



Pharmacy Student Handbook

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Message from the Dean

Greetings Future Pharmacists:

The last three years have undoubtedly been some of the most challenging globally and in Lebanon. The Lebanese American University (LAU) family has been faced with the perfect storm economically, politically, and socially. Certainly, pharmacy as a profession is experiencing its own challenges with a competitive job market locally and regionally, limited support for the profession to practice at the top of its degrees, a brain drain of many talented educators, staff and graduates, and the financial hardship placed on students and their families.

In the midst of this, Lebanon, LAU and its School of Pharmacy have demonstrated the resilience to face this perfect storm. We believe that during times like these it is of utmost importance to disrupt the status quo and be agile and innovative.

The LAU School of Pharmacy offers a five-year program that leads to a BS in Pharmacy following two years of prepharmacy and three years of professional education. The BS in Pharmacy allows you to become a licensed pharmacist qualified to practice in Lebanon. An additional sixth year of clinical experience consisting of four required advanced pharmacy practice experiences (APPEs) in the United States and five elective APPEs in Lebanon enables you to earn a Doctor of Pharmacy ([PharmD](#)) degree.

Our PharmD program is the only pharmacy program accredited by the Accreditation Council for Pharmacy Education (ACPE) outside the United States, which allows graduates to sit for North America Pharmacist Licensure Examination (NAPLEX) right after graduation, as any graduate from an ACPE accredited pharmacy school. Our program has been a beacon for quality pharmacy education for many years with faculty, staff, students, and alumni who are making a difference on a daily basis. Our faculty are highly qualified in the pharmaceutical, social and administrative and clinical sciences. They are student-centered and challenge our students to excel.

As a school, we strongly believe that it is our responsibility, in collaboration with the university, to provide the best education for our students to help them address the challenges we are facing and prepare them for a fruitful career path.

Our curriculum and co-curriculum are coordinated, assessed and always evolving to equip students with the knowledge, skills, and attitudes necessary to excel in the current and future pharmacy settings, including health-system pharmacy, community service, cultural competency, entrepreneurship, industrial pharmacy, medication therapy management, pharmacoconomics, pharmacogenomics, public health and wellness.

Our facilities and infrastructure are state-of-the-art and provide ample opportunities for active learning, engagement in interprofessional education with our healthcare schools, online learning, simulation and Objective Structured Clinical Evaluation (OSCE), research and in-campus life.

Advocacy in collaboration with the Order of Pharmacists in Lebanon (OPL), other pharmacy and healthcare organizations, the pharmaceutical industry, Ministry of Public Health, and others is key to what we do to impress on all stakeholders that pharmacy is a profession so that pharmacists are reimbursed for their cognitive abilities and an overall reimbursement model for pharmacists from a fee-for-service model to a value-based model is put into effect. The above is important to provide our graduates with the job opportunities and respect for their expertise and stop the brain drain that can impact the delivery of an added-value quality healthcare.

Our program also offers graduate education as part of the school's [MS in Pharmaceutical Development and Management](#). Graduates of this program will acquire the skills and knowledge to launch their careers (Regulatory Affairs, Quality Control and Quality Assurance, Research and Development, etc.), or pursue a PhD. Our Postgraduate Year 1 ([PGY1](#)) Residency program is accredited by the American Society of Health-Systems

Pharmacists (ASHP). Graduates of this program have joined PGY2 residency programs, hired as academics or clinical pharmacists.

I am highly enthusiastic about being part of the LAU and SOP family, collaborating with all our stakeholders to meet our challenges and explore our opportunities. So, on behalf of the faculty and staff at the LAU School of Pharmacy, I would like to encourage you to apply to our exceptional program and join a family of educators, staff, students, and alumni who are committed to make a difference in your future, and the future of the healthcare system in Lebanon and elsewhere.

If you have any questions about our program, do not hesitate to reach out to us. Should you require more information, please take a few minutes to browse [our website](#) or stop by. Otherwise, send us an email with your questions at sopsupport@lau.edu.lb and a member of our team will get back to you shortly after.

We look forward to welcoming you as part of our LAU family and as a future graduate of our beloved school and a competent, disruptor and innovator practitioner of pharmacy.

Best wishes!

Naser Zaki Alsharif, PharmD, MS, PhD
Professor & Dean

Message from the Assistant Dean for Student Affairs

Welcome to the LAU School of Pharmacy! The Student Affairs Office supports the LAU School of Pharmacy vision and mission by overseeing advising, admission, progression, career planning, and graduation of future pharmacists who will continue to advance and advocate for the pharmacy profession in Lebanon and the region. We are committed to embracing an inclusive student body and helping you achieve success throughout your pre-pharmacy and professional years. We encourage student pharmacist engagement with professional organizations, and promote student leadership, accountability and professionalism.

We are here to serve all our students. Our door is open to your inquiries and you are invited to visit our School or take a few minutes to browse our website.

Best regards-

Lamis R. Karaoui, PharmD, FCCP, BCPS, Clinical Associate Professor Assistant Dean for Student Affairs and Director of Experiential Education
Rana Shehab, BA, MBA, Lead Program Officer

History of the School

The LAU School of Pharmacy was established in 1993, offering a five-year Bachelor of Science in Pharmacy degree. Every year, about 75 students graduate with a Bachelor of Science in Pharmacy degree.

In response to the changes that have taken place in American pharmacy education, the School launched a competitive Doctor of Pharmacy (Pharm.D.) program in 1998. A turning point in the history of the School of Pharmacy occurred in June 2002 when the Accreditation Council for Pharmacy Education (ACPE) granted full accreditation to the Pharm.D. program. Since that date, Pharm.D. graduates became eligible for licensure as pharmacists in the US. Currently, the Pharm.D. program at the LAU School of Pharmacy is the only program outside the US that is ACPE-accredited. The School of Pharmacy is also a full member of the American Association of Colleges of Pharmacy (AACP).

Every year, 25 to 30 students are admitted into the Pharm.D. program that spans one additional year following the completion of the Bachelor of Science in Pharmacy requirements. The Pharm.D. curriculum is similar to those programs offered in US Pharmacy Schools and Colleges and adheres to ACPE standards and Guidelines.

Mission, Vision and Core Values

School Mission

The Lebanese American University School of Pharmacy prepares students to become leaders in the profession who are entrusted with the highest academic, professional, and ethical standards. School graduates will practice pharmacy in various settings, optimize patient care through interprofessional collaboration, and undertake scientific pursuits. The school accomplishes its mission through excellence in education, innovation in research, and dedication in serving the profession and community.

School Vision

To be recognized as a national and regional leader for outstanding pharmacy education, innovative practice, and research with the aims of providing excellent patient care, improving human health, and advancing scientific knowledge.

Core Values and Value Statements

Excellence: We aim at excellence in education and scholarly activities

Innovation: We continuously bring novel ideas that enrich our academic programs

Commitment: We are committed to professional and community services

Teamwork: We value inclusiveness, diversity and interdisciplinary collaboration

Leadership: We take command in advancing pharmacy education and practice

Integrity: We uphold ourselves to the highest ethical and professional conducts

Program Educational Goals and Outcomes

Program Educational Goals (PEGs)

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

PEG 1	Provide evidence- and team-based patient-centered care in accordance with legal, ethical, socioeconomic and professional standards.
PEG 2	Exhibit leadership skills and entrepreneurial attitude in managing pharmacy operations in various practice settings.
PEG 3	Engage in disease prevention and population health management through innovation in pharmacy practice and interprofessional collaboration.
PEG 4	Integrate scholarly research and promote personal and professional development in pharmacy practice.

