutes sex discrimination or sexual harassment, please make a complaint in the same manner as if the conduct was directed against you. Employees must report any Sexual Misconduct that they witness or that is reported to them. Other members of the University community are encouraged to report any Sexual Misconduct that they witness.

Does the complaint remain private?

The University respects the privacy of all parties to a complaint of Sexual Misconduct except insofar as it interferes with the University's obligation to fully investigate allegations of Sexual Misconduct in order to insure the safety of students and employees. Where the obligation to investigate requires the University to release some private information, the University will only disseminate such information on a need-to-know basis. In all complaints of Sexual Misconduct, all parties will be informed of the outcome. The University also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

Generally, no, unless you tell them or grant them access to your student records. University officials will directly inform parents when requested to do so by a student or in a life-threatening situation. In the event of a major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents.

Will the accused student know my identity?

Yes, if you file a formal complaint against him or her. If you choose to not file a formal complaint, the University will only reveal your identity to the accused if it is deemed necessary for conducting a full investigation that is required to maintain a safe campus environment for all. Keep in mind that choosing not to identify yourself and/or the respondent will limit the University's ability to respond comprehensively.

Will the incident be reported to the police?

Normally, the University will not file a report with the local police unless the complainant decides to do so. However, the University reserves the right to notify the local police in the event of a violent assault, crime or a felony or in any situation in which the University determines notification of

the local police is necessary to protect the safety and welfare of the University community.

What protection is offered to students going through this process (accuser and accused)?

Remedial measures, including adjusting class schedules, changing residence halls, assisting individuals in obtaining assistance at the University and externally, will be offered to both the student who reports Sexual Misconduct and the student who is accused of Sexual Misconduct.

What do I do if I experience sexual misconduct and I don't want anyone else to know?

The University provides confidential counseling to survivors of Sexual Misconduct through Counseling Services. Nothing that a survivor tells a University counselor is shared with anyone without the survivor's express, written permission, unless disclosure is required by law.

Is the university's investigation the same as criminal justice process?

No. This policy has no impact on a criminal investigation that would be handled separately by police. The university does, however, encourage anyone who believes they have experienced a sexual assault, or any other crime, to make a report to the police department or other appropriate police agency.

My friend told me he or she was assaulted. What can I do to help?

Connect your friend to information and resources so that your friend can make informed decisions about any steps he or she may wish to take in reporting the incident and seeking support. You can encourage your friend to go to Counseling Services where he or she can talk to a counselor confidentially. The University's student sexual misconduct policy website is designed to provide information on a student's options in one central place.

What are my support resources if I am accused of sexual misconduct?

There are numerous support resources available for complainants and respondents, both on campus and in the community. Those available for respondents include the Dean of Student Experience, Counseling Services, University Nurse and the Title IX Coordinator.

What if I'm an employee at the university and I have become aware of an incident of sexual misconduct?

All employees of the University are required to report Sexual Misconduct. All other members of the University community are encouraged to report Sexual Misconduct. The University is committed to responding to any report of Sexual Misconduct made to a Responsible Employee. Reports will be referred to the University's Title IX Coordinator for review.

What are the possible outcomes of an investigation?

Once the investigators have completed an investigation, he or she will prepare an investigation report, which may recommend a notice of possible violation. The Title IX Coordinator will review this report before it is final. This report generally will be provided to the complainant and respondent. If the investigation report does not recommend a notice of possible violation, the complainant may request a second review by the Title IX Coordinator to determine if a notice of potential violation should have

been issued. The Title IX Coordinator's decision on this point is final. If a notice of possible violation is issued, the University will grant a hearing on the complaint.

The hearing will allow the University to evaluate the evidence and determine if it is more likely than not that Sexual Misconduct occurred. If the respondent is found responsible for Sexual Misconduct at the hearing, the University will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects while supporting the university's educational mission and Title IX obligations. There also is an appeal process available to complainants and respondents.

If I am found responsible for sexual assault/misconduct, what will be my next steps?

If a respondent is found responsible for sexual misconduct, the university's next step is to initiate a sanctioning process. Sanctioning is designed to eliminate the misconduct, prevent its recurrence, and remedy its effects while supporting the university's educational mission and Title IX obligations.

What if I'm retaliated against for participating in an investigation?

The university will take all appropriate steps to ensure that any person who reports or complains about Sexual Misconduct or participates in an investigation of Sexual Misconduct will not be subjected to Retaliation. Anyone who believes they are experiencing Retaliation is strongly encouraged to report that concern using the same procedure for reporting possible sexual misconduct under the policy. A Retaliation concern will be reviewed as a separate offense under this policy.

