



PHARMACY STUDENT HANDBOOK

2009-2010

LEBANESE AMERICAN UNIVERSITY

TABLE OF CONTENT

CALENDAR OF EVENTS 2009-2010	1
WELCOME FROM THE DEAN	2
INTRODUCTION	3
ADMINISTRATION AND ORGANIZATIONAL STRUCTURE OF SCHOOL	3
SCHOOL MISSION	5
GOALS OF CURRICULUM	5
WHITE COAT CEREMONY, SYMBOL OF PROFESSIONALISM	5
PROGRAMS	
A- BACHELOR OF SCIENCE IN PHARMACY (B.S. PHARM).....	6
B- DOCTOR OF PHARMACY (PHARM.D)	7
ACADEMIC REGULATIONS	8
STUDENT ADVISEMENT	9
STUDENT STATUS (STANDING)	10
STUDENT REPRESENTATIVES	11
STUDENT EVALUATION OF FACULTY	11
TESTS AND EXAMINATIONS	11
MAKE-UP EXAMS AND POLICIES	11
CONDUCT DURING EXAMINATION	12
POSTING GRADES OF EXAMS.....	12
GRADING SYSTEM	13
CONDUCT IN CLASSROOM	13
CLASS ATTENDANCE AND POLICIES	13
STUDENT COMPLAINT POLICY	14
STUDENT GRIEVANCE	14
CONFIDENTIALITY	14
GRADE REVIEW	15
FINANCIAL AID TUITION	15
ADMISSION REQUIREMENTS FOR PHARMACY STUDENTS TO THE SCHOOL OF MEDICINE (SOM).....	16
SCHOOL AWARDS	17
SCHOOL EVENTS	18
CURRICULA OF PROGRAMS	23
WE ARE HERE TO ASSIST YOU	25

CALENDAR OF EVENTS
2009-2010

Event	Date
SOP Orientation for Professional Year 4 (Pharm.D Candidates)- Byblos Campus	Friday October 2, 2009
SOP Orientation for Professional Year 1- Byblos Campus	Monday, October 5, 2009
SOP Fall Clerkship starts for B.S in Pharmacy and Pharm.D	Monday October 5, 2009
SOP Orientation for Professional Year 2- Byblos Campus	Wednesday, October 7, 2009
SOP Orientation for New students (<u>Pre-Professional</u> Year 1)- Beirut Campus	Thursday, October 8, 2009
SOP Orientation for Professional Year 3- Byblos Campus	Friday, October 9, 2009
SOP Orientation for New students (<u>Pre-Professional</u> Year 1)- Byblos Campus	Monday, October 12, 2009
SOP Orientation for <u>Pre-Professional</u> Year 2- Byblos Campus	Tuesday, October 13, 2009
White Coat Ceremony & pinning Pharm.D candidates	Thursday, October 22, 2009
Pharmacy Conference: “The Samih and Samira <u>Darwazah</u> International Pharmaceutical Conference”	Friday October 23, 2009
SOP Local Clinical Skills Competition	Friday October 30, 2009
Pharmacy Week and NAPHASS- Byblos Campus	November 5 and 6, 2009
o Pharmacy Day	Friday November 6, 2009
Advisement for Spring 2010 (pre-pharm, P1, P2 and P3)	The month of November 2009
SOP Preceptor Appreciation Dinner	Thursday, November 26, 2009
International Clinical Skills Competition Las Vegas, NV	Saturday December 5, 2009
SOP Fall Clerkship ends	Friday, January 29, 2010
SOP Be my Valentine*	Friday February 12, 2010
SOP Spring Clerkship starts	February 15, 2010
SOP picnic*	Saturday February 20, 2009
Advisement for Summer and Fall 2010 (pre-pharm, P1, P2 and P3)	The month of April 2010
NAPHASS and Pharmacy Day - Byblos Campus	Friday April 23, 09
SOP Spring Clerkship ends	Friday, May 28, 2010
Deadline for applying to the: - Professional Pharmacy program (P1) - Pharm.D program	Monday, May 31, 2010 Monday, May 31, 2010
SOP NAPHASS Annual Dinner	Last day of spring finals.
SOP Graduation Dinner	Thursday the week before spring commencement
Pharm.D Hooding Ceremony	Week of Spring graduation- <u>Day</u> of graduation reception

⇒ **Advising for new students in Pharmacy will be during drop/add period of each semester.**

* New events

WELCOME FROM THE DEAN



On behalf of the Lebanese American University School of Pharmacy and the entire University community, I would like to congratulate P1 students for their acceptance into the professional phase of the pharmacy curriculum. You are among the best and brightest and on behalf of the faculty and students I would like to wish you the best of luck on your pursuit of your education. To P2, P3, and P4 students, I would offer you a

“Welcome Back” to resumption of your studies. All of us, students and faculty alike, are proud of the achievements, curricular developments, faculty recruitment, and organization that is taking place at the School. This is not the place to list accomplishments, but suffice it to say that LAU School of Pharmacy stands tall among the ACPE accredited Schools/ Colleges of Pharmacy. I pledge to you that we will continue marching on the road of excellence. The excellent open door policy that is practiced by the School administration is a major component of academic transparency, candor, and honesty. We are willing and eager to make your sojourn educationally rewarding and enjoyable. Remember that we are here to assist you in achieving your aspirations and dreams. The School of Pharmacy takes pride in the excellent relationship that exists between the administration and faculty and students as well. Please remember, you are the reason why we are all here.

On behalf of the School, I welcome you and look forward with anticipation and excitement to having you at the LAU School of Pharmacy, the only ACPE accredited school outside the United States.

Sincerely

Farid Sadik, Ph.D
Dean and Professor
farid.sadik@lau.edu.lb

INTRODUCTION

The Lebanese American University School of Pharmacy was established in 1993, offering the B.S. in Pharmacy degree. In response to the changes that has taken place in American pharmacy education, the School launched the Doctor of Pharmacy (Pharm.D) degree in 1998. The curriculum of the Pharm.D at LAU resembles those offered by universities in the United States. An important turning point in the young history of the School took place in June 2002 when the Accreditation Council for Pharmacy Education (ACPE) granted full accreditation to the Pharm.D program. Currently, we are the only ACPE accredited School of Pharmacy outside the United States. The school has a capacity to admit 75 students annually into the first professional year (P1). Furthermore, approximately 25 students with B.S in Pharm. degree are admitted into the Pharm.D program. The administration and faculty offices of the School are located at the second floor of Block A Building. Classes and laboratory sessions are held in both Zakhem Engineering and Science Buildings.

ADMINISTRATION AND ORGANIZATIONAL STRUCTURE OF SCHOOL

The School consists of two departments: Pharmaceutical Sciences and Pharmacy Practice. Each faculty is a member of one of the departments and reports directly to the Chair of that department. The School is administered by the Dean, Associate Dean for Academic Affairs, Assistant Dean for Students Affairs, two Departments Chairs, and a Director of Experiential Education. The Dean is the Chief Academic Officer of the School and is responsible for every aspect of the program. Today, there are 21 full time faculty members and a larger number of part-timers and volunteer adjunct faculty. The Assistant Dean is responsible for disseminating information regarding the curriculum, academic rules and regulation, registration, advisement, monitoring students' progress or lack of it, transfer of courses, and financial aid. The position of Associate Dean is a new one and will become effective fall 2009. The Associate Dean works closely with the Dean to oversee academic affairs of the school. This will be the first position with this title to be created at LAU. The responsibilities of the Associate Dean for Academic Affairs include but not limited to overseeing the academic standards and guidelines as stated by the ACPE, accreditation Self-study Report, curriculum development, review, and implementation, programmatic assessment and evaluation, providing assistance to the Dean in the preparation of the ACPE Interim Reports, faculty development, faculty remediation to assist weak students, updating teaching methodology and instructional strategies of faculty, any educational or administrative function as requested by the Dean, enhancement of research and scholarly activities. The Chairs are in charge of the operation of the department such as teaching assignments, course offering, budget, faculty recruitment, faculty evaluations and enhancement of research and scholarly activities. In addition to the above, the Chair of the Department of Pharmacy Practice along with the Director of Experiential Education coordinate all aspects of clinical training and assignments. The Chair of the Department of Pharmaceutical Sciences is in charge of the Research Labs located in the Science Building. The Associate Dean, Assistant Dean, Chairs and Director report to the Dean.

Several Councils and Committees are involved in the operation of the School. Each council consists of a few faculty members and a student. The Councils are: Academic Council, Curriculum Council, Admission Council, Research Council, Grievance Committee,

Assessment Committee, Facilities Committee, Library Committee, and Faculty Development Committee. In addition a Dean's Advisory Council will be formed. All Councils and committees report to the Dean.

Administration:

Dean

Farid Sadik, Ph.D

Associate Dean for Academic Affairs

Yolande Saab, Pharm.D, Ph.D

Assistant Dean for Students Affairs

Lydia Sholy, Pharm.D

Chair, Pharmacy Practice

Marwan Taha, Pharm.D, BCPS AQ in Cardiology

Acting Chair, Pharmaceutical Sciences

Maya Khairallah, Ph.D

Director of Experiential Education

Joanna Elkassis, Pharm.D

Area of Specialty

Pharmaceutical Sciences (P.S)

P.S.

P.S.

Pharmacy Practice (P.P)

P.S

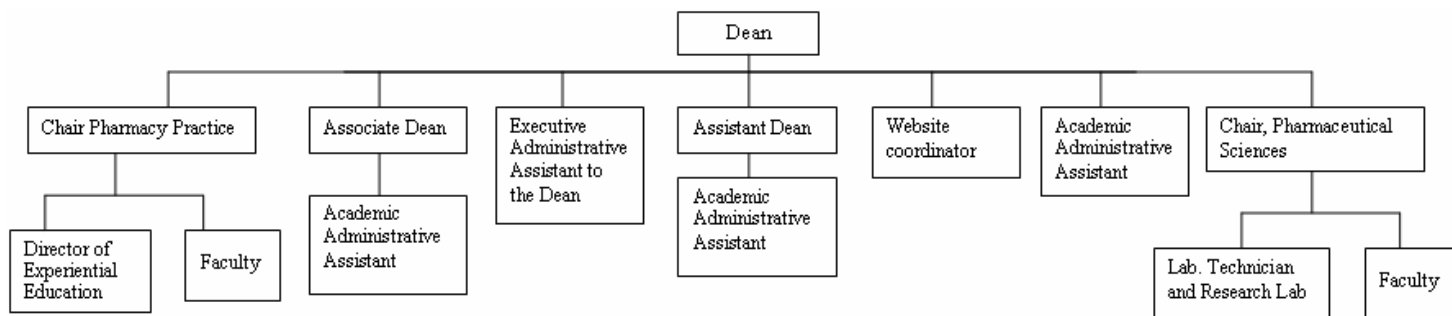
P.P

Faculty:

Jad Abdallah, Ph.D	P.S	Mohamad Mroueh, Ph.D	P.S
Marwan Akel*, Pharm.D	P.S	Jeanette Nassif, Pharm.D	P.P
Diane Antonios*, Ph.D	P.S	Ziad Nassour*, B.S. Pharm.	P.S.
Soula Boustani, Ph.D	P.S	Maud Ojaimi*, MD, Ph.D	P.S
Soumana Chamoun-Nasser, Pharm.D	P.P	Wijdan Ramadan, Pharm.D	P.P
Rabih Dabliz, Pharm.D	P.P	Hikmat Rizk*, M.D	P.S
Saleh Dbeibo*, B.S. Pharm.	P.S	Akram Saab*, Ph.D	P.S
Hani Dimassi, Ph.D	P.S	Yolande Saab, Pharm.D, Ph.D	P.S
Joanna Elkassis, Pharm.D	P.P	Aline Hanna Saad, Pharm.D	P.P
Lara Haddad*, Ph.D	P.S	Farid Sadik, Ph.D	P.S
Siham Itani*, Pharm.D	P.S	Jad Sakr*, Pharm.D	P.S
Mazen Jabre*, Pharm.D	P.P	Ulfat Shanouha*, B.S. Pharm.	P.S
Wissam Kabbara, Pharm.D	P.P	Lydia Sholy, Pharm.D	P.S
Lamis Karaoui, Pharm.D	P.P	Ruwayda Takchi*, M.Sc	P.S
Maya Khairallah, Ph.D	P.S	Marwan Taha, Pharm.D, BCPS	P.P
Ghada Khoury, Pharm.D	P.P	Sima Tokajian*, Ph.D	P.S
Aline Milane, Ph.D	P.S	Rony Zeenny, Pharm.D	P.P
Mazen Moufarij*, MD, Ph.D	P.S	Abeer Zeitoun, Pharm.D	P.P

* *Part time faculty*

School Organizational Chart



SCHOOL MISSION:

The School is responsible for producing pharmacists entrusted with the best standards to apply and disseminate new information about drugs and the ever changing health care systems. Graduates will be competent to practice pharmacy in all settings. Additionally, they will have the values to serve society as caring and ethical professionals.

