



**LAU**  
School of Pharmacy



***Pharmacy Student Handbook***  
***2011-2012***

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**CALENDAR OF EVENTS**  
**2011-2012**

Event	Date
SOP Fall Clerkship starts for the Pharm.D. students (U.S.)	August 29, 2011
SOP Orientation for Professional Year 4 (Pharm.D Candidates)- Byblos Campus	September 21, 2011
SOP Fall Clerkship starts for the Pharm.D. students (Lebanon)	September 26, 2011
SOP Fall Clerkship starts for the B.S. Pharm. students	September 26, 2011
SOP Local Clinical Skills Competition	September 30, 2011
SOP Orientation for Professional Year 2- Byblos Campus	Tuesday, October 4, 2011
SOP Orientation for New students ( <u>Pre-Professional</u> Year 1)- Byblos Campus	Wednesday, October 5, 2011
SOP Orientation for <u>Pre-Professional</u> Year 2- Byblos Campus	Thursday, October 6, 2011
SOP Orientation for Professional Year 1- Byblos Campus	Monday, October 3, 2011
SOP Orientation for Professional Year 3- Byblos Campus	Friday, October 7, 2011
White Coat Ceremony	Thursday, October 13, 2011
ACPE On-site Visit	October 25-27, 2011
Pharmacy Week and NAPHASS- Byblos Campus	Friday, October 29, 2010*
Advisement for Spring 2011 (pre-pharm, P1, P2 and P3)	The month of November 2011
ASHP National Clinical Skills Competition	December 3-4, 2011
SOP Fall Clerkship ends for the Pharm.D. students (U.S.)	December 16, 2011
SOP Fall Clerkship ends for the Pharm.D. students (Lebanon)	December 23, 2011
SOP Spring Clerkship starts for the Pharm.D. students (U.S.)	January 23, 2012
SOP Fall Clerkship ends for the B.S. Pharm. Students	January 26, 2012
Deadline for applying to the Pharm.D program	Monday, January 31, 2012
SOP Spring Clerkship starts for the Pharm.D. students (Lebanon)	February 20, 2012
SOP Spring Clerkship starts for the B.S. Pharm. students	February 20, 2012
SOP Preceptor Appreciation Dinner	March 29, 2012 *
Advisement for Summer and Fall 2011 (pre-pharm, P1, P2 and P3)	The month of April 2012
NAPHASS - Byblos Campus	Friday, April 22, 2010*
SOP Fall Clerkship ends for the Pharm.D. students (U.S.)	May 11, 2012
Deadline for applying to the Professional Pharmacy program (P1)	Monday, May 31, 2012
SOP Fall Clerkship ends for the B.S. Pharm. Students	June 6, 2012
SOP Fall Clerkship ends for the Pharm.D. students (Lebanon)	June 8, 2012
SOP Pharm.D. Exit Exam	June 11, 2012
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.**

\* Tentative dates

## WELCOME FROM THE DEAN

The School of Pharmacy at LAU provides an educational experience that is unparalleled in the Middle East. Our talented and experienced faculty deliver to our diverse body of students a challenging, clinical and pharmaceutical sciences, curriculum and offer a dynamic academic culture well suited for an excellent professional pharmacy program.

Our six-year Pharm.D. program is the only ACPE-accredited program outside the United States. In addition to carefully selected basic science and clinical courses, students in this competitive program acquire diverse professional-practice experiences in community, hospital pharmacy, ambulatory care, and acute care settings.

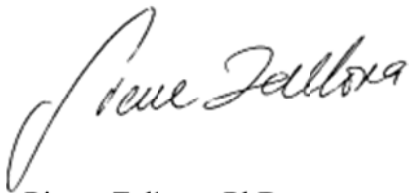
Pharm.D. students are offered four pharmacy Advanced Practice Experiences (rotations) in one of the U.S. sites that LAU has entered into agreements with. This year, 26 students will complete their rotation at Saint Michael's Medical Center (Newark, New Jersey), Clara Maass Medical Center (NJ), Atlantic Health System (NJ) and The Methodist Hospital (Houston, Texas).

