



PHARMACY STUDENT HANDBOOK

2008-2009

LEBANESE AMERICAN UNIVERSITY

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CALENDAR OF EVENTS
2008-2009

EVENT	DATE
LAU Orientation for New students (<u>Pre-Professional Year 1</u>)- Byblos Campus	Thursday, September 18, 2008
LAU Orientation for New students (<u>Pre-Professional Year 1</u>)- Beirut Campus	Friday, September 19, 2008
SOP Orientation for New students (<u>Pre-Professional Year 1</u>)- Beirut Campus	Thursday September 25 12:00-1:00 pm
SOP Orientation for Professional Year 3- Byblos Campus	Friday, September 26, 2008 2:00-4:00 pm
SOP Orientation for <u>Pre-Professional Year 2</u> - Byblos Campus	Monday, September 29, 2008 12:00-1:00 pm
SOP Orientation for Professional Year 1- Byblos Campus	Monday, September 29, 2008 10:00-11:00 am
SOP Orientation for New students (<u>Pre-Professional Year 1</u>)- Byblos Campus	Tuesday, September 30, 2008 12:00-1:00 pm
SOP Orientation for Professional Year 2- Byblos Campus	Wednesday, October 1, 2008 10:00-11:00 am
SOP Orientation for Professional Year 4 (Pharm.D Candidates)- Byblos Campus	Monday September 29, 2008 10:00 – 2:00 pm
Start of Clerkship For B.S in Pharmacy and Pharm.D	Monday October 6, 2008
White Coat Ceremony	Thursday, October 23, 2008
Pharmacy Week - Byblos Campus	October 27-31, 2008
o NAPHASS	October ,29,30&31, 2008
o Pharmacy Week	October 31, 2008
LAU SOP Clinical Skills Competition	October 31, 2008
Advisement for Spring 2009 (pre-pharm, P1, P2 and P3)	The month of November 2008
International Clinical Skills Competition Florida, USA	December 6, 2008
NAPHAS	April 22,23&24, 2009
o Pharmacy Day*	April 24, 2009
Advisement for Fall and Summer 2009 (pre-pharm, P1, P2 and P3)	The month of April 2009
Hooding Ceremony	Week of Spring graduation- Day of graduation reception
End Of Year Dinner	Monday, Week of Spring graduation

* New event

WELCOME FROM THE DEAN



Dear Pharmacy Students

Welcome to the Lebanese American University School of Pharmacy. As a student in a professional school, it is essential that you know all aspects of the program as well as your responsibilities, obligations and rights. This “Pharmacy Student Handbook” serves as a supplement to the University Catalog, providing you with information that you need in order to plan for a journey that will last for a total of five or

six years, depending on the program that you may seek. It is your responsibility to fully understand the contents of the University Catalog and this document as well.

The School Administration will conduct orientation sessions at the beginning of the fall semester of each year to answer any question that you may have. If at any time you wish to inquire about any or all parts of the “Pharmacy Student Handbook”, please feel free to contact me, Assistant Dean Lydia Sholy or any of the advisors listed under advisement. Receiving answers to your questions from students is inadvisable and counterproductive. Students may have the best intentions when answering your questions, but unfortunately often the case they may give the wrong advice or information. I encourage you to visit our website www.lau.edu.lb then click Pharmacy. The School of Pharmacy now takes pride in the excellent relationship that exists between the administration and faculty and students. Please remember, you are the reason why we all are here. We are willing and eager to make your sojourn educationally rewarding and at the same time enjoyable.

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 that 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, about 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 Dorm 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 chairperson of that department. The School is administered by the Dean, Assistant Dean, 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. Todate, there are nineteen full time faculty members and a 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 chairpersons 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 chairperson 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 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 and Assessment etc. All Councils and committees report to the Dean.

Administration:

Dean
Farid Sadik, Ph.D

Assistant Dean
Lydia Sholy, Pharm.D

Department Chairs:

1. Yolande Saab, Pharm.D, Ph.D
Pharmaceutical Sciences

2. Marwan Taha, Pharm.D, BCPS AQ in Cardiology
Pharmacy Practice

Area of Specialty

Pharmaceutical Sciences (P.S)

P.S.