GOALS OF CURRICULUM

The Curriculum Goals are to develop in students:

1. The professional values required to provide ethical patient care for the benefit of the individual and community being served.
2. The pharmaceutical knowledge and competence to practice pharmacy in all common practice settings.
3. To integrate the best research with clinical expertise of patient needs

WHITE COAT CEREMONY, SYMBOL OF PROFESSIONALISM:

The White Coat Ceremony, which is held annually early in the fall semester of each year to welcome P1 students, symbolizes the profession that they are about to enter. Webster's Dictionary defines professionalism as "the conduct, aim or qualities that characterize or mark a profession or a professional person". In 1994 a task force on professionalism that consisted of the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy developed a Pledge of Professionalism which states:

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**.

Upon graduation, you, students will take the following Oath of the Pharmacists:

At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy.

I will consider the welfare of humanity and relief of human suffering my primary concerns.

I will apply my knowledge experience and skills to the best of my ability to assure optimal drug therapy outcomes for the patients I serve.

I will keep abreast of developments and maintain professional competency in my profession of pharmacy.

I will maintain the highest principles of moral, ethical, and legal conduct.

I will embrace and advocate change in the profession of pharmacy that improves patient care.

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

PROGRAMS

A - BACHELOR OF SCIENCE IN PHARMACY (B.S. PHARM)

Admission:

The pharmacy program consists of two segments: pre-pharmacy and professional pharmacy.

Pre-pharmacy Phase:

Students admitted at LAU after completion of secondary education as well as students who hold a B.S. or a B.A. degree without completing all pre-pharmacy requirements are eligible to enroll in the pre-pharmacy program. High school graduates must attain a minimum score of 500 on SE exam.

Professional Pharmacy Phase:

After the completion of the pre-pharmacy courses, students must complete an application form for admission into the professional phase of the program. The application forms are obtained from the Office of the Assistant Dean, School of Pharmacy and must be submitted with all required documents (i.e. recommendations and transcripts) before May 31st of every academic year. Admission into the professional phase of the program takes place only in the Fall Semester and will be decided upon by the School Admission Council and approval of the Dean. The Council automatically rejects incomplete applications and any application received after the above mentioned deadline. Following the completion of the application process an individual interview will be conducted with each applicant.

To be admitted into the professional pharmacy phase of the program, students must complete all pre-professional courses with a minimum cumulative GPA of 2.5 and pass all the major courses with a minimum grade of C and an overall GPA of at least 2.5. Major courses include all PHA courses as well as CHM201, CHM311, CHM312 and BIO201. Admission into the professional phase of the program is competitive. Meeting the minimum requirements does not guarantee acceptance into the program.

To be eligible to apply to the professional program, students are allowed a maximum of three repeats of the same course or different courses, and should not have received any academic or disciplinary warning. **Two warnings during the academic years will lead to dismissal from the School / not eligible to apply to the Pharm.D program.** Furthermore, a student may, with approval of the School Academic Council chaired by the Dean, carry one grade of D, D+ or C- in one course in the pre-pharmacy program to the professional program provided student was not able to repeat course before fall of admission. Such grade must be removed in fall, spring or summer semesters of the following year. Failure to do so will prevent student from being promoted to the next higher year. Please be aware that courses in the professional program are offered sequentially as stated in the curriculum and on a yearly basis according to student standing.

A minimum grade of C in pre-pharmacy courses must be earned by students transferring from institution other than LAU. Furthermore, transfer of professional pharmacy courses will be conducted according to ACPE guidelines. Major courses transferred will be included in calculating the GPA for admission.

Students admitted into the professional program after July 1, 2007 will be subject to the requirement stated in the ACPE Standard 14, Guideline 14.5, namely "the required Advanced Pharmacy Practice Experiences in all program pathways must be conducted in the United States or its territories or possessions." (Applies only for students who seek the Pharm.D. degree)

The School of Pharmacy of the Lebanese American University is an equal opportunity institution and will not use the race, sex, religion or national origin of an applicant as criterion for admission into the program.

B - DOCTOR OF PHARMACY (PHARM.D)

Admission and Progression:

Like the B.S. in Pharmacy program, admission into the Pharm.D. program takes place only in the fall semester. The application forms are obtained from the Office of the Assistant Dean, School of Pharmacy and must be submitted before May 31st of the year of expected admission. Applicants who earned the B.S. in Pharmacy from LAU may apply for admission

into the Pharm.D program within 2 years after receiving the B.S in Pharmacy degree. Admission into the Pharm.D is competitive and only a specified number of students with the highest GPA, good recommendations and interviews will be admitted into the program. Candidates will be scheduled for an interview as part of the admission process. Applicants who earned the B.S. in Pharmacy from other than LAU may apply for admission into the Pharm.D program. Applications will be reviewed by the School Admissions Council and will either start in pre-pharmacy, or from the first professional year depending on the courses taken.

To graduate with a Pharm.D degree, a student must have a minimum grade of C in all required courses, and should not have earned more than two grades of C or C+. Students will be allowed to repeat a course only once. A second grade of C or C+ will result in dismissal from the program. A maximum of two different courses may be repeated. Students may withdraw from a course only once. **Two warnings during the academic years will lead to dismissal from the School / not eligible to apply to the Pharm.D program.**

ACADEMIC REGULATIONS

Academic Probation and Dismissal:

According to LAU rules and regulations, a student is allowed to repeat a course 3 times, including withdrawals. A student failing to score at least a C in any of the PHA courses after registering for the course three times including withdrawals will be dismissed from the School of Pharmacy.

Students will be allowed to be placed on academic probation (GPA below 2.0) only once. If a student fails to achieve a good standing (GPA of 2.0 or above) after one semester probation (excluding summer), he/she will be suspended from the School of Pharmacy for one year. Failure to improve his/her GPA (2.0 or above) during the first semester (excluding summer), after serving his/her suspension, the student will be dismissed from the School. A student suspended for one year may be considered for readmission after the approval of the School Academic Council chaired by the Dean to repeat courses in which he/she received an F or a D. Such student may not carry more than 13 credits hours in a semester.

Promotion and Progression:

To be promoted to a higher year in the professional program, a student must complete all courses of each year with grade of C or better before being allowed to enroll in any course in the higher year. However, a student must have prior approval of the School Academic Council chaired by the Dean to be allowed to carry one grade of D, D+ or C- to a higher year. Such deficient grade must be removed within the following two semesters or summer of the higher year. Failure to remove this deficiency on time will result in denying promotion to the next higher year. Students must successfully complete all didactic courses of the program before they are allowed to enroll in any Pharmacy Practice Experiences (rotations).

In the first professional year, P1, students will not be able to register for PHA 450, 408 and 409 as per the old curriculum or PHA 397, 398 and 399 as per the new curriculum, if they have not completed all P1 courses or if they have more than 2 courses with a grade below C.

Graduation Requirements:

To earn a B.S. in Pharmacy, or Pharm.D, a student must have a minimum overall GPA of 2.00 in all PHA courses taken at LAU and have a minimum grade of C in all PHA courses.

STUDENT ADVISEMENT

Student advisement is a crucial process that determines proper progress into the pharmacy program. This process, which includes but not limited to enrollment in classes, academic progression and financial aid, etc. must be conducted between the advisors and students. It is mandatory that students must follow the advisors recommendation. Students who violate advisement will be held responsible for any action taken by the School against such violation. Furthermore, the Dean, Associate Dean and/or the Assistant Dean will request the Registrar's Office to have students dropped from courses that have not been approved by the advisors. Enrolling in courses unilaterally by students is prohibited. Unless notified of any change, a student will have the same advisor throughout the duration of the program.

The following list indicates the names of the advisors. Advisees names will be posted on the School's bulletin board prior to the start of advising period.

- **Dean Farid Sadik**
Dr. Yolande Saab
Dr. Lydia Sholy
Dr. Marwan Taha
Dr. Joanna Elkassis
Dr. Maya Khairallah
Dr. Jeanette Nassif
Dr. Rony Zeenny
- All pre-pharmacy students will be advised mainly by **Dr. Jeanette Nassif**.
- If the advisor is not available at any given time, students must seek the advise of Assistant Dean Sholy or any of the other assigned seven advisor.
- Advisement for summer and fall semesters will occur in the preceding month of April of each year.
- Advisement for spring semester will occur in the preceding month of November of each year.

If a student pursues the Pharm.D, the Chair of Pharmacy Practice Department and the Director of Experiential Education become the official advisors.

It is advisable that you seek the advisor's opinion whenever the need arises. Be certain to be on time for the previously set appointment with advisor. All advisors are available at all times to assist you. However, at times advisors may not be available as they may be in classes, meetings etc. It is desirable to set an appointment to meet with your advisor to ensure availability of the advisor at a convenient time. When you talk to an advisor make sure that he/she is aware of your problem or concern. Remember that the student is ultimately responsible for rules and regulations of the School and the University as well. Thus, you are strongly advised to read and understand all aspects of the University Catalog. This is of a paramount importance for academic progress planning.

Procedure for advisement:

1. P1 students are to be advised first followed by P2, P3 and pre-pharmacy.
2. Announcement will be made in each class as to the advisement period allotted to each class. It is estimated that advisement for each class will take about 5 to 7 working days.
3. Students will be requested to set an appointment to meet with the advisor by signing a schedule indicating the day and a time most convenient for them. Each student will be allotted a 15 minutes period or as needed. The appointments lists will be handled by an academic administrative assistant.
4. Each advisor will be provided each day with files that have been updated by Dr. Sholy's office. At the end of the advisement day the files will be returned to Dr. Sholy's office.
5. The advisees will be assigned alphabetically to the advisors.
6. Students who fail a course(s) at the end of a semester will have to be re-advised.

Overload:

A student can request an over load, meaning more than 19 credit hours, provided the GPA is greater than or equal to 3.0

Withdrawal:

No student is allowed to withdraw from a course after the withdrawal deadline.

STUDENT STATUS (STANDING)

P1 Year Standing:

To have a P1 status, student must have been admitted into the professional program and have successfully completed all pre-pharmacy courses with a grade of "C" or higher.

P2 Year Standing:

To have a P2 status, students must have successfully completed all courses in P1 with a grade of "C" or higher.

P3 Year Standing:

To have a P3 status, students must have successfully completed all courses in P2 with a grade of "C" or higher.

P4 Year Standing:

To have a P4 status, students must have earned the B.S Pharm degree and admitted into the Pharm.D program.

STUDENT REPRESENTATIVES

Students will have representative on School Councils. In early October the Dean upon consultation with each class will appoint a class representative. The function of these representatives is to serve in an advisory capacity to the administration within the School of Pharmacy. A Council consisting of student representatives as well as school administrators will meet once every two months or as needed.