LAU's Pharm.D. graduates are eligible to sit for the North American Pharmacy Licensure Examination (NAPLEX) in the United States. Passing this exam entitles our alumni to become licensed pharmacists in the United States.

Our students leave our school well prepared for regional and international careers. Their experiences at LAU provide them with the necessary qualification to pursue advanced degrees if they wish, pursue rewarding careers, and excel in their professions. We are proud of the School of Pharmacy, and equally proud of our graduates and their achievements.

We are always aware of the challenges facing tomorrow's health care professionals, and remain fully committed to our goal of achieving and sustaining the highest quality of pharmacy education in the region. We invite you to learn more about our School and we ask interested students to become more familiar with our educational program, faculty, and admission process.

Sincerely,

A handwritten signature in black ink, reading "Pierre Zalloua". The signature is written in a cursive style with a large, sweeping initial "P".

Pierre Zalloua, PhD  
Interim Dean

## **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 have 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 is similar to 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 Department 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. To date, there are 20 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 Associate Dean works closely with the Dean to oversee academic affairs of the school. The responsibilities of the Associate Dean for Academic Affairs include but are 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, Admissions Committee, 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**

**Interim Dean**

Pierre Zalloua, Ph.D

**Associate Dean for Academic Affairs**

Imad Btaiche, Pharm.D.

**Acting Assistant Dean for Students Affairs**

Jad Abdallah, Ph.D

**Chair, Pharmaceutical Sciences**

Roy Kanbar, D.Pharm., Ph.D

**Chair, Pharmacy Practice**

Aline Saad, Pharm.D.

**Director of Experiential Education**

Rony Zeenny, Pharm.D.

**Area of Specialty**

Pharmaceutical Sciences (P.S)

Pharmacy Practice (P.P)

P.S.

P.S.

P.P

P.P

**Full-Time Faculty:**

Jad Abdallah, Ph.D	P.S	Jeanette Nassif, Pharm.D.	P.P
Thamara Abou Antoun, Ph.D	P.S	Wijdan Ramadan, Pharm.D.	P.P
Soumana Chamoun-Nasser, Pharm.D.	P.P	Elsy Ramia, Pharm.D.	P.S
Hani Dimassi, Ph.D	P.S	Hikmat Rizk*, M.D	P.S
Wissam Kabbara, Pharm.D	P.P	Yolande Saab, Pharm.D., Ph.D	P.S
Roy Kanbar, D.Pharm, Ph.D	P.S	Aline Hanna Saad, Pharm.D.	P.P
Lamis Karaoui, Pharm.D., BCPS	P.P	Lydia Sholy, Pharm.D.	P.S
Ghada Khoury, Pharm.D.	P.P	Marwan Taha, Pharm.D, BCPS, AQ	P.P
Aline Milane, D.Pharm, Ph.D	P.S	Rony Zeenny, Pharm.D.	P.P
Mohamad Mroueh, Ph.D	P.S	Abeer Zeitoun, Pharm.D.	P.P