Bystander Intervention

There are three components to Active Bystander Intervention, referred to as the ABCs:

1. **A**ssess for safety. Ensure that all parties are safe and assess whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
2. **B**e with others. If safe to intervene, you're likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends who you know well.
3. **C**are for the victim. Ask if the victim of the unwanted touching, sexual advance, attention, or behavior is okay. Does s/he need medical care? Does s/he want to talk to an Advocate to see about reporting the matter? Ask if someone she/he/per trusts can help him or her get safely home.

Active Bystander Intervention can take a number of forms:

- Talking to a friend to ensure he or she is doing okay
- Making up an excuse to help the friend get away from someone
- Enlist the assistance of others in the area Calling the police (911)
- Calling MU University Safety (260-982-5999)
- Use "Report It" located at [REPORT IT](#)
- Take a photo or video of the event
- Recommending to a bartender or party host that someone has had too much to drink
- Pointing out someone's disrespectful behavior in a safe and respectful manner that tends to de-

escalate the situation

- Removing a friend from a risky situation quickly
- Physically intervene if safe to do so
- Scream or blow a whistle to distract an aggressor or to call attention of others.

No one is asking an active bystander to take the place of the police. Your personal safety is critically important. Before you act, you should think about the following:

- How can you keep yourself safe in this situation?
- What are all the options available to you?
- Who else might be able to assist you in this situation?

Athletic Inequity

By law no one, on the basis of sex, can be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any campus program or activity. This includes the intercollegiate athletic programs at Manchester University. Areas covered include but are not limited to the provision of equipment and supplies; scheduling of games and practice times and opportunity to receive coaching and academic tutoring.

What happens if I report Athletic Inequity?

The info will be forwarded to the Title IX coordinator, who will investigate the issue.

Who will know about this if I report Athletic Inequity?

The Title IX coordinator will inform necessary personnel, which typically includes the director of athletics and/or the dean for academic resources.

Do I have to disclose my identity?

You do not have to disclose your identity unless you'd like a direct response to your report.

Are there alternate ways to report this?

You may directly contact the Title IX coordinator, Manchester University's Title IX coordinator for athletics issues or use the Report It! link at [REPORT IT](#).

Student Education on Non-Violence Policy and Procedures

PREVENTION AND REDRESS OF DISCRIMINATION, HARASSMENT AND BIAS (TITLE IX)

Sexual assault prevention and education at Manchester University are provided within several University programs. Through incorporating information on personal security, sexual assault, and prevention of sexual assault into a variety of existing programs, it is intended that students will be exposed to such

information throughout their University careers. The primary means used to convey information regarding personal security and sexual assaults are as follows:

- **Personal and Professional Development – Orientation Week**

Students are provided with access to written information regarding Title IX and VAWA. In addition, students are provided with information concerning the facilities and emergency procedures.

I. Discrimination

a. Application

Manchester University seeks to provide an environment free of discrimination. This policy applies to students, faculty and staff of the University, as well as to individuals employed by contractors who provide routine services at the University.

b. Definition

For purposes of our policy, discrimination is defined as the act of treating an individual differently because of his or her national or ancestry, race, color, age, sex, gender identity or expression, sexual orientation, familial status, religion, disability, physical appearance or veteran status. The forms of such discrimination may involve biased grading, committee assignments, intra-campus employment opportunities or use of campus facilities.

II. Harassment

a. Application

Manchester University seeks to provide an environment free of any behavior constituting harassment as defined below as well as by civil or criminal law applicable to Manchester University. Manchester University invites students, faculty and staff to join together in fostering an environment of mutual respect.

b. Definition

Manchester University defines Harassment as the systematic or continued unwelcome actions of one party or a group, including threats and demands, interpersonal conduct or comments-written, spoken or transmitted electronically—which would be offensive to a reasonable person, for reasons including but not limited to their race, color, national origin, ancestry, sex, sexual orientation, gender identity, or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other legally protected category.

Similarly, any form of intentional behavior that a reasonable person would find threatening or intimidating because s/he is in a protected category constitutes harassment. (Sexual harassment is specifically addressed below.) Such acts can create a hostile or intimidating work or educational environment that not only damage the process of teaching and learning, but also violate the integrity of the university.

Manchester University affirms that it values both freedom of speech and appreciation of diversity. MU understands the fundamental importance of the open and free exchange of ideas and opinions and does not wish to limit or abridge those exchanges. It recognizes that conflicts may arise between freedom of speech and the right of individuals to be free from harassment

and statements or dissemination of opinion will be made with a proper regard for the protection of individual rights, religious and moral convictions and academic freedom and advocacy.

III. Bias

a. What is Bias?