STUDENT EVALUATION OF FACULTY

At the end of each semester, students will be requested to complete evaluation forms for their teachers. Informal student evaluations of faculty (SEF) began in the 1960's by university students. Some of these evaluations were published every semester by students to indicate the quality of teaching by each instructor. Since then the use of SEF became widely accepted and now required by university officials to evaluate teaching performance by faculty. The purpose of SEF is to improve the quality of teaching by making the instructor aware of his/her strength and weaknesses in teaching ability and attitude toward students. Every course taught at the School will be evaluated by the students at the end of each semester. A copy of these evaluations will be kept by each instructor, chairperson and Dean. Once the evaluation process has been completed, the Department Chair will discuss results of the evaluation with each instructor in order to find ways on how to improve the quality of teaching and attitude in case of low evaluation rating. A faculty member who receives high rating is encouraged to continue on the same teaching style and aim for even better rating. Most if not all universities world-wide now consider SEF as an important criterion for promotion and salary merit raises.

Effective fall 08, student evaluations have been conducted confidentially online. We strongly urge students to participate in this important process.

TESTS AND EXAMINATIONS

At the beginning of each semester, efforts will be made by the Department Chair to spread exams schedule as much as possible. Changing of the scheduled exams is disruptive and is not allowed.

Effective fall 2008 all examination papers will be retained by students following their distribution by the instructor. The final exam will be retained in the office of the Chair of the Department for two regular semesters.

MAKE-UP EXAMS AND POLICIES

A- Missing Exams

Students who miss an exam will be asked to submit a petition, within 24 hours of the missed exam, to the School Academic Council to authorize a make-up exam. The student should present a **valid excuse** within 24 hours of the scheduled exam. The **only valid** excuse is either a medical illness **necessitating hospitalization** or death of a **direct family member**.

Failure to submit a petition within the specified time will result in a grade of Zero (0) for that examination.

B- Make-Up Exams

If an exam is missed, a make-up exam can be arranged in accordance with the rules and regulations of the University after presentation of a **valid excuse** within **24 hours** of the scheduled exam to the School Academic Council.

- Make-up exams are due within 1 week of the missed exam
- If the student fails to show-up to the make-up exam he/she will get a zero

CONDUCT DURING EXAMINATION

- Students are expected to abide by the Code of Conduct during all examinations. However, students caught cheating on an exam will receive a grade of zero on the exam and will receive a warning. Students caught cheating for the second time in the same course will receive a grade of "F" in the course and a second warning. A grade of zero on an exam resulting from cheating **must** be counted in the student's course grade. The zero **cannot** be dropped in computing the final grade in case the instructor has a policy of allowing students to drop their worst exam grade. A student who has incurred two warnings will not be eligible for admission to the professional program and Pharm.D program.
- Students should not leave their seats during the exam period except to turn in their completed exam. Those who leave their seats will not be allowed to return to exam room (students cannot go to the restroom while taking an exam)
- Talking during exams is prohibited.
- Any of the above conducts will lead to issuing a warning letter to the student.

POSTING GRADES OF EXAMS

- Grades of all exams will be posted on the SOP Bulletin Board (except finals) within 1 week of the exam date.
- All exams (except finals) will be returned to students by instructor
- Students have 2 weeks to review their exam papers after posting grades.
- Exam papers may be collected by students at the end of the two weeks (Except finals)
- Once the exams are taken by students they can no longer discuss them with the instructor
- Exam papers, if not collected by students, are shredded after 1 year.
- Finals should be corrected within 72 hours & grades are posted on the LAU banner.
- Finals are kept in the Department by chairs.

GRADING SYSTEM

A grade of C- or below in a major course must be repeated and replaced by a minimum grade of C.

Grade	Quality Points	Guidelines over 100
A	4	≥ 90
A-	3.67	87-89
B+	3.33	83-86
B	3.0	80-82
B-	2.67	77-79
C+	2.33	73-76
C	2	70-72
C-	1.67	67-69
D+	1.33	63-66
D	1	60-62
F	0	≤ 59

CONDUCT IN CLASSROOM

Disruptive behavior by student during lecture will not be tolerated. Activities such as late arrival to class, making comments unrelated to class, any use of cell phone etc. are prohibited. Not only these activities may interfere with the concentration of obedient students, they are very distracting to the instructor. An instructor may ask a disruptive student to leave the classroom. Furthermore, admission of disruptive pre-pharmacy students into the professional program may be denied when an instructor files a charge against said student. The Dean may recommend reduction or denial of financial aid to disruptive students in the pre-pharmacy and professional pharmacy programs. Moreover, admission of disruptive students into Professional Program and the Pharm.D may be jeopardized.

CLASS ATTENDANCE AND POLICIES

Students are held responsible for all material presented in the classroom even during their absence. Make-up work, if any, will be in accordance with the rules stated in the course syllabus. In any semester, students can miss no more than the equivalent of five weeks of instructions in any course. However, instructors have the right to impose specific attendance regulations in their courses provided that the aforementioned limit of absences is not exceeded and the minimum number of absences allowed is no fewer than the equivalent of two weeks of classroom instruction after the Drop and Add period. Instructors are to inform the Department Chair who in turn inform the Assistant Dean and the Guidance Office of any prolonged unexplained absence. Students who exceed the allowed numbers of absences must withdraw from the course; otherwise, the course grade will be recorded as "F". Any student whose name appears on the class list and stops attending classes without officially withdrawing from the course will receive a failing grade "F".

STUDENT COMPLAINT POLICY

In accordance with Standard 20 of the ACPE Guidelines, the School must produce and make available to students a complaint policy that include procedures to be followed in the event of a written complaint related to one of the **accreditation standards or the policies or procedures of ACPE** and must be submitted in writing to the Executive Director of the ACPE csinfo@acpe-accredit.org. Under existing practices, when a complaint is received, it is submitted to the School for a response. If thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the School or College, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters may or may not be forwarded to the School involved.

STUDENT GRIEVANCE

Any student or group of students (Grievant) can bring a grievance against a student/group of students/faculty (Respondent) in a written format to be submitted to the School Grievance Committee. All grievances must be signed and submitted in writing to the Dean who in turn evaluates the merit of the grievance. The grievance must be filed within 48 hours of the infraction. If the Dean deems it is necessary for the matter to be pursued, the grievance is forwarded to the chair of the School Grievance Committee who should make every effort to resolve the dispute. Failing to do so, the chair shall convene the Committee within 24 hours to commence its deliberation. The Committee shall make its decision by majority vote. The verdict shall be communicated to the Department Chair and the Dean who shall take the necessary action.

CONFIDENTIALITY

Authorized individuals accessing private records will respect the confidentiality of such records, and will observe any ethical restrictions that apply to the data that they access. Authorized individuals shall abide by the applicable University Policies and Procedures with respect to accessing, using, or disclosing of information.

All users who have access to legally restricted, and/or official, and/or administrative, records, whose nature is confidential, will formally acknowledge, by signing a statement, (if so required by the University), their understanding of the level of access provided, and their responsibility to maintain the utmost confidentiality of said data.

Please note that we will follow Family Educational Rights and Privacy Act (FERPA) regulations which deal with students' rights as to the extent of family access to records.

(Refer to POLICY ON ACCESS TO UNIVERSITY RECORDS, LAU website)

GRADE REVIEW

PROCEDURE:

It is the student's right to inquire about a grade earned on a given assignment / examination / term paper / project, and discuss it with the concerned faculty member and receive an explanation on the method of grading. In addition, a student can always during the period of a given course seek clarification of questions asked on assignments and exams, and of suggestions to improve term papers or projects. Such interaction between faculty and students leads to an educational environment conducive for teaching and effective learning. However, students asking the instructor to review a grade should follow the procedure detailed thereafter.

1. Up to one week from receiving a grade, a student may ask the instructor to review the grading of an assignment / exam / term paper / project or of any specific questions based on a mistake in grade computation or an undervalued assessment of the academic work.
2. The instructor is to provide the student with an answer to his/her request within one week from the date of the request. If the student still has an issue with the grade earned, he/she may present the case in writing to the office of the chairperson concerned within one week from receiving the instructor's answer. Within a week, the chairperson is to follow-up on the matter with the faculty member and the student as deemed necessary. The decision is provided to the student through the office of the chairperson.
3. If the student still has an issue with the decision, he/she may appeal it to the Dean who may discuss the matter with the School Academic Council. The appeal is made in writing to the same chairperson's office within one week from receiving the decision. The council's decision on the appeal is final with no further appeals being allowed.

FINANCIAL AID AND TUITION

The tuition fee per credit hour in the School of Pharmacy for 2008-2009 is \$440. This may vary from one year to another. Check the University Catalog for more information regarding tuition and financial aid. LAU, in its efforts to offer students a better chance to join the university, is committed to making financial aid available to needy students. In this respect and within budget constraints, financial aid serves as a means to ensure diversity in the composition of LAU's student body. Financial aid is basically a work-study program designed to provide an opportunity for full-time students demonstrating financial need to earn part of their tuition fees by working at LAU. Loans, scholarships and grants are complementary to the program when available.

Work-aid

All financial aid recipients are required to work a certain number of hours in one of the campus offices. Besides helping students to cover their financial need, the Work-Study program helps them acquire work skills and develop discipline, and promote a sense of personal responsibility and accomplishment.

Loan

The university extends student loans as part of the total Financial Aid package. Loans may be extended to students when requested and in accordance with the loan procedure. Reimbursing the loan may be spread over nine years following a three-year interest-free grace period from the date of withdrawal or graduation from the university.

After this grace period, a service charge equivalent to 50 percent of the market credit interest rate will be charged. Moreover, collection incentives are available for students willing to settle their loans prior to maturity. Honor Scholarships are awarded to financial aid recipients on a competitive basis. Upon the completion of 24 credits at LAU with a minimum Cumulative Grade Point Average (CGPA) of 3.20, the financial aid recipient becomes eligible for an Honor Scholarship. An Honor Scholarship that is granted over and above the financial aid amount usually ranges between 5 and 50 percent of the tuition depending on the student's CGPA

Applying for Financial Aid:

To apply for financial aid at LAU, a potential student should fill out a Financial Aid Application Form that is available at the Financial Aid Office. These applications must be taken and submitted with required documents within set deadlines. An interview with the applicant and a parent will be subsequently scheduled. Financial aid is ordinarily granted for one regular academic year and may be renewed upon re-application if the student's eligibility is maintained.

Refund Policy:

Students are entitled to a full refund (100%) of their tuition until the end of the drop/add period. No refund is allowed thereafter.

ADMISSION REQUIREMENTS FOR PHARMACY STUDENTS INTO THE SCHOOL OF MEDICINE (SOM)

Admission to the SOM, as dictated by the Ministry of Education, is conditional on having a baccalaureate degree in either life sciences or general sciences and a B.S. degree or its equivalent. Therefore, pharmacy students wishing to join the medical school first need to fulfill these two requirements. Unlike premedical students, pharmacy students do not cover in their curriculum certain biology (BIO321 and 345; 7 Cr) and physics (PHY 301, 302, 305 and 306; 8 Cr) core courses recommended for MCAT preparation. The School of Medicine Admission Committee will consider PHA202 and 211 (7 Cr) as replacement for BIO 321 and 345 when considering the core GPA and will exempt students from taking physics courses. Since all students have to sit for the MCAT exam, then pharmacy students are expected to prepare for the physics material on their own.

The above condition ONLY applies on LAU B.S. in Pharmacy graduates that will be considered for admission to the SOM at LAU.

Quality point percentage distribution accumulated from the 4 major components (Cumulative GPA, Premedical courses GPA, MCAT and Interview) remains the same.

For further assistance, you may contact the Assistant Dean.

SCHOOL AWARDS



Dr. Saab presenting the Best Clinician Award to Dr. Elsy Ramia from the Pharm.D class of 2009

- ***Exit Exam Award***
In recognition of the student with the highest score on the Pharm.D exit exam
- ***Best Clinician Award***
In recognition of the student with the best clinical skills from the Pharm.D class
- ***Highest Achiever Award***
In recognition of the student with the highest GPA from the graduating class
- ***Best Research Project Award***
- ***Pharmaceutical Sciences Award***
In Recognition of the student with the best academic performance in pharmaceutical sciences from graduating class
- ***Therapeutics Award***
In recognition of the student with the best academic performance in the pharmacotherapeutics series from the graduating class
- ***Community Outreach Award***
In recognition of the most active student in community outreach from the Pharm.D class.
- ***Award of Excellence***
In recognition of outstanding performance in non-prescription medication studies.