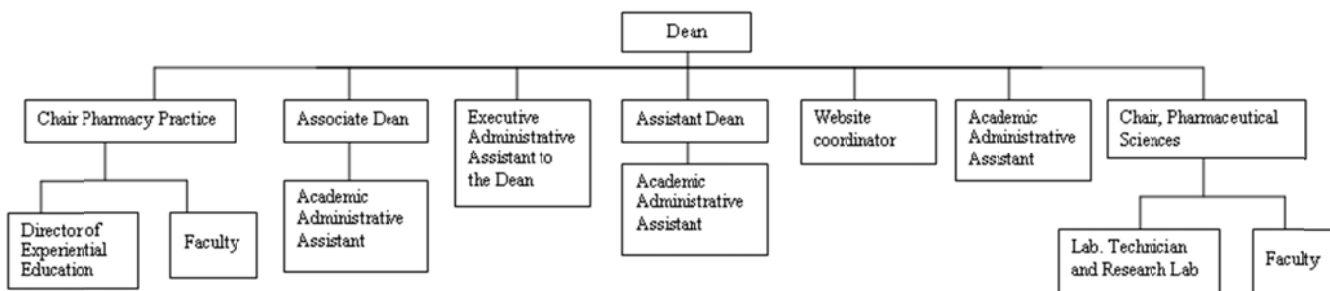
\* 50% in the School of Pharmacy

**Part-Time Faculty:**

Fayez-Francois Abillama, M.D	P.S
Diane Antonios, D.Pharm, Ph.D	P.S
Bahija Chami, Pharm.D.	P.P
Mary Deeb, Ph.D	P.S
Malko Dunia, M.D	P.S
Randa Fahd, M.S	P.S
Lara Haddad, Ph.D	P.S
Sabine Helou, Pharm.D.	P.P
Siham Itani, Pharm.D.	P.S
Mazen Jabre, Pharm.D., BCPP	P.P
Marc Karam, Ph.D	P.S

Ghada Khayat, Pharm.D.	P.P
Ziad Nassour, R.Ph.	P.S.
Vilma Loubnan, Pharm.D.	P.P
Akram Saab, Ph.D	P.S
Lana Saad, Pharm.D.	P.P
Ruwayda Takchi, M.Sc	P.S
Sima Tokajian, Ph.D	P.S
Nadine Zeeni, Ph.D	P.S

**School Organizational Chart**



**SCHOOL MISSION**

The School’s primary responsibility is to graduate pharmacists who are entrusted with the highest academic standards to apply and disseminate the most updated information about drugs in the various and ever changing health care systems. Graduates will be competent to practice pharmacy in all settings and be equipped with the necessary values to serve society in a most caring, professional, and ethical conduct.

**PROGRAM EDUCATIONAL GOALS (PEGs)**

The goals of the program are to prepare pharmacy graduates to:

<b>PEG 1</b>	Provide evidence-based patient centered care to optimize pharmacotherapy outcomes in various multidisciplinary healthcare practice settings.
<b>PEG 2</b>	Manage pharmacy operations in hospitals, community pharmacies, and industrial settings.
<b>PEG 3</b>	Promote public health awareness and disease prevention, through innovation in the practice of pharmacy, for the benefit of the individual and community being served.
<b>PEG 4</b>	Perform duties in accordance with legal, ethical, socio-economic and professional standards.
<b>PEG 5</b>	Integrate scholarly research with clinical pharmacy practice and commit to self-directed lifelong learning.

## **PROGRAM EDUCATIONAL OUTCOMES (PEOs)**

The program has documented measurable Program Educational Outcomes (PEOs) that are based on the needs of the program's mission and goals, which are:

<b>PEO 1</b>	Gather, interpret, and evaluate needed patient-related data to identify actual or potential drug therapy problems (Rx and OTC) and develop a complete medical and drug therapy problem list.
<b>PEO 2</b>	Select and recommend appropriate drug and non-drug therapy to design patient centered treatment plans.
<b>PEO 3</b>	Devise and implement a patient monitoring plan to ensure achievement of desired therapeutic outcomes.
<b>PEO 4</b>	Collaborate and communicate with other health-care professionals to engender a team approach to patient care.
<b>PEO 5</b>	Educate patients, caregivers, other health care professionals and the public about drug therapy, medical goods and devices.
<b>PEO 6</b>	Prepare, dispense, and store medications appropriately and accurately according to professional standards and/or supervise their preparation.
<b>PEO 7</b>	Develop skills to collaborate with policy makers, payers, members of the community, health providers, other stakeholders and decision-makers to promote public health and resolve public health problems.
<b>PEO 8</b>	Apply patient- and population-specific data, quality assurance strategies, and research processes to assure that medication use systems minimize drug misadventuring and optimize patient outcomes.
<b>PEO 9</b>	Assure efficient, cost-effective utilization of human, physical, medical, informational, and technological resources in the provision of patient care.
<b>PEO 10</b>	Describe and demonstrate appropriate utilization of management principles and use of health care resources in the American and Lebanese health care system.
<b>PEO 11</b>	Retrieve, analyze, and interpret the professional and scientific literature to make informed, rational and evidence-based decisions.
<b>PEO 12</b>	Explain the moral standards and professional conduct and discuss the ethical obligations related to the profession of pharmacy in order to resolve ethical conflicts and dilemmas.
<b>PEO 13</b>	Demonstrate compliance with local, state, federal and international regulations affecting pharmacy practice.
<b>PEO 14</b>	Exhibit intellectual curiosity and personal commitment to ensure ongoing professional competency by identifying and analyzing emerging issues, products, and services that may impact patient-specific and population-based pharmaceutical care.