Bias incidents are acts that do not appear to constitute crimes or actionable discrimination, but which may intimidate, mock, degrade, or threaten individuals or groups and which one could reasonably conclude targets a member or group within the University community because of that individuals or group's actual or perceived age, ancestry, or ethnicity, color, creed, disability, gender, gender identity or expression, immigration or citizenship status, marital status, national origin, race, religion, religious practice or sexual orientation. Bias incidents can cause a number of emotional responses including but not limited to anger, fear, resentment (in others) or could endanger the health, safety, or welfare of anyone in the Manchester community.

Bias incidents take many forms including words, signs, symbols, threats or actions, electronic or in person. They include acts of intimidation, vandalism, harassment, and expressions of hate or hostility; they have an adverse impact on the learning environment that is inclusive of all.

How to report a bias incident?

If you have observed or experienced a bias incident, you are encouraged to contact a faculty or staff member with whom you are comfortable, report it at the [Report It!](#) page, or call one of the following offices:

How to report a bias incident?

If you have observed or experienced a bias incident, you are encouraged to contact a faculty or staff member with whom you are comfortable, report it at the [Report It!](#) page, or call one of the following offices:

University Safety & Security	(260) 982-5999
Counseling Center	(260) 982-5306
Human Resources	(260) 982-5288
Multicultural Affairs	(260) 982-5423
Residential Life	(260) 982-5052
Student Experience Center	(260) 982-5052
Success Center	(260) 982-5076

What happens if I report a bias incident?

- Once a report has been received, the Office of Student Experience will communicate and review the facts promptly with the reporter and will offer services related to safety, counseling or other supports that may be appropriate.
- The Office of Student Experience will promptly document the report of the incident (i.e., who, what, when, where).

Additionally, those directly concerned with the incident should take steps to retain any physical evidence.

- The reporter will be assured that his or her physical and emotional needs are important and appropriate actions will be taken (i.e., possible relocation, academic accommodations, counseling, etc.) by appropriate Manchester staff.
- Bi-weekly reports of report incidents will be reviewed by the Bias Incident Response Team (Counseling Team, Hall Directors and Dean of Student Experience). This team will meet regularly to review information available regarding report biased incidents and implement strategies to educate and/or engage the campus community as appropriate. The Bias Incident Response Team does not take the place of front-line staff that may be dealing with student concerns. The work of the Team is both preventative and responsive. In addition, counseling services are available to anyone that would like the support. Human Resources may be included when the reporter is a faculty or staff member. When appropriate, enhanced safety measures (patrols, surveillance etc.) will be promptly initiated and directed by University Safety.

Who will know about this if I report a bias incident?

When the report is received, University Safety will make an incident report. The incident report will be reviewed by the Counseling Team and others deemed appropriate.

Do I have to disclose my identity?

Yes, however, your name, to the extent practical, will be confidential and when reporting you may ask to keep your name anonymous.

Appendix A

Doctor of Pharmacy Honor Code

As members of the Manchester University Pharmacy program, we commit ourselves to unwavering professionalism and rigorous ethical standards. We will behave with integrity and honesty, upholding the honor of our profession and institution and accepting full responsibility for our actions. We are dedicated to being professionals of ability and conviction and leading principled, productive, and compassionate lives that improve the human condition.

Affirming Honor Code Pledge

“I affirm the Manchester University Doctor of Pharmacy Honor Code and commit to upholding its expectations and spirit in all that I do.”

Reaffirming Honor Code Pledge

“I reaffirm the Manchester University Doctor of Pharmacy Honor Code and commit to upholding its expectations and spirit in all that I do.”

Appendix B

Pledge of Professionalism

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service. To accomplish this goal of professional development, I as a student of pharmacy should:

- **Develop** a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.
- **Foster** professional competency through life- long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.
- **Support** my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession.
- **Incorporate** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.
- **Maintain** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA- ASP/AACP-COD) Task Force on Professionalism; June 26, 1994

Appendix C

Code of Ethics for Pharmacists

Preamble

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

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

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift,

- a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.
- II. **A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.** A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
 - III. **A pharmacist respects the autonomy and dignity of each patient.** A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
 - IV. **A pharmacist acts with honesty and integrity in professional relationships.** A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.
 - V. **A pharmacist maintains professional competence.** A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.
 - VI. **A pharmacist respects the values and abilities of colleagues and other health professionals.** When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
 - VII. **A pharmacist serves individual, community, and societal needs.** The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.
 - VIII. **A pharmacist seeks justice in the distribution of health resources.** When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

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

Appendix D

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 apply my knowledge, experience, and skills to the best of my ability to assure optimal

outcomes for my patients.

- I will respect and protect all personal and health information entrusted to me.
- I accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of 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 fulfill my obligation to educate and train 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.”

The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association. AACP member institutions should plan to use the revised Oath of a Pharmacist during the 2008-09 academic year and with spring 2009 graduates.