SCHOOL EVENTS



The School of Pharmacy annually honors incoming new students by holding the **White Coat Ceremony**. This event is designed to welcome the students into the professional program and signals the beginning of a three or four year journey. Wearing the White Coat signifies the student's acceptance of the ethics of the noble profession of pharmacy whose main goal is providing the best patient-centered care to patients and the public at large.



Marc
Korkmaz, P1
student,
singing the
SOP Alma
Mater



Dr. Rizk welcoming Ms. Hiba Masri to the professional Program by presenting the White Coat on behalf of SOP. Dean Sadik is watching.



White Coat Ceremony in Selina Korban Theater



P1 class of 2011 during the White Coat Ceremony - October 23, 08
And pinning of Class 2009 Pharm.D candidates.



Memorial of Dr. Najib Nimah during the Hooding Ceremony



Dr. Laila Nimah receiving a plaque
“In memory of Dr. Najib Nimah”

Pharm.D Hooding Ceremony

To honor our Doctor of Pharmacy graduates. The school holds a special ceremony a few days prior to university commencement in which each student will be hooded individually to signify successful completion of the degree.

The 2009 ceremony was in memory of Dr. Najib Nimah “a faculty member who was loved by his colleagues, adored by his students and admired by any person whose life was touched by our beloved Najib. He will forever be in our minds and hearts” by Dean Sadik.



Dr. Jennifer Kozaily hooded by Dr. Sholy and Dr. Sadik

NAPHASS (No Apathy-Pharmacy And Health Awareness Student Society) is a society of pharmacy students who want to volunteer their time, knowledge and energy to reaching out to people and raising health awareness on campus and in our community.

The mission of NAPHASS is to cultivate leadership in pharmacy students to create a public image of pharmacists, in the Lebanese communities, as patient care providers and medication use experts.

NAPHASS significantly enhances pharmacy students' involvement in the community by providing them with opportunities/projects to apply their knowledge and skills. Some of our projects include: Pharmacy week, fund raising for cancer organizations, volunteering at a clinic that serves underprivileged populations and many more.



Off campus NAPHASS activities

Visits to schools and nursing home to provide support and care.



Pharmacy Week

Pharmacy week takes place at the end of October and April of each year. The School of Pharmacy commemorates this international week by conducting a healthy awareness campaign. Issues such as cancer, diabetes, hypertension, smoke cessation, hyperlipidemia and Osteoporosis, among others, are emphasized.

Dean Sadik and Assistant Dean Sholy welcoming high-school students during Pharmacy Day – April 09



Dean Sadik with high-school students during lunch

Pharmacy Day

The School of Pharmacy invites students from different high schools in Lebanon to orient them with the Program and Campus Life.



High school students attending Dr. Saab's lecture

CURRICULA OF PROGRAMS

The curriculum below applies only to students entering in fall 2007. Students who joined the School of Pharmacy prior to Fall 2007 and beyond are advised to refer to the 2005 Academic Catalog posted on the LAU website.

Pre-Professional Year I

Fall Semester

ARA201	Appreciation of Arabic Literature	3
—	Arts elective course	3
CHM201	Chemical Principles.....	3
—	Physical Education (excluding Basic Health)	1
BIO201	Biology I	4
—	Liberal core elective	3
	Total	17

Spring Semester

PHA204	Computer Application to Pharmacy	2
—	Literature elective course.....	3
ENG202	Sophomore Rhetoric	3
CHM311	Organic Chemistry I.....	3
CHM313	Organic Chemistry I Lab	1
PHA202	Medical Anatomy & Physiology	4
	Total	16

Pre-Professional Year II

Fall Semester

PHA209	Principles of Pathophysiology and Immunology	4
CHM312	Organic Chemistry II.....	3
CHM314	Organic Chemistry Lab	1
ENG203	Communication Arts	3
PHA211	Microbiological Basis of Disease.....	3
	Total	14

Spring Semester

PHA208	Medical Biochemistry.....	4
PHA205	Statistics for Health Profession Majors	3
PHA210	Systems Pathophysiology	4
—	Philosophy/Religion/History course.....	3
—	Social Science course.....	3
	(students are advised to take a business course)	
	Total	17

PROFESSIONAL YEAR I

Fall Semester

PHA308	Pharmaceutical Analysis & Biotechnology ...	2
PHA309	Pharmaceutical Analysis & Biotechnology, Lab	1
PHA312	Medicinal Chemistry I.....	3
PHA314	Dosage Forms I.....	3
PHA315	Dosage Forms I, Lab	1
PHA320	Physical Assessment.....	2
PHA322	Professional Communication	1
PHA—	Professional Elective	2
	Total	15

Spring Semester

PHA313	Medicinal Chemistry II.....	3
PHA316	Dosage Forms II.....	3
PHA317	Dosage Forms II, Lab	1
PHA330	Pharmacology I.....	4
PHA333	Pharmacy Management & Law	3
PHA340	Pharmacotherapeutics I.....	2
PHA325	Pharmacy Practice & Ethics	2
	Total	18

Summer Semester

PHA398	Pharmacy Practice Management I.....	3
PHA399	Pharmacy Practice Management II.....	3
PHA397	Introduction to Professional Pharmacy Practice Experience.....	1
	Total	7

PROFESSIONAL YEAR II

Fall Semester

PHA441	Pharmacotherapeutics II	3
PHA442	Pharmacotherapeutics III.....	3
PHA430	Pharmacology II	4
PHA422	Pharmacokinetics & Biopharmaceutics	4
PHA421	Drug Information & Literature Evaluation	2
PHA—	Professional elective	2
	Total	18

Spring Semester

PHA443	Pharmacotherapeutics IV	3
PHA444	Pharmacotherapeutics V	3
PHA445	Pharmacotherapeutics VI.....	3
PHA449	Dispensing and Pharmaceutical Care	3
PHA452	Toxicology	3
PHA435	Pharmacognosy & Evidence-Based Herbal Medicine	2
	Total	17

PROFESSIONAL YEAR III

Fall Semester

PHA550	Introduction to Pharmacogenomics.....	1
PHA557	Pharmacoeconomics	3
PHA560	Clinical Nutrition & Diet Therapy	2
PHA570	Professional Pharmacy Practice – Hospital/DIC Experience	6
PHA571	Professional Pharmacy Practice – Community Experience	6
	Total	18

Spring Semester

PHA515	Pharmacy Seminar	1
PHA—	<i>Professional elective*</i>	1
PHA572	Professional Pharmacy Practice – Patient Care Experience.....	12
PHA510	U.S. Pharmacy Law & Regulation	2
	Total	16

* For students interested in applying for the Pharm.D program
 PHA 622: *Clinical Pharmacokinetics (1cr)* should be taken as
 Professional elective

A total of six credits of professional electives (as one-credit or two-credit courses) should be completed before graduation.

PROFESSIONAL YEAR IV-(PHARM.D CANDIDATES ONLY)

The 4th professional year of the Doctor of Pharmacy program consists of seven 4-weeks advanced practice experiences. The 4th professional year consists of four required experiences: one community, one internal medicine, one ambulatory care, one critical care area (cardiology or medical intensive care) and three elective experiences. A pharmacy project course (3 cr) may replace 1 Elective Advanced Pharmacy Practice Experience.

PHA 660	Required Advanced Pharmacy Practice in Internal Medicine.....	3 cr
PHA 661	Required Advanced Pharmacy Practice in Ambulatory Care	3 cr
PHA 662	Required Advanced Pharmacy Practice in Intensive Care.....	3 cr
PHA 663	Required Advanced Community Pharmacy Practice	3 cr
PHA 650	Elective Advanced Pharmacy Practice Experience (Topic I).....	3 cr
PHA 650	Elective Advanced Pharmacy Practice Experience (Topic II).....	3 cr
PHA 650	Elective Advanced Pharmacy Practice Experience (Topic III).....	3 cr
	Total.....	20 cr

WE ARE HERE TO ASSIST YOU

During advisement period, your advisors are available in their offices to help you. throughout the year, advisors are accessible during office hours or by appointments. By having an appointment you ensure meeting your advisor at a time most convenient for you. keep in mind that advisor, like other faculty members, have other obligations such as teaching, meetings to attend as well as precepting students on clinical sites.

If your advisor is not in her/his office and you urgently need advice, please see any of the following advisors:

Dr. Farid Sadik
Dean
Phone: 09-547-254 Ext: 2444
Email: farid.sadik@lau.edu.lb

or

Dr. Yolande Saab
Associate Dean for Academic Affairs
Phone: 09-547-254 Ext: 2312
Email: ysaab@lau.edu.lb

or

Dr. Lydia Sholy
Assistant Dean for Students Affairs
Phone: 09-547-254 Ext: 2310
Email: lydia.sholy@lau.edu.lb

or

Dr. Marwan Taha
Chair, Pharmacy Practice
Phone: 09-547-254 Ext: 2108, 1823
Email: marwan.taha@lau.edu.lb

or

Dr. Maya Khairallah
Acting Chair, Pharmaceutical Sciences
Phone: 09-547-254 Ext: 2845
Email: maya.khairallah@lau.edu.lb

or

Dr. Joanna Elkassis
Director of Experiential Education
Phone: 09-547-254 Ext: 2862
Email: joanna.elkassis@lau.edu.lb

or

Dr. Jeanette Nassif
Coordinator of pre-pharmacy advising in Beirut
Phone: 09-547-254 Ext: 2215
Email: jeanette.nassif@lau.edu.lb

Please call the Academic Administrative Assistant if you wish to set an appointment with an advisor:

- Ms. Manale Helou for Assistant Dean for Students Affairs, Dr. L. Sholy:

Phone: 09-547-254 Ext: 2315

Email: manale.helou@lau.edu.lb

- Mrs. Pauline Hitti for Associate Dean for Academic Affairs, Dr. Y. Saab

Phone: 09-547-254

Email: pauline.hitti@lau.edu.lb

- Mrs. Corinne Dergham for Dr. Taha, Dr. Khairallah, Dr. Elkassis and Dr. Nassif

Phone: 09-547-254 Ext: 2407

Email: corinne.waked@lau.edu.lb

LAU - BYBIOS CAMPUS -

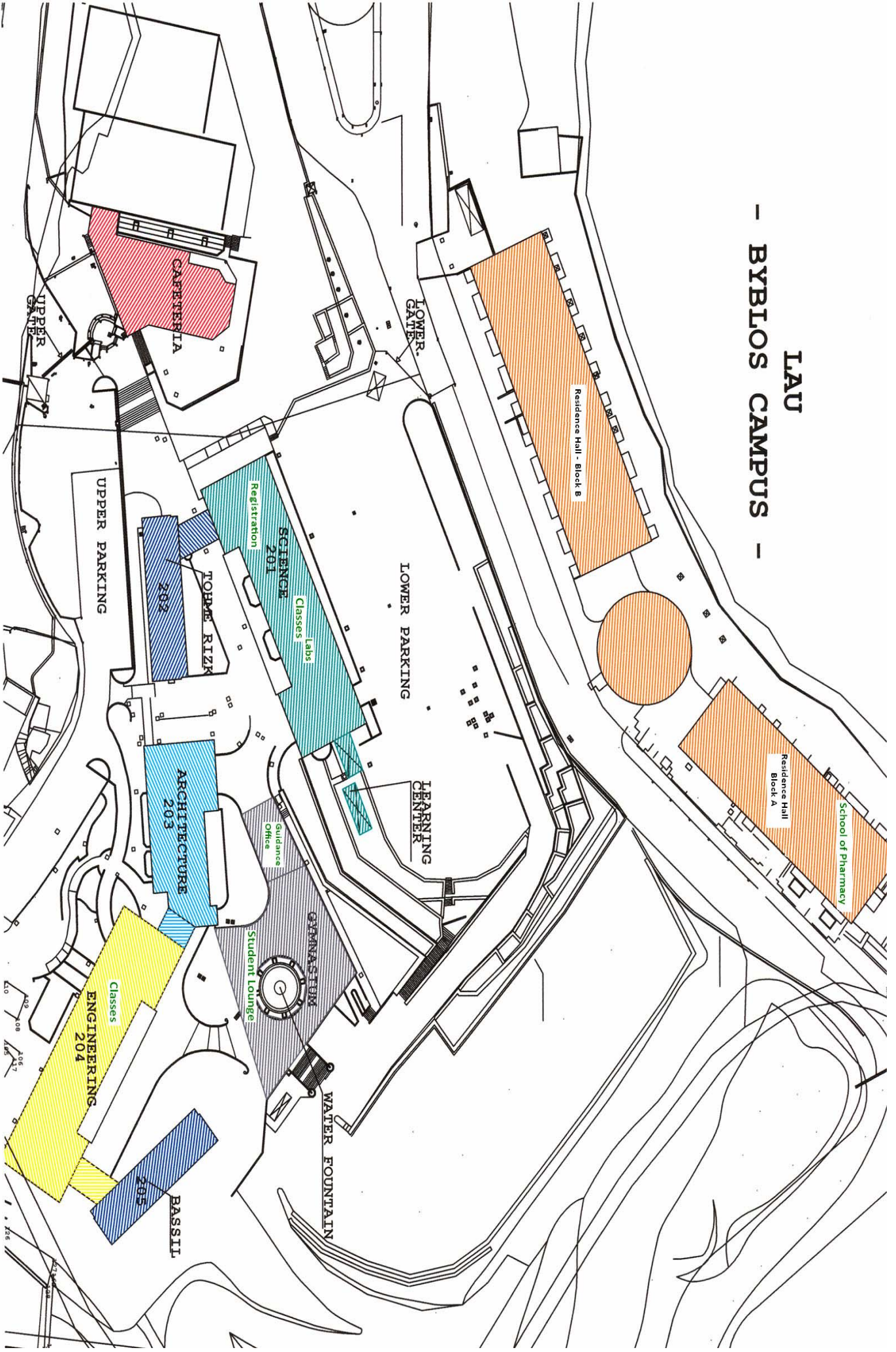


TABLE OF CONTENT

CALENDAR OF EVENTS 2009-2010	1
WELCOME FROM THE DEAN	2
INTRODUCTION	3
ADMINISTRATION AND ORGANIZATIONAL STRUCTURE OF SCHOOL	3
SCHOOL MISSION	5
GOALS OF CURRICULUM	5
WHITE COAT CEREMONY, SYMBOL OF PROFESSIONALISM	5
PROGRAMS	
A- BACHELOR OF SCIENCE IN PHARMACY (B.S. PHARM).....	6
B- DOCTOR OF PHARMACY (PHARM.D)	7
ACADEMIC REGULATIONS	8
STUDENT ADVISEMENT	9
STUDENT STATUS (STANDING)	10
STUDENT REPRESENTATIVES	11
STUDENT EVALUATION OF FACULTY	11
TESTS AND EXAMINATIONS	11
MAKE-UP EXAMS AND POLICIES	11
CONDUCT DURING EXAMINATION	12
POSTING GRADES OF EXAMS.....	12
GRADING SYSTEM	13
CONDUCT IN CLASSROOM	13
CLASS ATTENDANCE AND POLICIES	13
STUDENT COMPLAINT POLICY	14
STUDENT GRIEVANCE	14
CONFIDENTIALITY	14
GRADE REVIEW	15
FINANCIAL AID TUITION	15
ADMISSION REQUIREMENTS FOR PHARMACY STUDENTS TO THE SCHOOL OF MEDICINE (SOM).....	16
SCHOOL AWARDS	17
SCHOOL EVENTS	18
CURRICULA OF PROGRAMS	23
WE ARE HERE TO ASSIST YOU	25

CALENDAR OF EVENTS
2009-2010

Event	Date
SOP Orientation for Professional Year 4 (Pharm.D Candidates)- Byblos Campus	Friday October 2, 2009
SOP Orientation for Professional Year 1- Byblos Campus	Monday, October 5, 2009
SOP Fall Clerkship starts for B.S in Pharmacy and Pharm.D	Monday October 5, 2009
SOP Orientation for Professional Year 2- Byblos Campus	Wednesday, October 7, 2009
SOP Orientation for New students (<u>Pre-Professional</u> Year 1)- Beirut Campus	Thursday, October 8, 2009
SOP Orientation for Professional Year 3- Byblos Campus	Friday, October 9, 2009
SOP Orientation for New students (<u>Pre-Professional</u> Year 1)- Byblos Campus	Monday, October 12, 2009
SOP Orientation for <u>Pre-Professional</u> Year 2- Byblos Campus	Tuesday, October 13, 2009
White Coat Ceremony & pinning Pharm.D candidates	Thursday, October 22, 2009
Pharmacy Conference: “The Samih and Samira <u>Darwazah</u> International Pharmaceutical Conference”	Friday October 23, 2009
SOP Local Clinical Skills Competition	Friday October 30, 2009
Pharmacy Week and NAPHASS- Byblos Campus	November 5 and 6, 2009
o Pharmacy Day	Friday November 6, 2009
Advisement for Spring 2010 (pre-pharm, P1, P2 and P3)	The month of November 2009
SOP Preceptor Appreciation Dinner	Thursday, November 26, 2009
International Clinical Skills Competition Las Vegas, NV	Saturday December 5, 2009
SOP Fall Clerkship ends	Friday, January 29, 2010
SOP Be my Valentine*	Friday February 12, 2010
SOP Spring Clerkship starts	February 15, 2010
SOP picnic*	Saturday February 20, 2009
Advisement for Summer and Fall 2010 (pre-pharm, P1, P2 and P3)	The month of April 2010
NAPHASS and Pharmacy Day - Byblos Campus	Friday April 23, 09
SOP Spring Clerkship ends	Friday, May 28, 2010
Deadline for applying to the: - Professional Pharmacy program (P1) - Pharm.D program	Monday, May 31, 2010 Monday, May 31, 2010
SOP NAPHASS Annual Dinner	Last day of spring finals.
SOP Graduation Dinner	Thursday the week before spring commencement
Pharm.D Hooding Ceremony	Week of Spring graduation- <u>Day</u> of graduation reception

⇒ **Advising for new students in Pharmacy will be during drop/add period of each semester.**

* New events

WELCOME FROM THE DEAN



On behalf of the Lebanese American University School of Pharmacy and the entire University community, I would like to congratulate P1 students for their acceptance into the professional phase of the pharmacy program. You are among the best and brightest and on behalf of the faculty and students I would like to wish you the best of luck on your pursuit of your education. To P2, P3, and P4 students, I would offer you a

“Welcome Back” to resumption of your studies. All of us, students and faculty alike, are proud of achieving reaccreditation by the ACPE and the curricular developments, faculty recruitment, and organization that is taking place at the School. This is not the place to list accomplishments, but suffice it to say that LAU School of Pharmacy stands tall among the ACPE accredited Schools/ Colleges of Pharmacy. I pledge to you that we will continue marching on the road of excellence. The successful open door policy that is practiced by the School administration is a major component of academic transparency, candor, honesty and fairness. We are willing and eager to make your sojourn educationally rewarding and enjoyable. Please keep in mind that we are here to assist you in achieving your aspirations and dreams. The School of Pharmacy takes pride in the excellent relationship that exists between the administration and faculty and students as well. Please remember, you are the reason why we are all here.

On behalf of the School, I welcome you and look forward with anticipation and excitement to having you at the LAU School of Pharmacy, the only ACPE accredited school outside the United States.

Sincerely

Farid Sadik, Ph.D
Dean and Professor
farid.sadik@lau.edu.lb

INTRODUCTION

The Lebanese American University School of Pharmacy was established in 1993, offering the B.S. in Pharmacy degree. In response to the changes that has taken place in American pharmacy education, the School launched the Doctor of Pharmacy (Pharm.D) degree in 1998. The curriculum of the Pharm.D at LAU resembles those offered by universities in the United States. An important turning point in the young history of the School took place in June 2002 when the Accreditation Council for Pharmacy Education (ACPE) granted full accreditation to the Pharm.D program. Currently, we are the only ACPE accredited School of Pharmacy outside the United States. The school has a capacity to admit 75 students annually into the first professional year (P1). Furthermore, approximately 25 students with B.S in Pharm. degree are admitted into the Pharm.D program. The administration and faculty offices of the School are located at the second floor of Block A Building. Classes and laboratory sessions are held in both Zakhem Engineering and Science Buildings.

ADMINISTRATION AND ORGANIZATIONAL STRUCTURE OF SCHOOL

The School consists of two departments: Pharmaceutical Sciences and Pharmacy Practice. Each faculty is a member of one of the departments and reports directly to the Chair of that department. The School is administered by the Dean, Associate Dean for Academic Affairs, Assistant Dean for Students Affairs, two Departments Chairs, and a Director of Experiential Education. The Dean is the Chief Academic Officer of the School and is responsible for every aspect of the program. Today, there are 21 full time faculty members and a larger number of part-timers and volunteer adjunct faculty. The Assistant Dean is responsible for disseminating information regarding the curriculum, academic rules and regulation, registration, advisement, monitoring students' progress or lack of it, transfer of courses, and financial aid. The position of Associate Dean is a new one and will become effective fall 2009. The Associate Dean works closely with the Dean to oversee academic affairs of the school. This will be the first position with this title to be created at LAU. The responsibilities of the Associate Dean for Academic Affairs include but not limited to overseeing the academic standards and guidelines as stated by the ACPE, accreditation Self-study Report, curriculum development, review, and implementation, programmatic assessment and evaluation, providing assistance to the Dean in the preparation of the ACPE Interim Reports, faculty development, faculty remediation to assist weak students, updating teaching methodology and instructional strategies of faculty, any educational or administrative function as requested by the Dean, enhancement of research and scholarly activities. The Chairs are in charge of the operation of the department such as teaching assignments, course offering, budget, faculty recruitment, faculty evaluations and enhancement of research and scholarly activities. In addition to the above, the Chair of the Department of Pharmacy Practice along with the Director of Experiential Education coordinate all aspects of clinical training and assignments. The Chair of the Department of Pharmaceutical Sciences is in charge of the Research Labs located in the Science Building. The Associate Dean, Assistant Dean, Chairs and Director report to the Dean.

Several Councils and Committees are involved in the operation of the School. Each council consists of a few faculty members and a student. The Councils are: Academic Council, Curriculum Council, Admission Council, Research Council, Grievance Committee,

Assessment Committee, Facilities Committee, Library Committee, and Faculty Development Committee. In addition a Dean's Advisory Council will be formed. All Councils and committees report to the Dean.

Administration:

Dean

Farid Sadik, Ph.D

Associate Dean for Academic Affairs

Yolande Saab, Pharm.D, Ph.D

Assistant Dean for Students Affairs

Lydia Sholy, Pharm.D

Chair, Pharmacy Practice

Marwan Taha, Pharm.D, BCPS AQ in Cardiology

Acting Director of Experiential Education

Lamis Karaoui, Pharm.D, BCPS AQ in Cardiology

Area of Specialty

Pharmaceutical Sciences (P.S)

P.S.

P.S.