## 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.

#### **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 31<sup>st</sup> 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 Admissions Committee 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. Applicants will be evaluated based on different criteria such as GPA, interview, faculty evaluation, writing skills, recommendation letters, number of repeats, warning letters and others.

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 / non-eligibility to apply to the professional 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 that 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.

Applicants holding a B.A. or a B.S. degree from the following Universities are exempted from taking the Liberal Arts Core (LAC) courses:

- American University of Beirut (AUB)
- University of Balamand
- Notre Dame University (NDU)
- Haigazian University

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 January 31<sup>st</sup> 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 will be admitted into the program. Candidates will be scheduled for an interview as part of the admission process. Applicants will be evaluated based on different criteria such as GPA, interview, faculty evaluation, preceptor/faculty recommendation letters, number of repeats in the professional program, warning letters, and others. Those who earned the B.S. in Pharmacy from other than LAU may apply for admission into the Pharm.D program. However, if the B.S. in Pharmacy degree is from a non ACPE accredited university, the applicant will need to apply to the pre-pharmacy program, please refer to page 6. Applications will be reviewed by the School Admission Committee 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 GPA of 2.00 and grades of C in all required courses.

## **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, D, D+ or C-. 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 higher 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 is not limited to enrollment in classes, academic progression and financial aid, etc. must be conducted between advisors and students. It is mandatory that students 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 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 will be assigned alphabetically to the advisors. The list will be posted on the School's bulletin board prior to the start of advising period.

**Dr. Jad Abdallah**  
**Dr. Thamara Abou Anoutoun**  
**Dr. Imad Btaiche**  
**Dr. Soumana Chamoun**  
**Dr. Hani Dimassi**  
**Dr. Wissam Kabbara**  
**Dr. Roy Kanbar**  
**Dr. Lamis Karaoui**  
**Dr. Ghada Khoury**  
**Dr. Aline Milane**  
**Dr. Mohamad Mroueh**  
**Dr. Jeanette Nassif**  
**Dr. Wijdan Ramadan**  
**Dr. Elsy Ramia**  
**Dr. Yolande Saab**  
**Dr. Aline Saad**  
**Dr. Lydia Sholy**  
**Dr. Marwan Taha**  
**Dr. Rony Zeenny**  
**Dr. Abeer Zeitoun**

- All pre-pharmacy students in Beirut will be advised mainly by **Dr. Tarek Na'was**.
- If the advisor is not available at any given time, students must seek the advice of the Assistant Dean for Students Affairs or any of the other assigned advisors.
- 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. program, 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. Announcements/flyers will be posted on campus for students to take notice as to the advisement period allotted to each class. It is estimated that advisement for each class will take about 2 to 3 working days.
3. Students will be requested to set an appointment to meet with the advisor by signing a schedule indicating the day and time most convenient for them. Each student will be allotted a 15 minutes period or as needed. The appointment lists will be handled by the academic administrative assistants.
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(s) on School Committees. In early October each class in the Professional program (P1, P2, P3 and P4) will elect two new representatives. 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. **A valid** excuse is either a medical illness **necessitating hospitalization** or death of a **direct family member, LAU sport events or an emergency.**

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.
- The percentage of the exam should remain the same and not changed.
- 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.
- Cell phones are prohibited during an exam.
- Hats are not allowed during exams.

## **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](mailto: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.