P.S

Pharmacy Practice (P.P)

Director:

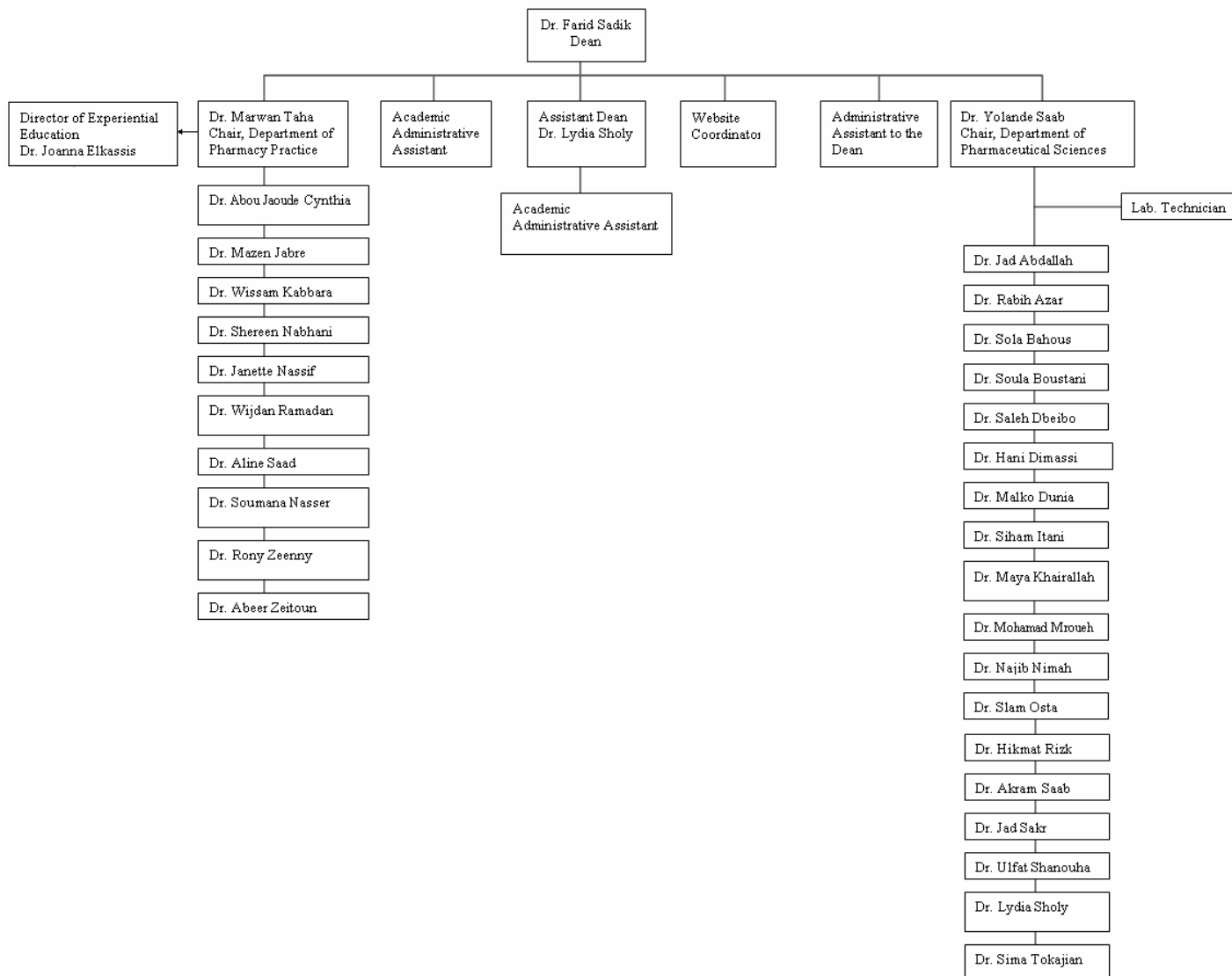
Joanna Elkassis, Pharm.D P.P
Experiential Education

Faculty:

Jad Abdallah*, Ph.D P.S
Rabih Azar*, M.D P.S
Sola Bahous*, M.D P.S
Soula Boustani, Ph.D P.S
Cynthia Abou Jaoude, Pharm.D P.P
Soumana Chamoun-Nasser, Pharm.D P.P
Saleh Dbeibo*, R.Ph, B.S. Pharm. P.S
Hani Dimassi, Ph.D P.S
Malko Dunia*, M.D P.S
Joanna Elkassis, Pharm.D P.P
Siham Itani*, Pharm.D P.S
Mazen Jabre*, Pharm.D P.P
Wissam Kabbara, Pharm.D P.P
Maya Khairallah, Ph.D P.S
Mohamad Mroueh, Ph.D P.S
Janet Nassif, Pharm.D P.P
Najib Nimah, M.D P.S
Salam Osta*, R.Ph., B.S. Pharm. P.S
Wijdan Ramadan, Pharm.D P.P
Hikmat Rizk*, M.D P.S
Akram Saab*, Ph.D P.S
Yolande Saab, Pharm.D, Ph.D P.S
Aline Hanna Saad, Pharm.D P.P
Farid Sadik, Ph.D P.S
Jad Sakr*, Pharm.D P.S
Ulfat Shanouha*, R.Ph, B.S. Pharm. P.S
Lydia Sholy, Pharm.D P.S
Marwan Taha, Pharm.D, BCPS P.P
Sima Tokajian*, Ph.D P.S
Rony Zeenny, 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, symbolizes the profession that you 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, 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.