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. Upon graduation, a student will have acquired the necessary skills to:

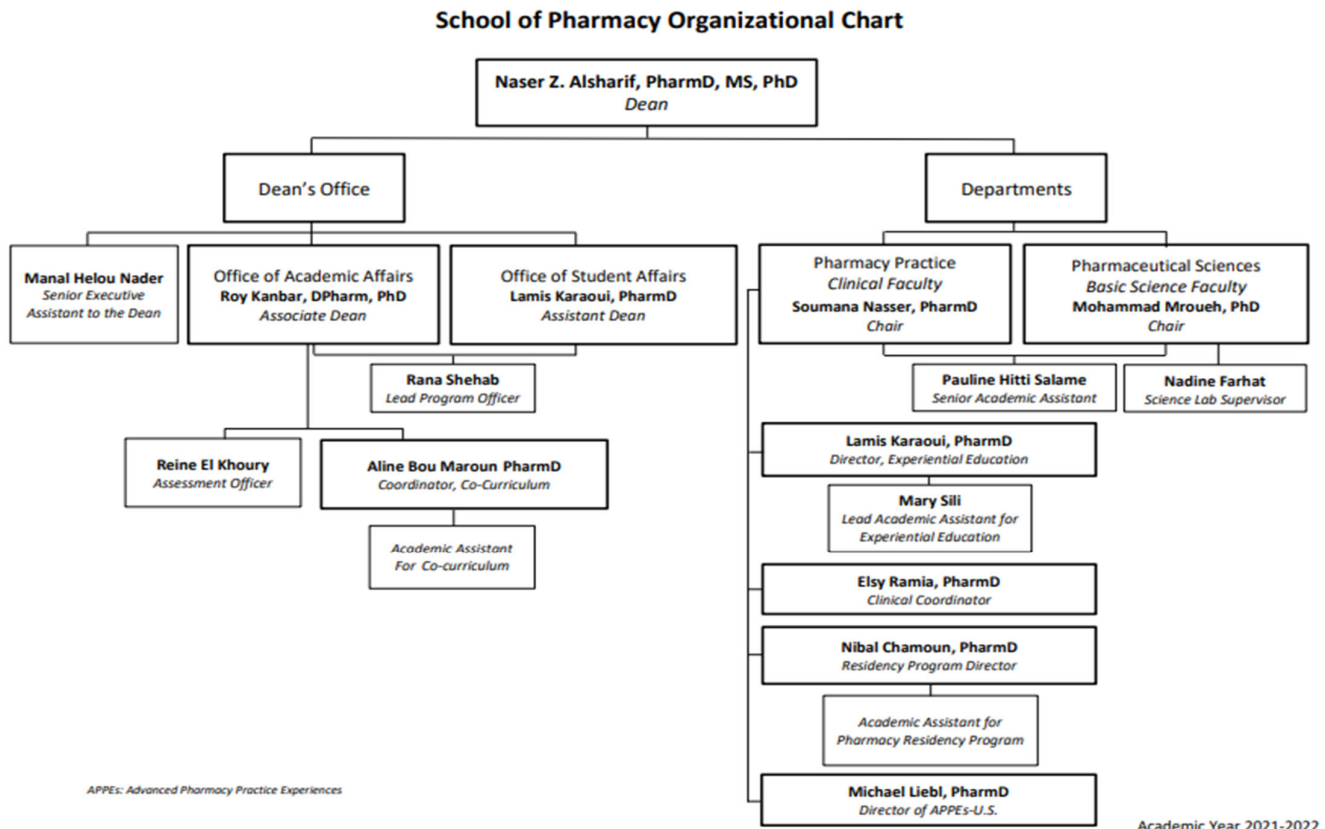
PEO 1 Integrate and apply foundational scientific knowledge to make informed, rational, and evidence-based decisions.
PEO 2 Develop complete medical and drug therapy plans.
PEO 3 Implement a holistic patient-centered treatment plan.
PEO 4 Collaborate and communicate with other healthcare professionals to engender an interdisciplinary team-based approach to patient care.
PEO 5 Educate patients of different cultural backgrounds, caregivers, and the public about drug therapy, medical goods, and devices.
PEO 6 Develop skills to promote health and wellness for individuals and communities.
PEO 7 Apply patient population-specific data to optimize patient outcomes.
PEO 8 Ensure efficient, cost-effective utilization of human, physical, medical, informational, and technological resources in the provision of safe and effective patient care.
PEO 9 Describe and demonstrate appropriate use of healthcare resources in the U.S. and Lebanese healthcare systems.
PEO 10 Demonstrate leadership and entrepreneurial skills to accomplish professional goals.
PEO 11 Display compliance with the Code of Ethics for Pharmacists (https://www.pharmacist.com/code-ethics).
PEO 12 Exhibit self-awareness and personal commitment to ensure ongoing personal and professional growth.

School Organization

Organizational structure

The School of Pharmacy is an autonomous unit within LAU. It has two departments: Pharmacy Practice and Pharmaceutical Sciences. The Dean, Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Department Chairs, and Director of Experiential Education are the School administrators. The Associate Dean for Academic Affairs, Assistant Dean for Student Affairs and Chairs report to the Dean. Each administrator has a defined line of authority, duties, and responsibilities, according to the School bylaws.

The following organizational chart summarizes the organization of the School:



The Dean and Dean's Office

Dean: Btaiche, Imad, Pharm.D. BCNSP

Associate Dean for Academic Affairs: Roy Kanbar, D. Pharm., Ph.D

Acting Assistant Dean for Students Affairs: Lamis Karaoui, Pharm.D. FCCP, BCPS

The Dean is the Chief Executive and Academic Officer of the School.

The Associate Dean for Academic Affairs oversees the School curriculum development, review, and implementation; program evaluation and assessment; faculty development and mentoring; and adherence and compliance with the Standards and Guidelines of the ACPE.

The Assistant Dean for Student Affairs oversees the admission, selection, progression, and graduation of all students. The Office is responsible for adherence to academic rules and regulations, advising, and petitions.

The Departments

Chair, Pharmaceutical Sciences: Mohammad Mroueh, Ph. D
 Chair, Pharmacy Practice: Soumana Nasser, Pharm.D., MS
 Director of Experiential Education: Lamis Karaoui, Pharm.D., FCCP, BCPS

The two departments serve the mission of the School. Chairs are in charge of the operation of their respective departments and the enhancement of research and scholarly activities within their departments.

The Chair of the Department of Pharmaceutical Sciences is in charge of the School Research Laboratories.

The Chair of the Department of Pharmacy Practice oversees and works with the Director of Experiential Education to coordinate all aspects of Experiential Education.

Faculty are members of one of the above-mentioned departments and report directly to the Chair of that department.