- 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.
- 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.
- 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. Saad presenting the Best Clinician Award to Dr. Rana Yahchouchy from the Pharm.D. class of 2011

- ***Highest Achiever Award***  
In recognition of the student with the highest GPA from the graduating class
- ***Best Clinician Award***  
In recognition of the student with the best clinical skills from the Pharm.D class
- ***Therapeutics Award***  
In recognition of the student with the best academic performance in the pharmacotherapeutics series from the graduating class
- ***Exit Exam Award***  
In recognition of the student with the highest score on the Pharm.D exit exam
- ***Award of Excellence***  
In recognition of outstanding performance in non-prescription medication studies.
- ***Positive Attitude Award***  
In Recognition of the positive attitude and flexibility while going through the process of placement and rotations in Lebanon and the United States from the Pharm.D class

## SCHOOL EVENTS



White Coat Ceremony in Selina Korban Theater

P1 class of 2013 during the White Coat Ceremony - October 21, 2010

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.



Dr. Taha presenting the White Coat to Ms. Rania Beydoun on behalf of SOP.



Dr. Pierre Zalloua congratulating Mr. Jean-Paul Viranian on podium

## **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.



Dr. May Nauffal while being hooded

**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.

LAU's School of Pharmacy and NAPHASS club organized the event to shed light on drugs of abuse, their effects, treatment and prevention, in a simulation night club setting.

## CPR training

On March 14, 2010 volunteered students followed the session of the Basic Life support. Cardio Pulmonary-Resuscitation (CPR & AED) and got certificates from the direction of the education department at the Lebanese Red Cross.



## 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
—	LAC - Arts .....	3
CHM201	Chemical Principles.....	3
—	Physical Education (excluding Basic Health) .....	1
BIO201	Biology I.....	4
—	LAC - Social Science. ....	3
	Total.....	17

#### **Spring Semester**

PHA204	Computer Application to Pharmacy .....	2
—	LAC - Literature .....	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	Fund. Oral Communication .....	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
—	LAC - Humanities.....	3
—	LAC - Micro/Macro Eco. ....	3
	(students are advised to take a business course)	
	Total .....	17

### PROFESSIONAL YEAR I

#### **Fall Semester**

PHA308	Pharmaceutical Analysis & Biotechnology ...	2
PHA309	Pharmaceutical Analysis & Biotech., 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
PHA333	Pharmacy Management .....	3
PHA—	Professional Elective .....	2
	Total .....	18

#### **Spring Semester**

PHA313	Medicinal Chemistry II.....	3
PHA316	Dosage Forms II.....	3
PHA317	Dosage Forms II, Lab .....	1
PHA330	Pharmacology I.....	4
PHA340	Pharmacotherapeutics I.....	2
PHA325	Pharmacy Practice & Ethics .....	2
	Total .....	15

#### **Summer Semester \***

PHA398	Pharmacy Practice Management I .....	3
PHA399	Pharmacy Practice Management II.....	2
PHA397	Intro to Professional Pharmacy Practice Exp. 1	
	Total .....	6

\* Students are expected to complete PHA 397, 398, 399 over summer P1 and summer P2.

## **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**

PHA523	Clinical Pharmacokinetics** .....	1
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.....	19

### **Spring Semester**

PHA515	Pharmacy Seminar .....	1
PHA—	Professional elective .....	1
PHA572	Professional Pharmacy Practice – Patient Care Experience.....	12
PHA510	U.S. Pharmacy Law & Regulation .....	2
PHA513	Leb. Pharmacy Law & Regulation .....	1
	Total .....	17

\*\* Students interested in the Doctor of Pharmacy Program should take this course or another 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 institutional, one ambulatory care/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 670	Required Advanced Pharmacy Practice in Ambulatory Care .....	3 cr
PHA 671	Required Advanced Community Pharmacy Practice .....	3 cr
PHA 672	Required Advanced Pharmacy Practice in Hospital or Health System Pharmacy.....	3 cr
PHA 673	Required Advanced Pharmacy Practice in Inpatient/Acute care: General Medicine .....	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.....	21 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. Pierre Zalloua  
Interim Dean  
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Please call the Academic Administrative Assistants if you wish to set an appointment with an advisor:

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