Pharmacy Practice (P.P)

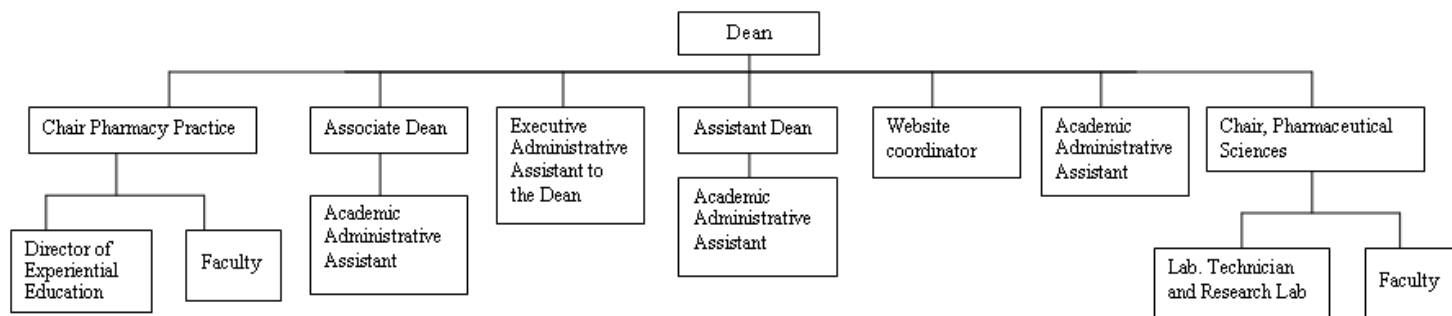
P.P

Faculty:

Jad Abdallah, Ph.D	P.S	Ziad Nassour*, B.S. Pharm.	P.S.
Marwan Akel*, Pharm.D	P.S	Maud Ojaimi*, MD, Ph.D	P.S
Diane Antonios*, Ph.D	P.S	Wijdan Ramadan, Pharm.D	P.P
Soumana Chamoun-Nasser, Pharm.D	P.P	Hikmat Rizk*, M.D	P.S
Rabih Dabliz, Pharm.D	P.P	Akram Saab*, Ph.D	P.S
Saleh Dbeibo*, B.S. Pharm.	P.S	Yolande Saab, Pharm.D, Ph.D	P.S
Hani Dimassi, Ph.D	P.S	Aline Hanna Saad, Pharm.D	P.P
Lara Haddad*, Ph.D	P.S	Farid Sadik, Ph.D	P.S
Siham Itani*, Pharm.D	P.S	Jad Sakr*, Pharm.D	P.S
Mazen Jabre*, Pharm.D	P.P	Ulfat Shanouha*, B.S. Pharm.	P.S
Wissam Kabbara, Pharm.D	P.P	Lydia Sholy, Pharm.D	P.S
Lamis Karaoui, Pharm.D	P.P	Ruwayda Takchi*, M.Sc	P.S
Ghada Khoury, Pharm.D	P.P	Marwan Taha, Pharm.D, BCPS	P.P
Aline Milane, Ph.D	P.S	Sima Tokajian*, Ph.D	P.S
Mohamad Mroueh, Ph.D	P.S	Rony Zeenny, Pharm.D	P.P
Jeanette Nassif, Pharm.D	P.P	Abeer Zeitoun, Pharm.D	P.P

* *Part time faculty*

School Organizational Chart



SCHOOL MISSION:

The School is responsible for producing pharmacists entrusted with the best standards to apply and disseminate new information about drugs and the ever changing health care systems. Graduates will be competent to practice pharmacy in all settings. Additionally, they will have the values to serve society as caring and ethical professionals.

GOALS OF CURRICULUM

The Curriculum Goals are to develop in students:

1. The professional values required to provide ethical patient care for the benefit of the individual and community being served.
2. The pharmaceutical knowledge and competence to practice pharmacy in all common practice settings.
3. To integrate the best research with clinical expertise of patient needs

WHITE COAT CEREMONY, SYMBOL OF PROFESSIONALISM:

The White Coat Ceremony, which is held annually early in the fall semester of each year to welcome P1 students, symbolizes the profession that they are about to enter. Webster's Dictionary defines professionalism as "the conduct, aim or qualities that characterize or mark a profession or a professional person". In 1994 a task force on professionalism that consisted of the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy developed a Pledge of Professionalism which states:

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**.

Upon graduation, you, students will take the following Oath of the Pharmacists:

At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy.

I will consider the welfare of humanity and relief of human suffering my primary concerns.

I will apply my knowledge experience and skills to the best of my ability to assure optimal drug therapy outcomes for the patients I serve.

I will keep abreast of developments and maintain professional competency in my profession of pharmacy.

I will maintain the highest principles of moral, ethical, and legal conduct.

I will embrace and advocate change in the profession of pharmacy that improves patient care.

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

PROGRAMS

A - BACHELOR OF SCIENCE IN PHARMACY (B.S. PHARM)

Admission:

The pharmacy program consists of two segments: pre-pharmacy and professional pharmacy.

Pre-pharmacy Phase:

Students admitted at LAU after completion of secondary education as well as students who hold a B.S. or a B.A. degree without completing all pre-pharmacy requirements are eligible to enroll in the pre-pharmacy program. High school graduates must attain a minimum score of 500 on SE exam.

Professional Pharmacy Phase:

After the completion of the pre-pharmacy courses, students must complete an application form for admission into the professional phase of the program. The application forms are obtained from the Office of the Assistant Dean, School of Pharmacy and must be submitted with all required documents (i.e. recommendations and transcripts) before May 31st of every academic year. Admission into the professional phase of the program takes place only in the Fall Semester and will be decided upon by the School Admission Council and approval of the Dean. The Council automatically rejects incomplete applications and any application received after the above mentioned deadline. Following the completion of the application process an individual interview will be conducted with each applicant.

To be admitted into the professional pharmacy phase of the program, students must complete all pre-professional courses with a minimum cumulative GPA of 2.5 and pass all the major courses with a minimum grade of C and an overall GPA of at least 2.5. Major courses include all PHA courses as well as CHM201, CHM311, CHM312 and BIO201. Admission into the professional phase of the program is competitive. Meeting the minimum requirements does not guarantee acceptance into the program.

To be eligible to apply to the professional program, students are allowed a maximum of three repeats of the same course or different courses, and should not have received any academic or disciplinary warning. **Two warnings during the academic years will lead to dismissal from the School / not eligible to apply to the Pharm.D program.** Furthermore, a student may, with approval of the School Academic Council chaired by the Dean, carry one grade of D, D+ or C- in one course in the pre-pharmacy program to the professional program provided student was not able to repeat course before fall of admission. Such grade must be removed in fall, spring or summer semesters of the following year. Failure to do so will prevent student from being promoted to the next higher year. Please be aware that courses in the professional program are offered sequentially as stated in the curriculum and on a yearly basis according to student standing.

A minimum grade of C in pre-pharmacy courses must be earned by students transferring from institution other than LAU. Furthermore, transfer of professional pharmacy courses will be conducted according to ACPE guidelines. Major courses transferred will be included in calculating the GPA for admission.

Students admitted into the professional program after July 1, 2007 will be subject to the requirement stated in the ACPE Standard 14, Guideline 14.5, namely "the required Advanced Pharmacy Practice Experiences in all program pathways must be conducted in the United States or its territories or possessions." (Applies only for students who seek the Pharm.D. degree)

The School of Pharmacy of the Lebanese American University is an equal opportunity institution and will not use the race, sex, religion or national origin of an applicant as criterion for admission into the program.

B - DOCTOR OF PHARMACY (PHARM.D)

Admission and Progression:

Like the B.S. in Pharmacy program, admission into the Pharm.D. program takes place only in the fall semester. The application forms are obtained from the Office of the Assistant Dean, School of Pharmacy and must be submitted before May 31st of the year of expected admission. Applicants who earned the B.S. in Pharmacy from LAU may apply for admission

into the Pharm.D program within 2 years after receiving the B.S in Pharmacy degree. Admission into the Pharm.D is competitive and only a specified number of students with the highest GPA, good recommendations and interviews will be admitted into the program. Candidates will be scheduled for an interview as part of the admission process. Applicants who earned the B.S. in Pharmacy from other than LAU may apply for admission into the Pharm.D program. Applications will be reviewed by the School Admissions Council and will either start in pre-pharmacy, or from the first professional year depending on the courses taken.

To graduate with a Pharm.D degree, a student must have a minimum grade of C in all required courses, and should not have earned more than two grades of C or C+. Students will be allowed to repeat a course only once. A second grade of C or C+ will result in dismissal from the program. A maximum of two different courses may be repeated. Students may withdraw from a course only once. **Two warnings during the academic years will lead to dismissal from the School / not eligible to apply to the Pharm.D program.**

ACADEMIC REGULATIONS

Academic Probation and Dismissal:

According to LAU rules and regulations, a student is allowed to repeat a course 3 times, including withdrawals. A student failing to score at least a C in any of the PHA courses after registering for the course three times including withdrawals will be dismissed from the School of Pharmacy.

Students will be allowed to be placed on academic probation (GPA below 2.0) only once. If a student fails to achieve a good standing (GPA of 2.0 or above) after one semester probation (excluding summer), he/she will be suspended from the School of Pharmacy for one year. Failure to improve his/her GPA (2.0 or above) during the first semester (excluding summer), after serving his/her suspension, the student will be dismissed from the School. A student suspended for one year may be considered for readmission after the approval of the School Academic Council chaired by the Dean to repeat courses in which he/she received an F or a D. Such student may not carry more than 13 credits hours in a semester.

Promotion and Progression:

To be promoted to a higher year in the professional program, a student must complete all courses of each year with grade of C or better before being allowed to enroll in any course in the higher year. However, a student must have prior approval of the School Academic Council chaired by the Dean to be allowed to carry one grade of D, D+ or C- to a higher year. Such deficient grade must be removed within the following two semesters or summer of the higher year. Failure to remove this deficiency on time will result in denying promotion to the next higher year. Students must successfully complete all didactic courses of the program before they are allowed to enroll in any Pharmacy Practice Experiences (rotations).

In the first professional year, P1, students will not be able to register for PHA 450, 408 and 409 as per the old curriculum or PHA 397, 398 and 399 as per the new curriculum, if they have not completed all P1 courses or if they have more than 2 courses with a grade below C.

Graduation Requirements:

To earn a B.S. in Pharmacy, or Pharm.D, a student must have a minimum overall GPA of 2.00 in all PHA courses taken at LAU and have a minimum grade of C in all PHA courses.

STUDENT ADVISEMENT

Student advisement is a crucial process that determines proper progress into the pharmacy program. This process, which includes but not limited to enrollment in classes, academic progression and financial aid, etc. must be conducted between the advisors and students. It is mandatory that students must follow the advisors recommendation. Students who violate advisement will be held responsible for any action taken by the School against such violation. Furthermore, the Dean, Associate Dean and/or the Assistant Dean will request the Registrar's Office to have students dropped from courses that have not been approved by the advisors. Enrolling in courses unilaterally by students is prohibited. Unless notified of any change, a student will have the same advisor throughout the duration of the program.

The following list indicates the names of the advisors. Advisees names will be posted on the School's bulletin board prior to the start of advising period.

- **Dean Farid Sadik**
Dr. Yolande Saab
Dr. Lydia Sholy
Dr. Marwan Taha
Dr. Lamis Karaoui
Dr. Jeanette Nassif
Dr. Rony Zeenny
- All pre-pharmacy students will be advised mainly by **Dr. Jeanette Nassif**.(in Beirut)
- If the advisor is not available at any given time, students must seek the advise of Assistant Dean Sholy or any of the other assigned seven advisor.
- Advisement for summer and fall semesters will occur in the preceding month of April of each year.
- Advisement for spring semester will occur in the preceding month of November of each year.

If a student pursues the Pharm.D, the Chair of Pharmacy Practice Department and the Director of Experiential Education become the official advisors.

It is advisable that you seek the advisor's opinion whenever the need arises. Be certain to be on time for the previously set appointment with advisor. All advisors are available at all times to assist you. However, at times advisors may not be available as they may be in classes, meetings etc. It is desirable to set an appointment to meet with your advisor to ensure availability of the advisor at a convenient time. When you talk to an advisor make sure that he/she is aware of your problem or concern. Remember that the student is ultimately responsible for rules and regulations of the School and the University as well. Thus, you are strongly advised to read and understand all aspects of the University Catalog. This is of a paramount importance for academic progress planning.