Full-Time Faculty	Rank	Department
Abdallah, Jad, Ph.D.	Associate Professor/ Dean of Students Byblos	Pharmaceutical Sciences
Abou-Antoun, Tamara, Ph.D.	Associate Professor	Pharmaceutical Sciences
Alsharif, Naser, Pharm.D., M.S., Ph.D.	Dean, Professor	Pharmacy Practice
Aoun, Carl, Pharm.D.	Clinical Instructor	Pharmacy Practice
Btaiche, Imad, Pharm.D., BCNSP	Professor	Pharmacy Practice
Bou Maroun, Aline, Pharm.D., BCPS	Clinical Instructor / Co-curriculum Coordinator	Pharmacy Practice
Chamoun, Nibal, Pharm.D., BCPS	Clinical Associate Professor / Residency Program Director	Pharmacy Practice
Chamoun-Nasser, Soumana, Pharm.D.	Clinical Associate Professor / Chair PP	Pharmacy Practice
Dimassi, Hani, M.P.H., Ph.D.	Associate Professor	Pharmaceutical Sciences
Kabbara, Wissam, Pharm.D.	Clinical Associate Professor	Pharmacy Practice
Kanbar, Roy, D.Pharm., Ph.D.	Associate Professor / Associate Dean for Academic Affairs	Pharmaceutical Sciences
Karaoui, Lamis, Pharm.D., BCPS	Clinical Associate Professor / Director of experiential education/ Assistant Dean for students' affairs	Pharmacy Practice
Khoury, Ghada, Pharm.D., BCPS	Clinical Associate Professor	Pharmacy Practice
Mansour, Hanine, Pharm.D., BCPS	Clinical Assistant Professor	Pharmacy Practice
Milane, Aline, D.Pharm., Ph.D.	Associate Professor	Pharmaceutical Sciences
Mroueh, Mohamad, Ph.D.	Professor / Chair PS	Pharmaceutical Sciences
Ramia, Elsy, Pharm.D.	Clinical Assistant Professor / Clinical Coordinator	Pharmacy Practice
Saab, Yolande, Pharm.D., Ph.D.	Associate Professor	Pharmaceutical Sciences
Sheikh-Taha, Marwan, Pharm.D., BCPS, AQ (in Cardiology)	Clinical Associate Professor	Pharmacy Practice

The Staff

Senior Executive Assistant, Office of the Dean: Manal Helou Nader
 Senior Academic Assistant to the Department Chairs and Faculty: Pauline Hitti Salame
 Assessment Officer: Reine El Khoury
 Science Laboratory Supervisor: Nadine Farhat
 Lead Assistant for Experiential Education: Marie Sili

School Committees

The Academic Council and the Committees, listed below, consist of faculty members, student representatives, and staff are involved in the operation of the School.

- Academic Council

- Accreditation Steering Committee
- Admissions Committee
- Assessment and Evaluation Committee
- Curriculum Committee
- Experiential Education Committee
- Events Committee
- Faculty Professional Development Committee
- Library and Educational Resources Faculty Liaison
- Peer Review Committee
- Research Committee
- Student Grievance Committee

Programs

Pre-Pharmacy Program

1. Curriculum:

Pre-Freshman and Freshman English
(Enroll before or concurrent with fall semester;
may require summer work the following summer)

ENG009	Remedial English	0
ENG101	English I	3
ENG102	English II	3

Students admitted before Fall 2022:

Pre-Pharmacy Year 1

Fall Semester (17 credits)

ARA	Arabic Language/Literature	3
BIO201	General Biology I	4
CHM205	Fundamentals in Chemistry	3
PED2__	Physical Education	1
---	LAC – Arts	3
---	LAC - Social Science	3

Spring Semester (16 credits)

CHM311	Organic Chemistry I	3
CHM313	Organic Chemistry I Lab	1
ENG202	Advanced Academic English	3
PHA202	Medical Anatomy & Physiology	4
PHA204	Computer Application to Pharmacy	2
---	LAC – Literature	3

Pre-Pharmacy Year 2

Fall Semester (14 credits)

CHM312	Organic Chemistry II	3
CHM314	Organic Chemistry II Lab	1
COM203	Art of Public Communication	3
PHA209	Principles of Pathophysiology and Immunology	4
PHA211	Microbiological Basis of Disease	3

PHA205	Statistics for Health Profession Majors	3
PHA208	Medical Biochemistry	4
PHA210	Systems Pathophysiology	4
---	LAC - Cultural Studies, History, Philosophy, Religion	3
---	LAC - Micro/Macroeconomics	3

Students admitted starting Fall 2022:

Pre-Pharmacy Year 1

Fall Semester (17 credits)

ARA	Arabic Language/Literature	3
BIO201	General Biology I	3
BIO201B	General Biology I Lab	1
CHM205	Fundamentals in Chemistry	3
PED2__	Physical Education	1
---	LAC – Arts and Humanities	3
---	LAC – Digital Cultures	3

Spring Semester (16 credits)

CHM311	Organic Chemistry I	3
CHM313	Organic Chemistry I Lab	1
ENG202	Advanced Academic English	3
PHA202	Medical Anatomy & Physiology	4
PHA204	Computer Application to Pharmacy	2
---	LAC – Change Makers	3

Pre-Pharmacy Year 2

Fall Semester (14 credits)

CHM312	Organic Chemistry II	3
CHM314	Organic Chemistry II Lab	1
COM203	Art of Public Communication	3
PHA209	Principles of Pathophysiology and Immunology	4
PHA211	Microbiological Basis of Disease	3

Spring semester (17 credits)

PHA205	Statistics for Health Profession Majors	3
PHA208	Medical Biochemistry	4
PHA210	Systems Pathophysiology	4
---	LAC – Change Makers	3
---	LAC – Micro/Macroeconomics	3

2. Academic Progression:

Students must complete all pre-pharmacy PHA major courses completed at LAU with a minimum grade of ("C"); non-major prepharmacy courses and non-PHA prepharmacy major courses taken starting Fall 2020 with a ("D"). Major courses transferred from other institutions require a minimum grade of ("B"), non-major courses, ("C"). Major courses include all PHA courses, BIO201, BIO201B, CHM205, CHM311, CHM312, CHM313, and CHM314.

Pharmacy Professional Program

1. Admission:

After the completion of the pre-pharmacy courses, students must complete an application form for admission into the professional program. The application forms are obtained from the Student Affairs Office at the School and must be submitted with all required documents before April 1st of each year. Incomplete applications and any application received after the aforementioned deadline are not processed.

To be eligible for applying to admission into the professional program, LAU students must fulfill all of the following conditions during their pre-professional pharmacy years:

- 1) Completed all pre-pharmacy courses with a minimum **cumulative GPA of 2.5**.
- 2) Passed all prepharmacy PHA major courses with a minimum grade of ("C"); non-PHA prepharmacy major courses taken starting Fall 2020 with a ("D"), those include BIO201, BIO201B, CHM205, CHM 311, CHM 312, CHM313, CHM314.
- 3) Did not exceed three (3) course repeats, whether these repeats were of the same course or different courses (Notes: course withdrawal ("WF") counts as a repeat, and includes any repeated course that may be transferred, as equivalent to PHA courses as a repeat)
- 4) A grade of ("F") (or "WF") on any major course in the prepharmacy contract sheet is considered a repeat.
- 5) Did not receive more than one (1) official academic warning.

For transfer students, only courses listed in the pre-pharmacy curriculum, either transferred from their previous university or completed at LAU, are considered in the calculation of the GPA and the number of repeats as noted above in *Prepharmacy Program. Item 2. Academic Progression*.

Evaluation criteria for admission into the professional program are based on:

- The cumulative GPA as well as the GPA related to major courses;
- The performance on an interview conducted during the admissions process;
- Three recommendation letters (attached to this application);
- An assessment of the applicant writing skills based on his/her performance in a short essay exercise;
- Number of repeated courses ("R"), withdrawal ("WF"), and failed courses ("F");
- Number of official academic warning.

Admission into the professional program takes place in the fall semester of every academic year. The School Admissions Committee reviews the applications and conducts interviews at the end of the spring semester, and based on the criteria listed above, will recommend to the Dean a list of students to be accepted.

Admission into the professional program is competitive and meeting the minimum requirements of admission does not necessarily guarantee admission. The Professional Year 1 has a capacity to accommodate 75 students each academic year.

A student with summer course requirements to complete the prepharmacy program may be eligible to apply for P1 selection after review of and passing summer course grades as per above standards.

A student who meets the admissions criteria may carry one course from the pre-professional program to the professional program, **upon the approval of the School Academic Council, subsequent to a petition**. This exception does not apply to courses from which a student has withdrawn or scored an ("F") as a final grade. Moreover, a student seeking this exception must demonstrate that he/she was unable to repeat the course prior to the start of Professional Year 1 (P1). A student must pass the course with a minimum grade of ("C") within the following academic year or he/she will not be promoted to the next academic year.