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 received after the above mentioned deadline. Following the completion of the application process an individual interview may 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. Furthermore, a student may, with approval of the Dean's office, carry one grade of D, D+ or C- in a course in the pre-pharmacy program to the professional program. Such grade must be removed in fall, spring or summer semesters of the

following year or summer 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 or its equivalent 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.

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.

ACADEMIC REGULATIONS

Academic Probation and Dismissal:

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 school approval. 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 from the Dean's office 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 Advanced Pharmacy Practice Experiences (rotations).

Graduation Requirements:

To earn a B.S. Pharm, 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.

DOCTOR OF PHARMACY (PHARM.D)

Admission and Progression:

Like the B.S. Pharm program, admission into the Pharm.D. program takes place only in the fall semester. All applicants must submit a completed application form no later than May 31st of the year of expected admission. Admission into the Pharm.D is competitive and only a specified number of students with the highest GPA and good recommendations will be admitted into the program. Candidates may be scheduled for an interview as part of the admission process. Applicants who earned the B.S. in Pharmacy from institution other than LAU may apply for admission into the Pharm.D program. Applications will be reviewed by the School Admissions Council and remedial courses will be required. Graduates with a B.S. Pharm from LAU will have priority over other applicants.

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 failure will result in dismissal from the program. A maximum of two different courses may be repeated. Students may withdraw from a course only once.

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 and/or the Assistant Dean will request the Registrar's Office to have student dropped from courses that have not been approved by the advisors. Enrolling in courses unilaterally by students is prohibited.

Advising procedure is as follows: 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.**
Assistant Dean Lydia Sholy
Dr. Yolande Saab
Dr. Marwan Taha
Dr. Joanna Elkassis
- All pre-pharmacy students will be advised mainly by **Dr. Rony Zeenny**.
- 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 six 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 by the student. 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.
7. The following are the advisors:
 Dr. Farid Sadik
 Dr. Lydia Sholy
 Dr. Yolande Saab
 Dr. Marwan Taha
 Dr. Joanna Elkassis
 Dr. Rony Zeenny

Overload:

A student can request an over load, meaning more than 19 credits, 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. Refer to syllabus and/or website.

STUDENT STATUS (STANDING)

P1 Year Standing:

To be considered a P1 the 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 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 Student Council consisting of student representatives as well as school administrators will be formed and 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.

Immediately prior to the end of the semester a school administrative assistant will come to each class and conduct the evaluation in the absence of the faculty member and in a free atmosphere. Students are urged to take time and write constructive comments.

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

TESTS AND EXAMINATIONS

Schedule of tests and examinations during the semester are determined by the instructor and will be stated on the course syllabus. Before or at the beginning of each semester, efforts will be made by the Department chairperson 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 Chairperson of the Department for two regular semesters.

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.

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. Admission of disruptive students into the Pharm.D may be jeopardized.

CLASS ATTENDANCE AND MAKE-UP POLICIES

Students are held responsible for all material presented in the classroom even during their absence. Make-up work or exams, 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”.

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.

SCHOOL AWARDS



- ***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

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 your acceptance the ethics the noble profession of pharmacy whose main goal is providing the best pharmaceutical care to patients and the public at large.





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.



American Society of Health system Pharmacists (ASHP) Clinical Meeting

The meeting is held in the USA. Faculty and students present their posters, in addition to attending different meetings related to clinical pharmacy.



Pharmacy Week

Pharmacy week takes place in the last portion of October 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.



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.



Pharmacy Day

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

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
PHA325	Pharmacy Practice & Ethics	2
PHA—	Professional Elective	2
	Total	17

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
	Total	16

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—	Professional elective	2
PHA572	Professional Pharmacy Practice – Patient Care Experience.....	12
PHA510	U.S. Pharmacy Law & Regulation	2
	Total	17

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

PROFESSIONAL YEAR IV-(PHARMD 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
PHA 622	Clinical Pharmacokinetics.....	1 cr
	Total.....	22 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:

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

To set an appointment please communicate with the Academic Administrative Assistant
or

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

If you wish to set an appointment, please communicate with
Ms. Manale Helou Phone: 09-547-254 Ext: 2315
Email: manale.helou@lau.edu.lb

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

Dr. Yolande Saab
Phone: 09-547-254 Ext: 2312
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Dr. Marwan Taha
Phone: 09-547-254 Ext: 2108, 1823
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Dr. Joanna Elkassis
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