Procedure for advisement:

1. P1 students are to be advised first followed by P2, P3 and pre-pharmacy.
2. Announcement will be made in each class as to the advisement period allotted to each class. It is estimated that advisement for each class will take about 5 to 7 working days.
3. Students will be requested to set an appointment to meet with the advisor by signing a schedule indicating the day and a time most convenient for them. Each student will be allotted a 15 minutes period or as needed. The appointments lists will be handled by an academic administrative assistant.
4. The advisees will be assigned alphabetically to the advisors.
5. Students who fail a course(s) at the end of a semester will have to be re-advised.

Overload:

A student can request an over load, meaning more than 19 credit hours, provided the GPA is greater than or equal to 3.0

Withdrawal:

No student is allowed to withdraw from a course after the withdrawal deadline.

STUDENT STATUS (STANDING)

P1 Year Standing:

To have a P1 status, student must have been admitted into the professional program and have successfully completed all pre-pharmacy courses with a grade of “C” or higher.

P2 Year Standing:

To have a P2 status, students must have successfully completed all courses in P1 with a grade of “C” or higher.

P3 Year Standing:

To have a P3 status, students must have successfully completed all courses in P2 with a grade of “C” or higher.

P4 Year Standing:

To have a P4 status, students must have earned the B.S Pharm degree and admitted into the Pharm.D program.

STUDENT REPRESENTATIVES

Students will have representative on School Councils. In early October the Dean upon consultation with each class will appoint a class representative. The function of these representatives is to serve in an advisory capacity to the administration within the School of Pharmacy. A Council consisting of student representatives as well as school administrators will meet once every two months or as needed.

STUDENT EVALUATION OF FACULTY

At the end of each semester, students will be requested to complete evaluation forms for their teachers. Informal student evaluations of faculty (SEF) began in the 1960's by university students. Some of these evaluations were published every semester by students to indicate the quality of teaching by each instructor. Since then the use of SEF became widely accepted and now required by university officials to evaluate teaching performance by faculty. The purpose of SEF is to improve the quality of teaching by making the instructor aware of his/her strength and weaknesses in teaching ability and attitude toward students. Every course taught at the School will be evaluated by the students at the end of each semester. A copy of these evaluations will be kept by each instructor, chairperson and Dean. Once the evaluation process has been completed, the Department Chair will discuss results of the evaluation with each instructor in order to find ways on how to improve the quality of teaching and attitude in case of low evaluation rating. A faculty member who receives high rating is encouraged to continue on the same teaching style and aim for even better rating. Most if not all universities world-wide now consider SEF as an important criterion for promotion and salary merit raises.

Effective fall 08, student evaluations have been conducted confidentially online. We strongly urge students to participate in this important process.

TESTS AND EXAMINATIONS

At the beginning of each semester, efforts will be made by the Department Chair to spread exams schedule as much as possible. Changing of the scheduled exams is disruptive and is not allowed.

Effective fall 2008 all examination papers will be retained by students following their distribution by the instructor. The final exam will be retained in the office of the Chair of the Department for two regular semesters.

MAKE-UP EXAMS AND POLICIES

A- Missing Exams

Students who miss an exam will be asked to submit a petition, within 24 hours of the missed exam, to the School Academic Council to authorize a make-up exam. The student should present a **valid excuse** within 24 hours of the scheduled exam. The **only valid** excuse is either a medical illness **necessitating hospitalization** or death of a **direct family member**.

Failure to submit a petition within the specified time will result in a grade of Zero (0) for that examination.

B- Make-Up Exams

If an exam is missed, a make-up exam can be arranged in accordance with the rules and regulations of the University after presentation of a **valid excuse** within **24 hours** of the scheduled exam to the School Academic Council.

- Make-up exams are due within 1 week of the missed exam
- If the student fails to show-up to the make-up exam he/she will get a zero

CONDUCT DURING EXAMINATION

- Students are expected to abide by the Code of Conduct during all examinations. However, students caught cheating on an exam will receive a grade of zero on the exam and will receive a warning. Students caught cheating for the second time in the same course will receive a grade of "F" in the course and a second warning. A grade of zero on an exam resulting from cheating **must** be counted in the student's course grade. The zero **cannot** be dropped in computing the final grade in case the instructor has a policy of allowing students to drop their worst exam grade. A student who has incurred two warnings will not be eligible for admission to the professional program and Pharm.D program.
- Students should not leave their seats during the exam period except to turn in their completed exam. Those who leave their seats will not be allowed to return to exam room (students cannot go to the restroom while taking an exam)
- Talking during exams is prohibited.
- Any of the above conducts will lead to issuing a warning letter to the student.

POSTING GRADES OF EXAMS

- Grades of all exams will be posted on the SOP Bulletin Board (except finals) within 1 week of the exam date.
- All exams (except finals) will be returned to students by instructor
- Students have 2 weeks to review their exam papers after posting grades.
- Exam papers may be collected by students at the end of the two weeks (Except finals)
- Once the exams are taken by students they can no longer discuss them with the instructor
- Exam papers, if not collected by students, are shredded after 1 year.
- Finals should be corrected within 72 hours & grades are posted on the LAU banner.
- Finals are kept in the Department by chairs.

GRADING SYSTEM

A grade of C- or below in a major course must be repeated and replaced by a minimum grade of C.

Grade	Quality Points	Guidelines over 100
A	4	≥ 90
A-	3.67	87-89
B+	3.33	83-86
B	3.0	80-82
B-	2.67	77-79
C+	2.33	73-76
C	2	70-72
C-	1.67	67-69
D+	1.33	63-66
D	1	60-62
F	0	≤ 59

CONDUCT IN CLASSROOM

Disruptive behavior by student during lecture will not be tolerated. Activities such as late arrival to class, making comments unrelated to class, any use of cell phone etc. are prohibited. Not only these activities may interfere with the concentration of obedient students, they are very distracting to the instructor. An instructor may ask a disruptive student to leave the classroom. Furthermore, admission of disruptive pre-pharmacy students into the professional program may be denied when an instructor files a charge against said student. The Dean may recommend reduction or denial of financial aid to disruptive students in the pre-pharmacy and professional pharmacy programs. Moreover, admission of disruptive students into Professional Program and the Pharm.D may be jeopardized.

CLASS ATTENDANCE AND POLICIES

Students are held responsible for all material presented in the classroom even during their absence. Make-up work, if any, will be in accordance with the rules stated in the course syllabus. In any semester, students can miss no more than the equivalent of five weeks of instructions in any course. However, instructors have the right to impose specific attendance regulations in their courses provided that the aforementioned limit of absences is not exceeded and the minimum number of absences allowed is no fewer than the equivalent of two weeks of classroom instruction after the Drop and Add period. Instructors are to inform the Department Chair who in turn inform the Assistant Dean and the Guidance Office of any prolonged unexplained absence. Students who exceed the allowed numbers of absences must withdraw from the course; otherwise, the course grade will be recorded as "F". Any student whose name appears on the class list and stops attending classes without officially withdrawing from the course will receive a failing grade "F".

STUDENT COMPLAINT POLICY

In accordance with Standard 20 of the ACPE Guidelines, the School must produce and make available to students a complaint policy that include procedures to be followed in the event of a written complaint related to one of the **accreditation standards or the policies or procedures of ACPE** and must be submitted in writing to the Executive Director of the ACPE csinfo@acpe-accredit.org. Under existing practices, when a complaint is received, it is submitted to the School for a response. If thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the School or College, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters may or may not be forwarded to the School involved.

STUDENT GRIEVANCE

Any student or group of students (Grievant) can bring a grievance against a student/group of students/faculty (Respondent) in a written format to be submitted to the School Grievance Committee. All grievances must be signed and submitted in writing to the Dean who in turn evaluates the merit of the grievance. The grievance must be filed within 48 hours of the infraction. If the Dean deems it is necessary for the matter to be pursued, the grievance is forwarded to the chair of the School Grievance Committee who should make every effort to resolve the dispute. Failing to do so, the chair shall convene the Committee within 24 hours to commence its deliberation. The Committee shall make its decision by majority vote. The verdict shall be communicated to the Department Chair and the Dean who shall take the necessary action.

CONFIDENTIALITY

Authorized individuals accessing private records will respect the confidentiality of such records, and will observe any ethical restrictions that apply to the data that they access. Authorized individuals shall abide by the applicable University Policies and Procedures with respect to accessing, using, or disclosing of information.

All users who have access to legally restricted, and/or official, and/or administrative, records, whose nature is confidential, will formally acknowledge, by signing a statement, (if so required by the University), their understanding of the level of access provided, and their responsibility to maintain the utmost confidentiality of said data.

Please note that we will follow Family Educational Rights and Privacy Act (FERPA) regulations which deal with students' rights as to the extent of family access to records.

(Refer to POLICY ON ACCESS TO UNIVERSITY RECORDS, LAU website)

GRADE REVIEW

PROCEDURE:

It is the student's right to inquire about a grade earned on a given assignment / examination / term paper / project, and discuss it with the concerned faculty member and receive an explanation on the method of grading. In addition, a student can always during the period of a given course seek clarification of questions asked on assignments and exams, and of suggestions to improve term papers or projects. Such interaction between faculty and students leads to an educational environment conducive for teaching and effective learning. However, students asking the instructor to review a grade should follow the procedure detailed thereafter.

1. Up to one week from receiving a grade, a student may ask the instructor to review the grading of an assignment / exam / term paper / project or of any specific questions based on a mistake in grade computation or an undervalued assessment of the academic work.
2. The instructor is to provide the student with an answer to his/her request within one week from the date of the request. If the student still has an issue with the grade earned, he/she may present the case in writing to the office of the chairperson concerned within one week from receiving the instructor's answer. Within a week, the chairperson is to follow-up on the matter with the faculty member and the student as deemed necessary. The decision is provided to the student through the office of the chairperson.
3. If the student still has an issue with the decision, he/she may appeal it to the Dean who may discuss the matter with the School Academic Council. The appeal is made in writing to the same chairperson's office within one week from receiving the decision. The council's decision on the appeal is final with no further appeals being allowed.

FINANCIAL AID AND TUITION

The tuition fee per credit hour in the School of Pharmacy for 2008-2009 is \$440. This may vary from one year to another. Check the University Catalog for more information regarding tuition and financial aid. LAU, in its efforts to offer students a better chance to join the university, is committed to making financial aid available to needy students. In this respect and within budget constraints, financial aid serves as a means to ensure diversity in the composition of LAU's student body. Financial aid is basically a work-study program designed to provide an opportunity for full-time students demonstrating financial need to earn part of their tuition fees by working at LAU. Loans, scholarships and grants are complementary to the program when available.

Work-aid

All financial aid recipients are required to work a certain number of hours in one of the campus offices. Besides helping students to cover their financial need, the Work-Study program helps them acquire work skills and develop discipline, and promote a sense of personal responsibility and accomplishment.

Loan

The university extends student loans as part of the total Financial Aid package. Loans may be extended to students when requested and in accordance with the loan procedure. Reimbursing the loan may be spread over nine years following a three-year interest-free grace period from the date of withdrawal or graduation from the university.

After this grace period, a service charge equivalent to 50 percent of the market credit interest rate will be charged. Moreover, collection incentives are available for students willing to settle their loans prior to maturity. Honor Scholarships are awarded to financial aid recipients on a competitive basis. Upon the completion of 24 credits at LAU with a minimum Cumulative Grade Point Average (CGPA) of 3.20, the financial aid recipient becomes eligible for an Honor Scholarship. An Honor Scholarship that is granted over and above the financial aid amount usually ranges between 5 and 50 percent of the tuition depending on the student's CGPA

Applying for Financial Aid:

To apply for financial aid at LAU, a potential student should fill out a Financial Aid Application Form that is available at the Financial Aid Office. These applications must be taken and submitted with required documents within set deadlines. An interview with the applicant and a parent will be subsequently scheduled. Financial aid is ordinarily granted for one regular academic year and may be renewed upon re-application if the student's eligibility is maintained.

Refund Policy:

Students are entitled to a full refund (100%) of their tuition until the end of the drop/add period. No refund is allowed thereafter.