2. Curriculum:

Courses in the professional program are offered sequentially and on a yearly basis.

Pharmacy Professional Year 1

Fall Semester (17 credits)

PHA308	Pharmaceutical Analysis and Biotechnology	2
PHA309	Pharmaceutical Analysis and Biotechnology Laboratory	1
PHA312	Medicinal Chemistry I	3
PHA314	Dosage Forms I	3
PHA315	Dosage Forms I Laboratory	1
PHA320	Physical Assessment	2
PHA322	Professional Communication	1
PHA333	Pharmacy Management	3
PHA__	Professional Elective ⁸	1

Spring Semester (16 credits)

PHA313	Medicinal Chemistry II	3
PHA316	Dosage Forms II	3
PHA317	Dosage Forms II Laboratory	1
PHA325	Pharmacy Practice & Ethics	2
PHA330	Pharmacology I	4
PHA340	Pharmacotherapeutics I	2
PHA__	Professional Elective ⁸	1

Summer Semester (3 credits)

PHA398	Pharmacy practice Management I	3
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Pharmacy Professional Year 2

Fall Semester (17 credits)

PHA421	Drug Information and Literature Evaluation	2
PHA422	Pharmacokinetics and Biopharmaceutics	4
PHA430	Pharmacology II	4
PHA441	Pharmacotherapeutics II	3
PHA442	Pharmacotherapeutics III	3
PHA__	Professional Elective ⁸	1

Spring Semester (18 credits)

PHA435	Pharmacognosy and Evidence Based Herbal Medicine	2
PHA443	Pharmacotherapeutics IV	3
PHA444	Pharmacotherapeutics V	3
PHA445	Pharmacotherapeutics VI	3
PHA449	Dispensing and Pharmaceutical Care	3
PHA452	Toxicology	3
PHA__	Professional Elective ⁸	1

Summer Semester (3 credits)

PHA497	Introduction to Professional Pharmacy Practice Experience	1
PHA499	Pharmacy Practice Management II	2

Pharmacy Professional Year 3

Fall Semester (18 credits)

PHA514	Pharmacoepidemiology	2
PHA550	Introduction to Pharmacogenomics	1
PHA560	Clinical Nutrition and Diet Therapy	2
PHA570	Professional Pharmacy Practice – Hospital/Drug Information Experience ⁹	6
PHA571	Professional Pharmacy Practice - Community Experience ⁹	6
PHA523 OR PHA567	Clinical Pharmacokinetics ¹⁰ OR Professional Elective ⁸	1

Spring Semester (18 credits)

PHA510	U.S. Pharmacy Law and Regulation	2
PHA512	Lebanese Pharmacy Law and Regulation	1
PHA558	Pharmacoeconomics	2
PHA__	Professional Elective ⁸	1
PHA572	Professional Pharmacy Practice –In Patient Care Experience	12

⁸ Students must complete 2 credits of Professional Electives throughout each professional year as offered by the course offerings

⁹ Students are expected to complete PHA570 and PHA571 in one semester, and PHA572 in the other semester of the P3 year

¹⁰ This course is a pre-requisite for P4 and will be counted towards the required Professional Elective courses.

3. *Co-curricular program:*

Through its co-curricular program, the School of Pharmacy at LAU offers its students, the unique opportunity to acquire new skills, enhance existing skills or improve overall performance. This program aims to foster students personal and professional development to better prepare for their career ambitions. This is aligned with the American Council for Pharmacy Education (ACPE) accreditation standards 3, 4 and 12.3.

The School of Pharmacy, in coordination with the Office of Civic Engagement, makes available to all students co-curricular activities (CCAs) that are specifically designed to develop and enhance their soft skills, abilities and attitudes in patient advocacy, cultural competency, communication, self-awareness, leadership, innovation, entrepreneurship and professionalism. CCAs are typically conducted outside the classroom and range from self-development workshops to hands-on service learning and community outreach projects. The co-curricular program parallels and complements the learning that occurs within the formal didactic and experiential curriculum. Student pharmacists are required to complete a set of necessary co-curricular requirements and to reflect on their progress in advancing their soft skills. A dedicated online students' portfolio has been developed to documents students' achievements and progress.

4. *Academic Progression:*

A student must pass all professional program courses with a minimum letter grade of ("C") in order to advance to the next professional year.

A student may carry only one course with a grade of ("D"), ("D+") or ("C-") to the next professional year (applies to P1, P2, P3) after securing the approval of the School Academic Council. Courses from which students have withdrawn or scored a letter grade of ("F") may not be carried. Carried courses must be completed with a minimum grade of ("C") within the next academic year or summer semester in order to be promoted to the next professional year. Professional students carrying a prepharmacy course to the P1 year must pass the prepharmacy course before progressing to P2.

A student must complete all P2 courses (didactic and experiential) prior to enrolling in P3 courses. No more than one didactic course can be carried forward to P3 year with a letter grade of D or higher, after securing the approval of the School Academic Council, and cannot be registered with any P3 experiential course concurrently in the same semester. Students unable to get a passing grade after taking a course three times will be dropped from the program.

5. *Student Status:*

Students obtain Professional Year 1 (P1) status upon admission into the professional program and successful completion of all pre-pharmacy courses with a grade of ("C") or higher.

Students obtain Professional Year 2 (P2) status upon successful completion of all courses in P1 with a grade of ("C") or higher.

Students obtain Professional Year 3 (P3) status upon successful completion of all courses in P2 with a grade of ("C") or higher.

6. *Practice Site Integrity*

LAU Code of Conduct and Code of Ethics:

http://www.lau.edu.lb/governance-policies/policies/student_code_of_conduct.pdf);

http://www.lau.edu.lb/about/governance-policies/policies/code_of_ethics.pdf

Pharmacy students are expected to abide to the LAU Student Code of Conduct, School of Pharmacy (SOP) Students' Handbook, SOP PharmD Manual, Pharmacist's Oath, and experiential course syllabi, prior to and during their professional training in various practice settings. Pharmacy students must attend orientation sessions prior to starting their IPPE/APPE rotations where practice site integrity policies related to pharmacy practice are explained. Students are expected to provide patient care in accordance with ACPE accreditation standards and with the pharmacy code of ethics. Pharmacy students are required to protect patient privacy and to maintain confidentiality of information obtained during clinical practice. All students complete the CITI certification during their first professional year and the online HIPAA (Health Insurance Portability and Accountability) and OSHA (Occupational Safety and Health Administration) trainings during their second professional year.

Professional Pharmacy Year 4 (P4)

1. Admission:

Applicants into the Professional Year 4 (P4) leading to the Pharm.D. degree must apply within two years of completing Professional Year 3 (P3) in any **ACPE accredited program** (*Applicants must present with a BS in Pharmacy degree from an ACPE accredited college or school to be considered for the LAU Pharm.D. program. Students without these credentials must complete the LAU pre-pharmacy and professional pharmacy courses before being considered for the Pharm.D. program, even if they hold a Pharm.D. degree from a non-ACPE accredited institution*). An application form must be submitted for admission into the Professional Year 4.

The application forms are obtained from the Student Affairs Office at the School and must be submitted with all required documents by December 1st of each year. Incomplete applications and any application received after the aforementioned deadline will not be processed.

To be eligible for applying to admission into the P4 year, students must fulfill all of the following conditions during their professional pharmacy years:

- 1) Completed all professional pharmacy courses with a minimum cumulative GPA of 2.5.
- 2) Passed all courses of the professional pharmacy program with a minimum letter grade of ("C") on any course.
- 3) Did not exceed three (3) course repeats, whether these repeats were of the same course or different courses (Note: a course withdrawal of ("WF") is a repeat, ("WI") & ("WP") are not.
- 4) Did not receive more than one (1) official academic warning.

Evaluation criteria for admission into the P4 year are based on:

- The GPA related to the professional pharmacy program courses;
- The performance on an interview conducted during the admissions process;
- Three recommendation letters (attached to this application);
- Number of repeated courses ("R"), withdrawal ("WF"), and failed courses ("F");
- Number of official academic warnings.

Admission into the Professional Year 4 begins in the fall and is complete in the early spring semesters of every academic year. The School Admissions Committee reviews the applications and conducts interviews, and based on the criteria listed above, will recommend to the Dean a list of students to be accepted.

Student acceptance into the P4 year remains pending until successful completion of all P3 courses. Admission into the P4 year is competitive and meeting the minimum requirements of admission does not necessarily guarantee admission.

A student may not carry any course from the pharmacy professional program to the Professional Year 4. Students admitted into the Pharm.D. program are subject to the requirement stated in the ACPE Standard 13, Key Element 13.8, namely "*the required Advanced Pharmacy Practice Experiences in all program pathways must be conducted in the United States or its territories or possessions.*"

2. Curriculum:

The Professional Year 4 consists of nine four-week advanced practice experiences (27 credits), of which four are required and five are electives. The four required Advanced Pharmacy Practice Experiences (APPEs) are:

PHA670	Ambulatory Care	3
PHA671	Community Pharmacy	3
PHA672	Hospital / health system pharmacy	3
PHA673	Inpatient/acute care general medicine	3

The five elective Advanced Pharmacy Practice Experiences (APPEs) are selected from any of the following PHA 650 Elective Advanced Pharmacy Practice Experiences:

PHA 650A: Academic Teaching	3
PHA 650B: Cardiology/CCU	3
PHA 650C: Critical Care	3
PHA 650D: Discharge Medication Counseling	3

PHA 650E: Emergency Medicine	3
PHA 650F: Endocrinology	3
PHA 650G: Industrial Pharmacy	3
PHA 650H: Infectious Diseases	3
PHA 650I: Internal Medicine	3
PHA 650J: Patient/Medication Safety	3
PHA 650K: Nephrology	3
PHA 650L: Neurology	3
PHA 650M: Obstetrics and Gynecology	3
PHA 650N: Oncology	3
PHA 650O: Pediatrics	3
PHA 650P: Primary Care	3
PHA 650Q: Regulatory Affairs – MOPH/MERSACO	3
PHA 650R: Ambulatory Care (Makhzoumi Foundation)	3
PHA 650S: Internal Medicine/Heme Onc	3
PHA 650T: Internal Medicine/Infectious Diseases	3
PHA 650U: Antimicrobial Stewardship	3
PHA 650V: Geriatrics	3
PHA 650W: Specialty Pharmacy	3
PHA 650X: Health Economics and Outcomes Research	3

3. *Academic Progression:*

In addition to LAU's and SOP's undergraduate academic rules and procedures, a Pharm.D. student must complete all P4 courses with a minimum letter grade C. See below appendix 2.

Academic Regulations

LAU SOP students must abide by all Academic Regulations as per LAU catalog:

<https://catalog.lau.edu.lb/2022-2023/schools/sop/>

LAU SOP students must also abide by the University and SOP Code of Conduct and Code of Ethics:

http://www.lau.edu.lb/governance-policies/policies/student_code_of_conduct.pdf);

http://www.lau.edu.lb/about/governance-policies/policies/code_of_ethics.pdf

Class Attendance Policies

Students are held responsible for all the material presented in the classroom, even during their absence. Makeup work and exams, if any, will be according to the rules spelled out in the course syllabus. Students can miss no more than two weeks of classes in any semester (one week for summer term) excused and otherwise, in any course, and still receive credit for that course. However, Specific schools can opt for a more stringent rule. Any specific attendance regulations should be mentioned in the syllabi. Instructors are to inform their departments and the Office of the Dean of Students of any prolonged, unexplained absence of a given student. Students who exceed the allowed number of absences must withdraw from the course; otherwise, the course grade will be recorded by the instructor as F or NP, depending on the type of grading in the particular course. In highly exceptional cases, students may be given special permission by the Academic School Councils to continue in the course.

An instructor should immediately notify the Department Chair and the Assistant Dean for Student Affairs of any prolonged, unexplained classroom absenteeism.

Classroom Conduct

Disruptive or unprofessional student behavior in the classroom (e.g., tardiness, disrespectful language or behavior, use of cell phones overtly or discretely, cheating, or any other disturbing or unprofessional behavior) is ground to student dismissal from the classroom and possible issuance of a warning that will be communicated to the Office of Student Affairs and documented in the student's academic file.

Student Course Load

The minimum full-time course load in the fall or spring semester is 12 credits with a maximum of 19 credits per semester for Professional Year Pharmacy students. Students with a cumulative GPA of 3.00 and above may carry up to a maximum of 21 credits per semester following petition and approval by the School Academic Council. Prepharmacy students may take up to 11 credits during the summer semester. For Professional Pharmacy Year students, the SOP uses a two semester course offering (experiential courses); and offers one course per 4-week semester upon the approval of the School Academic Council. Students on probation cannot carry more than 13 credits during regular semesters.

Withdrawal from a Course

A student wishing to withdraw from a course after the Drop/Add period by the time specified by the University will obtain a ("WI") if withdrawal occurs within the early withdrawal period between drop/add and the last withdrawal period; withdrawal from classes after the latter withdrawal period will result in a ("WF"), see below). The student may process such request directly through the Registrar's Office.

A student wishing to withdraw from a course by the time specified by the University will receive either a ("WP") or a ("WF"). ("WP") or ("WF") will be determined by the instructor based on the achieved academic performance in that course till the time of withdrawal.

Grades of ("WI") and ("WP") will not count as a repeat; whereas ("WF") will count as a repeat. ("WI"), ("WP") and ("WF") will not count towards the GPA calculation.

The deadlines for ("WI"), ("WP"), ("WF") are clearly stated on the revised academic calendar on the LAU website. Directions for completing the withdrawal form:

- To withdraw from a course after the Drop/Add period by the time specified by the University students will obtain, complete and submit the Withdrawal form at the Registrar's Office. Faculty intervention is not needed.
- To withdraw from a course by the time specified by the University, students will obtain the withdrawal form at the Registrar's Office and submit it to the faculty teaching the course who will assign either ("WP") or ("WF"), get the signature of the Department Chair, and deliver to the Registrar's Office.
- Date of faculty signature should be by the last day of withdrawal deadline (the latest) as stated in the calendar. For proper processing, the signed withdrawal form by Chairs should reach the Registrar's Office a maximum 2 days after the deadline.

Repeating Courses

Any course may be repeated up to two times; the grade given is the latest grade earned which is used in calculating cumulative and major GPAs.

A course grade above ("C+") or an incomplete ("I") grade cannot be repeated. The Incomplete status has to be resolved before a course is repeated.

A transferred course from outside LAU must be letter grade ("B") or better; grades lower than this will not be transferred but must be retaken at LAU and counted as a repeat if a major, pharmacy, or pharmacy related course.

Courses taken at LAU cannot be repeated at another institution and transferred back to LAU.

A student can register in a course up to three times, including withdrawals ("WI"), ("WP"), ("WF"). A student is dismissed from LAU or the School if he/she fails to pass the same course after three attempts, depending on whether the course is part of the Liberal Arts Curriculum or the Pharmacy Program Requirements, and ("WF") is considered an ("F").