ADMISSION REQUIREMENTS FOR PHARMACY STUDENTS INTO THE SCHOOL OF MEDICINE (SOM)

Admission to the SOM, as dictated by the Ministry of Education, is conditional on having a baccalaureate degree in either life sciences or general sciences and a B.S. degree or its equivalent. Therefore, pharmacy students wishing to join the medical school first need to fulfill these two requirements. Unlike premedical students, pharmacy students do not cover in their curriculum certain biology (BIO321 and 345; 7 Cr) and physics (PHY 301, 302, 305 and 306; 8 Cr) core courses recommended for MCAT preparation. The School of Medicine Admission Committee will consider PHA202 and 211 (7 Cr) as replacement for BIO 321 and 345 when considering the core GPA and will exempt students from taking physics courses. Since all students have to sit for the MCAT exam, then pharmacy students are expected to prepare for the physics material on their own.

The above condition ONLY applies on LAU B.S. in Pharmacy graduates that will be considered for admission to the SOM at LAU.

Quality point percentage distribution accumulated from the 4 major components (Cumulative GPA, Premedical courses GPA, MCAT and Interview) remains the same.

For further assistance, you may contact the Assistant Dean.

SCHOOL AWARDS



Dr. Saab presenting the Best Clinician Award to Dr. Elsy Ramia from the Pharm.D class of 2009

- ***Exit Exam Award***
In recognition of the student with the highest score on the Pharm.D exit exam
- ***Best Clinician Award***
In recognition of the student with the best clinical skills from the Pharm.D class
- ***Highest Achiever Award***
In recognition of the student with the highest GPA from the graduating class
- ***Best Research Project Award***
- ***Pharmaceutical Sciences Award***
In Recognition of the student with the best academic performance in pharmaceutical sciences from graduating class
- ***Therapeutics Award***
In recognition of the student with the best academic performance in the pharmacotherapeutics series from the graduating class
- ***Community Outreach Award***
In recognition of the most active student in community outreach from the Pharm.D class.
- ***Award of Excellence***
In recognition of outstanding performance in non-prescription medication studies.

SCHOOL EVENTS



The School of Pharmacy annually honors incoming new students by holding the **White Coat Ceremony**. This event is designed to welcome the students into the professional program and signals the beginning of a three or four year journey. Wearing the White Coat signifies the student's acceptance of the ethics of the noble profession of pharmacy whose main goal is providing the best patient-centered care to patients and the public at large.



Marc
Korkmaz, P1
student,
singing the
SOP Alma
Mater



Dr. Rizk welcoming Ms. Hiba Masri to the professional Program by presenting the White Coat on behalf of SOP. Dean Sadik is watching.



White Coat Ceremony in Selina Korban Theater



P1 class of 2011 during the White Coat Ceremony - October 23, 08
And pinning of Class 2009 Pharm.D candidates.



Memorial of Dr. Najib Nimah during the Hooding Ceremony



Dr. Laila Nimah receiving a plaque
“In memory of Dr. Najib Nimah”

Pharm.D Hooding Ceremony

To honor our Doctor of Pharmacy graduates. The school holds a special ceremony a few days prior to university commencement in which each student will be hooded individually to signify successful completion of the degree.

The 2009 ceremony was in memory of Dr. Najib Nimah “a faculty member who was loved by his colleagues, adored by his students and admired by any person whose life was touched by our beloved Najib. He will forever be in our minds and hearts” by Dean Sadik.



Dr. Jennifer Kozaily hooded by Dr. Sholy and Dr. Sadik

NAPHASS (No Apathy-Pharmacy And Health Awareness Student Society) is a society of pharmacy students who want to volunteer their time, knowledge and energy to reaching out to people and raising health awareness on campus and in our community.

The mission of NAPHASS is to cultivate leadership in pharmacy students to create a public image of pharmacists, in the Lebanese communities, as patient care providers and medication use experts.

NAPHASS significantly enhances pharmacy students' involvement in the community by providing them with opportunities/projects to apply their knowledge and skills. Some of our projects include: Pharmacy week, fund raising for cancer organizations, volunteering at a clinic that serves underprivileged populations and many more.



Off campus NAPHASS activities

Visits to schools and nursing home to provide support and care.



Pharmacy Week

Pharmacy week takes place at the end of October and April of each year. The School of Pharmacy commemorates this international week by conducting a healthy awareness campaign. Issues such as cancer, diabetes, hypertension, smoke cessation, hyperlipidemia and Osteoporosis, among others, are emphasized.

Dean Sadik and Assistant Dean Sholy welcoming high-school students during Pharmacy Day – April 09



Dean Sadik with high-school students during lunch

Pharmacy Day

The School of Pharmacy invites students from different high schools in Lebanon to orient them with the Program and Campus Life.



High school students attending Dr. Saab's lecture

CURRICULA OF PROGRAMS

The curriculum below applies only to students entering in fall 2007. Students who joined the School of Pharmacy prior to Fall 2007 and beyond are advised to refer to the 2005 Academic Catalog posted on the LAU website.

Pre-Professional Year I

Fall Semester

ARA201	Appreciation of Arabic Literature	3
—	Arts elective course	3
CHM201	Chemical Principles	3
—	Physical Education (excluding Basic Health)	1
BIO201	Biology I	4
—	Liberal core elective	3
	Total	17

Spring Semester

PHA204	Computer Application to Pharmacy	2
—	Literature elective course	3
ENG202	Sophomore Rhetoric	3
CHM311	Organic Chemistry I	3
CHM313	Organic Chemistry I Lab	1
PHA202	Medical Anatomy & Physiology	4
	Total	16

Pre-Professional Year II

Fall Semester

PHA209	Principles of Pathophysiology and Immunology	4
CHM312	Organic Chemistry II	3
CHM314	Organic Chemistry Lab	1
ENG203	Communication Arts	3
PHA211	Microbiological Basis of Disease	3
	Total	14

Spring Semester

PHA208	Medical Biochemistry	4
PHA205	Statistics for Health Profession Majors	3
PHA210	Systems Pathophysiology	4
—	Philosophy/Religion/History course	3
—	Social Science course	3
	(students are advised to take a business course)	
	Total	17

PROFESSIONAL YEAR I

Fall Semester

PHA308	Pharmaceutical Analysis & Biotechnology ...	2
PHA309	Pharmaceutical Analysis & Biotechnology, Lab	1
PHA312	Medicinal Chemistry I	3
PHA314	Dosage Forms I	3
PHA315	Dosage Forms I, Lab	1
PHA320	Physical Assessment	2
PHA322	Professional Communication	1
PHA—	Professional Elective	2
	Total	15

Spring Semester

PHA313	Medicinal Chemistry II	3
PHA316	Dosage Forms II	3
PHA317	Dosage Forms II, Lab	1
PHA330	Pharmacology I	4
PHA333	Pharmacy Management & Law	3
PHA340	Pharmacotherapeutics I	2
PHA325	Pharmacy Practice & Ethics	2
	Total	18

Summer Semester

PHA398	Pharmacy Practice Management I	3
PHA399	Pharmacy Practice Management II	3
PHA397	Introduction to Professional Pharmacy Practice Experience	1
	Total	7

PROFESSIONAL YEAR II

Fall Semester

PHA441	Pharmacotherapeutics II	3
PHA442	Pharmacotherapeutics III.....	3
PHA430	Pharmacology II	4
PHA422	Pharmacokinetics & Biopharmaceutics	4
PHA421	Drug Information & Literature Evaluation	2
PHA—	Professional elective	2
	Total	18

Spring Semester

PHA443	Pharmacotherapeutics IV	3
PHA444	Pharmacotherapeutics V	3
PHA445	Pharmacotherapeutics VI.....	3
PHA449	Dispensing and Pharmaceutical Care	3
PHA452	Toxicology	3
PHA435	Pharmacognosy & Evidence-Based Herbal Medicine	2
	Total	17

PROFESSIONAL YEAR III

Fall Semester

PHA550	Introduction to Pharmacogenomics.....	1
PHA557	Pharmacoeconomics	3
PHA560	Clinical Nutrition & Diet Therapy	2
PHA570	Professional Pharmacy Practice – Hospital/DIC Experience	6
PHA571	Professional Pharmacy Practice – Community Experience	6
	Total	18

Spring Semester

PHA515	Pharmacy Seminar	1
PHA—	<i>Professional elective*</i>	1
PHA572	Professional Pharmacy Practice – Patient Care Experience.....	12
PHA510	U.S. Pharmacy Law & Regulation	2
	Total	16

* For students interested in applying for the Pharm.D program
 PHA 622: *Clinical Pharmacokinetics (1cr)* should be taken as
 Professional elective

A total of six credits of professional electives (as one-credit or two-credit courses) should be completed before graduation.

PROFESSIONAL YEAR IV-(PHARM.D CANDIDATES ONLY)

The 4th professional year of the Doctor of Pharmacy program consists of seven 4-weeks advanced practice experiences. The 4th professional year consists of four required experiences: one community, one internal medicine, one ambulatory care, one critical care area (cardiology or medical intensive care) and three elective experiences. A pharmacy project course (3 cr) may replace 1 Elective Advanced Pharmacy Practice Experience.

PHA 660	Required Advanced Pharmacy Practice in Internal Medicine.....	3 cr
PHA 661	Required Advanced Pharmacy Practice in Ambulatory Care	3 cr
PHA 662	Required Advanced Pharmacy Practice in Intensive Care.....	3 cr
PHA 663	Required Advanced Community Pharmacy Practice	3 cr
PHA 650	Elective Advanced Pharmacy Practice Experience (Topic I).....	3 cr
PHA 650	Elective Advanced Pharmacy Practice Experience (Topic II).....	3 cr
PHA 650	Elective Advanced Pharmacy Practice Experience (Topic III).....	3 cr
	Total.....	20 cr

WE ARE HERE TO ASSIST YOU

During advisement period, your advisors are available in their offices to help you. Throughout the year, advisors are accessible during office hours or by appointments. By having an appointment you ensure meeting your advisor at a time most convenient for you. Keep in mind that advisor, like other faculty members, have other obligations such as teaching, meetings to attend as well as precepting students on clinical sites.

If your advisor is not in her/his office and you urgently need advice, please see any of the following advisors:

Dr. Farid Sadik
Dean
Phone: 09-547-254 Ext: 2444
Email: farid.sadik@lau.edu.lb

or

Dr. Yolande Saab
Associate Dean for Academic Affairs
Phone: 09-547-254 Ext: 2312
Email: ysaab@lau.edu.lb

or

Dr. Lydia Sholy
Assistant Dean for Students Affairs
Phone: 09-547-254 Ext: 2310
Email: lydia.sholy@lau.edu.lb

or

Dr. Marwan Taha
Chair, Pharmacy Practice
Phone: 09-547-254 Ext: 2108, 1823
Email: marwan.taha@lau.edu.lb

or

Dr. Lamis Karaoui
Acting Director of Experiential Education
Phone: 09-547-254 Ext: 2318
Email: lamis.karaoui@lau.edu

or

Dr. Jeanette Nassif
Coordinator of pre-pharmacy advising in Beirut
Phone: 09-547-254 Ext: 2215
Email: jeanette.nassif@lau.edu.lb

Please call the Academic Administrative Assistant if you wish to set an appointment with an advisor:

- Ms. Manale Helou for the Dean, Dr. F. Sadik:

Phone: 09-547-254 Ext: 2315

Email: manale.helou@lau.edu.lb

- Mrs. Rana Shehab for Assistant Dean for Students Affairs, Dr. L. Sholy:

Phone: 09-547-254 Ext: 2393

Email: rana.shehab@lau.edu.lb

- Mrs. Pauline Hitti for Associate Dean for Academic Affairs, Dr. Y. Saab

Phone: 09-547-254 Ext: 2442

Email: pauline.hitti@lau.edu.lb

- Miss. Sarine Sabounjian for Dr. Taha, Dr. Karaoui, and Dr. Nassif

Phone: 09-547-254 Ext: 2407

Email: sarin.sabounjian@lau.edu.lb

LAU
- BYBIOS CAMPUS -