Re-Registration

A student who fails to register for a minimum of one regular semester (fall or spring) per academic year is required to reactivate his/her file at the Registrar's Office before the registration period (refer to the University Academic Calendar). A student who is not enrolled for four consecutive semesters, must re-enroll according to the existing curriculum upon his/her return.

Academic Recognition

A student who completes 12 credits in a regular semester (fall or spring; summer not included) with a GPA between 3.20 and 3.49 is placed on the Honor's List. A GPA of 3.50 to 4.00 qualifies the student for the Distinguished List.

The above only applies under the conditions that the student has no incomplete grades or a cumulative GPA below 2.00. Courses completed on a Pass/No Pass basis are not counted as part of the 12 credits.

Degrees are awarded with Honors, Distinction, and High Distinction for cumulative GPA ranges between 3.20 - 3.49, 3.50 - 3.79, and 3.80 - 4.00, respectively.

Academic Probation

A student is placed on probation if his/her cumulative GPA is below 2.00 at the end of a semester for all courses taken at LAU during that semester, irrespective of incomplete grades or withdrawals. Moreover, a student is placed on probation if his/her average GPA in major courses (refer to page 7) is below 2.00 after completing 12 credits in a major. The student will then be advised to change major.

A student taking Intensive English courses is not subject to the abovementioned probation rules. A student should keep his/her enrollment in Intensive English courses for no more than two semesters and one summer otherwise he/she will be dismissed from the University. This student may be accepted back at LAU only after taking and passing the English Entrance Exam (EEE) or the Test of English as a Foreign Language (TOEFL).

A student on probation may not carry more than 13 credits in a regular semester and is advised to repeat as soon as possible the courses with a grade ("F") or ("D").

Academic Suspension

A student who does not come off academic probation within two consecutive semesters of enrolment at LAU (summer modules excluded) will be suspended regardless of any incompletes ("I") and semester withdrawals ("W").

A student with two consecutive probations and with a cumulative GPA below 2.00 will not be suspended at the end of the semester provided that he/she obtains a GPA of 2.20 or higher for that semester.

A student who needs 12 or less credits to graduate and whose GPA for graduation is below but close to 2.00, may petition for a one semester grace period. A student who is given a grace period and fails to complete his/her requirements before graduation will be suspended.

Readmission after Suspension

A student suspended after academic probations must petition the University Admissions Council for readmission. The petition is submitted to the Registrar's Office. Readmission into LAU is not guaranteed and each case is carefully reviewed for its own merit.

A student readmitted after suspension will be placed on probation and given two semesters excluding summers to remove the probation. Failure to remove the probation will lead to the student's dismissal from the University.

Academic Integrity

LAU fosters an atmosphere of high integrity by maintaining an ongoing dedication to honesty and responsibility. Any act of lying, cheating, plagiarism, deliberate misrepresentation, theft, scientific fraud, dishonesty or ill use of other human beings is a blatant violation of the LAU Student Code of Conduct and will be handled according to the University rules and regulations related to academic integrity.

Plagiarism is using someone else's ideas, words, or work as if it were one's own without clearly acknowledging the source of that information. Examples of plagiarism include:

- Submitting research work (a report, project, thesis, etc. written by someone else and claiming that it is one's own work.
- Paraphrasing another person's words without citing the source.
- Including material (e.g., written work, figures, tables, charts, graphs, computer programs, etc., in one's work without acknowledging its source.

Clearance for Graduation

A student shall apply for graduation at the beginning of the semester at the end of which he/she expects to graduate. A student shall fill out the appropriate forms for graduation at the Registrar's Office. Candidates for graduation will be notified by the Registrar's Office of any pending requirements needed for graduation.

Student Course Evaluation

Courses shall be evaluated by students at the end of each semester through an electronic course evaluation questionnaire administered by the School. Course evaluations are an important tool to assess course delivery and learning outcomes.

Evaluations are conducted confidentially and stored securely at the School. Students will not be able to access their course grades until they have completed all course evaluations.

Non-Discrimination and Anti-Harassment Policy

LAU Policy: http://www.lau.edu.lb/about/governance-policies/policies/harassment_policy.pdf

SOP Policy

The Lebanese American University ("the University") is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with Lebanese law and University policy, the University prohibits harassment of or discrimination against any person because of: race, color, sex including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status, by any member of the University Community on campus, and/or in connection with a University program or activity, and/or in a manner that creates a hostile environment for members of the University Community. Incidents of harassment and discrimination will endure appropriate disciplinary action, up to and including dismissal or expulsion from the University.

Tests and Exams

Exams Calendar

Department Chairs prepare the exam schedule at the beginning of each semester. The exam schedule is carefully planned in order to give students the reasonable time to prepare for the exam. Changes to the exam schedule should be avoided.

Make-Up Exams Policy

A student who misses an exam and desires to have a make-up exam should submit a petition in this regard within 24 hours of the scheduled exam to the School Academic Council. Valid excuse(s) such as documented medical illness necessitating hospitalization, death in immediate family, LAU sport events or other vital emergencies should be provided as supporting documents with the filed petition.

Make-up exams are typically given within one week of the missed exam, prohibiting any unforeseen circumstances. Failure to submit a petition within 24 hours of the missed exam may result in a grade of zero ("0") on the missed exam.

Students are entitled to review their exam paper in the course instructor's office. All tests and exam papers will be retained by students following their distribution by the instructor (once the exam papers are taken by students, they can no longer discuss them with the instructor).

In addition, during the period of a given course, a student may always seek clarifications about questions asked on assignments and exams.

Final Exams Procedures

Final exams are held at the end of each semester or summer modules. The final exam grade is allotted a maximum of up to 40% of the total course grade. At least two midterm exams and/or graded projects should account for the remaining % of the total course grade.

Final exams are scheduled only with the final exam schedule period that is set by the University. If a student misses a final exam without a prior notice to his/her instructor, a grade of zero ("0") is given. Exceptionally, in case of binding or exceptional circumstances, a student may request that a final exam be offered to him/her at an earlier date, only following the approval of the School Academic Council.

A student cannot sit for more than three final exams per day.

When time conflict occurs with final exams for courses taken at LAU and outside institutions, the conflict must be resolved in advance by the concerned student in communication with the LAU instructor in charge. When such conflict occurs with LAU provided courses, the concerned student must communicate with Registrar's Office by the deadline indicated on the exam schedule in order to resolve such conflict.

Students are entitled to review their exam paper in the course instructor's office. Final exam papers will be retained by the instructor (or the Department Chair for part-time instructors) for the two successive semesters.

Final Exams Make-up Policy

A Student seeking to sit for a make-up final exam must submit a valid excuse to the School Academic Council within one week of the missed final exam. Approval of the School Academic Council is required before the student may sit for a make-up final exam.

A student seeking to make-up a final exam who failed to submit a valid excuse within one week of the missed final exam may petition the School Academic Council to receive an incomplete grade ("I"). Petitions filed more than one month after the missed final exam will not be accepted. Students, whose petitions are approved by the School Academic Council, are then allowed to take the exam and have the final grade changed accordingly within the timeframe for a grade change.

Any incomplete work must be made up at a time planned with the instructor, but no later than the eighth week of the following semester (fall or spring) in which the student is enrolled at the University. Otherwise, the grade of ("I") is changed to ("F") (or "NP"). It is the responsibility of the student to contact the respective instructor(s) in order to arrange for completing the unfinished work.

Conduct During Exam

LAU SOP students must abide by the University and SOP Code of Conduct and Code of Ethics:

http://www.lau.edu.lb/governance-policies/policies/student_code_of_conduct.pdf;

http://www.lau.edu.lb/about/governance-policies/policies/code_of_ethics.pdf

Posting of Exam Grades

Grades are posted on the School Bulletin Board and/or Blackboard within two weeks of the exam date, except for final exams letter grades that are posted on the LAU Banner within 72 hours of the exam date.

Grading System

The University Grading System uses a series of letters to which grade quality points are assigned.

Letter Grade	Quality Points	Guidelines over 100
A	4.00	≥ 90
A-	3.67	87-89
B+	3.33	83-86
B	3.00	80-82
B-	2.67	77-79
C+	2.33	73-76
C	2.00	70-72
C-	1.67	67-69
D+	1.33	63-66

D	1.00	60-62
F	0	≤ 59
P	No quality points	-
NP	No quality points	-
WI	No quality points	-
WP	No quality points	-
WF	No quality points	-
I	No quality points	-

Grade Review

It is the student's right to inquire about a grade earned on a given assignment, exam, term paper or project, and to discuss it with concerned Faculty.

A student requesting a review of a grade should follow the following procedure:

- i. Within two weeks of receiving a grade, a student may ask the instructor to review the grading (computational grade or undervalued assessment) on a specific question, assignment, exam, term paper or project.
- ii. The instructor should provide the student with an answer within one week of the request. If the student is still not satisfied with the grade earned, he/she may present the case in writing to the concerned Department Chair within one week from receiving the instructor's answer. The Department Chair should promptly follow-up on the matter with the concerned Faculty within and gets back with the student within one week.
- iii. If the student is still not satisfied with the decision of the Department Chair, he/she may appeal to the Assistant Dean for Student Affairs who may discuss the matter at the School Academic Council. The appeal is made in writing to the Department Chair within one week of receiving the student request. The decision of the School Academic Council is final with no further appeals allowed.

Grades Submission

All semester grades must be turned in to the Registrar's Office no later than 72 hours after the final exam date. A copy of the grades should also be shared with the respective Department Chair and the Assistant Dean for Student Affairs.

Course grades will not be changed except in the case of a mistake in grading and/or reporting. A change of grade will not be allowed after one semester from grade submission. The corrected grade should be processed by the course instructor by filling out the Change of Grade form.

Progress Reports

After correcting each exam, course instructors shall send the list of failing students to the respective Department Chair who oversees the specific course. Course instructor shall also meet with failing students to complete the School Progress Report. The course instructor will discuss the reports with the course coordinator who will submit a copy of these reports to the Department Chair.

Advising

All students are assigned Faculty advisors to assist them in planning the appropriate course of study.

Advising is an essential process to assist students in their progression throughout the pharmacy program. This process includes but is not limited to enrollment in classes and academic progression. A student must meet one-on-one with his/her designated advisors during the advising period in order to discuss the advising plan. Failure of students in following the advising plan may result in delays in their progression and graduation.

Enrollment in courses without prior approval by advisors is strictly prohibited. A student who registers in courses that have not been approved by his/her advisor will be dropped by the Registrar's Office after instruction from the School.

Unless notified of any change, a student will have the same advisor throughout the duration of the program. If the advisor is not available, a student may seek the advice of the Assistant Dean for Students Affairs or one of the Department Chairs.

The following list indicates the names of the advisors at the School. Advisees will be assigned alphabetically to the advisors.

All new and newly transferred students will be advised by the Assistant Dean for Student Affairs (Dr. Lamis Karaoui, Byblos Campus, CHSC, office 6105, email: lamis.karaoui@lau.edu.lb). All pre-pharmacy students registered on Beirut campus are advised by Mrs. Rima Rahal (SDEM Staff Beirut Campus, Office of the Dean of Students, ext. 1924; email: rima.rahah@lau.edu.lb) during their first semester.

Family Name starting with	Faculty Advisors	Ext.	E-mail	Office
A	Tamara Abou Antoun(Aaa till Abd&Ao till Az)	2107	tamara.abouantoun@lau.edu.lb	CHSC,6101
	Aline Bou Maroun(Abe till Ak&Am till An)	2267	aline.boumaroun@lau.edu.lb	CHSC,6109
	Roy Kanbar(Al)	2447	roy.kanbar@lau.edu.lb	CHSC,6104A
B-C-D	Carl Aoun(Baa till Bar&Di till Dz)	2864	carl.aoun@laumcrh.com	CHSC,6110
	Ghada Khoury(Bas till Bz)	2432	ghada.khoury@lau.edu.lb	CHSC,6109
	Nibal Chamoun(C till Dh)	2407	nibal.chamoun@lau.edu.lb	CHSC,6115
E-F-G	Hani Dimassi(Ea till El)	2269	hani.dimassi@lau.edu.lb	CHSC,6117
	Aline Milane(Em till Ez&F till G)	2307	aline.milane@lau.edu.lb	CHSC,6118
H-I-J-O-P-Q-R	Elsy Ramia(Ha till HL)	2441	elsy.ramia@lau.edu.lb	CHSC,6115
	Mohammad Mroueh(Ho till Hz &I&J&O till R)	2313	mmroueh@lau.edu.lb	CHSC,6114B
K-N	Wissam Kabbara (Kaa till Kar&N)	2427	wissam.kabbara@lau.edu.lb	CHSC,6108
	Hanine Mansour (Kas till Kz)	2215	hanine.mansour@lau.edu.lb	CHSC,6110
L – S	Marwan Taha(L&Sb till Sz)	2108	marwan.taha@lau.edu.lb	CHSC,6108
	Yolande Saab (Sa)	2312	ysaab@lau.edu.lb	CHSC,6102
M	Soumana Nasser (M)	2225	soumana.nasser@lau.edu.lb	CHSC,6103B
T-U- V-W-X-Y-Z	Lamis Karaoui (T till Z)	2318	lamis.karaoui@lau.edu.lb	CHSC,6105

P4 students will be advised by the Chair of the Pharmacy Practice department (Dr. Soumana Nasser) and the Assistant Dean for Student Affairs/Director of Experiential Education (Dr. Lamis Karaoui).

Student Representatives

Within one month of the start of the fall semester, each class in the Professional program shall elect two class representatives (P4 class elects 4 class representatives) as well as non-voting representatives on School committees and subcommittees, according to the following:

- Accreditation Steering Committee: one P2 student
- Admissions Committee: one P1 student and one P4 student
- Assessment and Evaluation Committee: one P3 student
- Curriculum Committee: one P4 student
- Events Committee: one student from the class representatives
- Student Grievance Committee: one P4 student
- Student Assessment and Curriculum Subcommittee: one student from any professional year (P1-P4).

In order to be elected, a student must have the adequate professional year status.

The function of the class representatives is to serve in an advisory capacity to the School administration. The class representatives will have monthly meetings with the Assistant Dean for Student Affairs, and will elect a member to represent them on the School Events Committee.

Student Grievance

Any student or group of students (grievant) can bring a grievance against a student/group or students/faculty (respondent) in a written format to be signed and submitted to the Student Affairs Office. The grievance must be filed within 48 hours of the infraction.

The Student Affairs Office forwards the grievance to the School Grievance Committee who will resolve the dispute. The verdict will be communicated to the School Academic Council for necessary follow up and action.

ACPE Student Complaint Policy

A complaint filed by a student against the School must be related to the standards or policies and procedures of the Accreditation Council for Pharmacy Education (ACPE), the School Pharm.D. program or University accreditation agency. It shall be placed in writing in detail by the complainant and submitted to the ACPE office. Under existing practices, when a complaint is received, it is submitted to the School for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

If, thereafter, based upon the complaint and the response, the ACPE Executive Director determines that a complaint is not related to the standards or policies, then the complainant is so advised in writing with a copy to the School, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the School, depending on the severity of the complaint. This decision is made by the ACPE Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If you wish to file a complaint, please e-mail: csinfo@acpe-accredit.org.

School Standing Events

Calendar of Events

LAU and SOP Events and Activities	*Annual Events, refer to LAU calendar School of Pharmacy (SOP)
White Coat Ceremony (mid-fall semester)	Dean's Office
Deadline for Applying to the P4 year (fall semester)	SOP Student Affairs Office
Interview for PharmD applicants (late fall semester)	SOP Student Affairs Office
Advising for spring semester (late fall and early spring)	*
Deadline for Applying to the Professional Pharmacy Program (P1; mid-spring semester)	SOP Student Affairs Office
Advising for summer and fall semesters (spring semester)	*
Interview for P1 applicants (late spring semester)	SOP Student Affairs Office
Bachelor of Science Pharmacy Graduation (late spring semester, for all LAU students)	*
Pharm.D Hooding Ceremony (after US program return - early summer semester)	Dean's Office

The White Coat Ceremony

Early in the fall semester of each year, the School honors incoming new students by holding the White Coat Ceremony. This event is designed to welcome students into the professional program (professional year I) and signals the beginning of their professional pharmacy education.

Bachelor of Science, Pharmacy Student Graduation

Bachelor of Science in Pharmacy students graduating in fall, spring and summer semesters of the same academic year are invited to the LAU Commencement held in late spring each year.

The following are Awards for Bachelor of Science graduates:

- Highest GPA Awards – In recognition of the Bachelor of Science graduate with the highest GPA.
- Student Professionalism Award – In recognition of the Bachelor of Science student who has shown outstanding professionalism in his/her character and behavior during his/her courses and clerkship rotations.
- Therapeutics Award – In recognition of the Bachelor of Science graduate with the best academic performance in the Pharmacotherapeutics series.
- Student Outreach Award – In recognition of the Bachelor of Science student who has led or been extensively involved in community engagement activities, projects, or programs that promote pharmacy awareness and outreach services and the improvement of public health.
- Certificates of Appreciation to each Class Representative to recognize their valuable service to the SOP.

Pharm.D Hooding Ceremony

To honor the Doctor of Pharmacy graduates, the School holds a special ceremony, in early summer, in which each student will be hooded individually to signify successful completion of their degree. In addition, exceptional students will receive the following awards:

- Highest GPA Awards – In recognition of the Pharm.D student with the highest GPA from the graduating classes.
- Student Professionalism Award – In recognition of the Pharm.D student who has shown outstanding professionalism in his/her character and behavior during his/her courses and clerkship rotations.
- Student Clinical Excellence Award – In recognition of the Pharm.D student who has demonstrated outstanding clinical knowledge, practice skills and professional standards during his/her P4 clinical clerkship rotations.
- Pharmacy Curriculum Outcomes Assessment (PCOA) Award – In recognition of the Pharm.D student with the highest score.
- Certificates of Appreciation to each Class Representative to recognize their valuable service to the SOP.

NAPHASS Club (an LAU sponsored Club)

NAPHASS (No Apathy-Pharmacy and Health Awareness Student Society) is a University-based society of pharmacy students with the mission to cultivate leadership in pharmacy students and create a public image of pharmacists in the Lebanese communities as patient care providers and medication use experts.

NAPHASS provides pharmacy students with the opportunity of getting involved in professional events and health awareness campaigns.

The Club's main activities are:

Celebrating International Pharmacist day;

Providing disease screening;

Encouraging healthier lifestyles, especially among dorm residents;

Clarifying health related misconceptions among students, such as appropriate use of antibiotics;

Fundraising on campus for medical-related charities, such as cancer organizations;

Providing services and outreach to underprivileged populations; and engaging in community outreach activities.

Student Societies

SSHSP (Student Societies of Health-System Pharmacy) is a society that offers pharmacy students a platform to engage with other students, shape their own studies, connect globally to those within the pharmacy field, and build their future careers.

The society's main activities are:

Supporting career development;

Participation in a Clinical Skills Competition;

Arranging for health-system pharmacy speakers;
Providing residency training information sessions;
Supporting professional development;
Engaging in projects directly related to health-system pharmacy practice; and
Recruiting new members (SSHP + State Affiliate + ASHP)

LPSA (Lebanese Pharmacy Student Association) is a national non-political, non-religious, and non-profit student organization that was founded by LAU and is accessible to all pharmacy students in Lebanon.

The association's main activities are:

Raising awareness all over Lebanon and particularly in high schools about drug abuse, medication use, and many drug related topics;

Facilitating volunteer opportunities at cancer centers, drug abuse rehab centers, elderly homes, and much more;

Participating in annual health days in underprivileged areas where healthcare professionals from different backgrounds can gather to provide health care services for free; and

Gathering all Lebanese pharmacy students in one annual GALA dinner.

Professional Technical Standards

Introduction

In order to accomplish its mission, the Lebanese American University (LAU) School of Pharmacy (SOP) must provide a safe environment for its students to acquire, learn and apply their knowledge as well as interact safely and effectively with patients and other healthcare providers. In addition to academic knowledge and skills, students must also possess a minimum of cognitive and physical abilities that assure their ability to complete their course of study and fully participate in their experiential education and training. Furthermore, the SOP aims for its graduates to become competent pharmacists who can meet all requirements for pharmacist licensure and be competent to practice pharmacy in all settings.

In accordance with University policy, the University does not discriminate in admissions, educational programs, or financial aid against any student. The University makes a good faith effort to provide accommodations for students with disabilities in order to facilitate their success in the program and reach their greatest potential. The LAU SOP uses the following professional technical standards that are required, in addition to the academic qualifications, for admission to the program and success throughout its curriculum under five themes: observation; communication; motor; intellectual; conceptual; integrative and quantitative skills and abilities; and behavioral and social attributes.

Five Themes

1. **Observation:** students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences through the functional use of visual, auditory, and somatic senses. They must be able to observe a patient accurately at a distance and close at hand. Students must be able to directly and accurately see a patient's physical condition, obtain a patient history and correctly integrate the information derived from these observations to develop an accurate medication therapy management (MTM) plan. They must also have the functional use of visual acuity to be able to read prescriptions.
2. **Communication:** students must be able to communicate effectively and sensitively with patients, caregivers, and all members of the healthcare team. Communication includes the functional use of speech, reading, writing, hearing and computer literacy. Students must be able to participate in large and small

group discussions and interact with patients individually and in groups. Students must also learn to recognize and promptly respond to emotional situations such as sadness, worry, agitation, and lack of comprehension.

3. **Motor:** students must have sufficient sensory and motor coordination and function to prepare all routine types of medications, perform patient assessment, and deliver direct patient care. Students must be able to perform basic tasks in the practice of pharmacy including preparing and dispensing pharmaceuticals and specialty dosage forms, sterile and non-sterile compounding, various screening maneuvers, competently using instruments for monitoring drug response; and using current technology to access and record drug and disease information within a reasonable timeframe.
4. **Intellectual, Conceptual, Integrative, and Quantitative Abilities:** students must demonstrate a range of intellectual, conceptual, integrative and quantitative skills that allow mastery of the large and complex body of knowledge that comprises the pharmacy curriculum. Students must also demonstrate critical thinking and problem solving skills, and the ability to solve patient care problems in a competent manner using rational reasoning, decision-making, judgment, numerical recognition, information integration, solution synthesis, and other skills. Students must be able to learn how to integrate and process information promptly and accurately; think thoroughly in an organized manner, develop patient counseling information at a level of comprehension suitable for each individual patient; and retain and recall critical information in an efficient and timely manner. Students must be fully alert and attentive at all times in clinical settings.
5. **Behavioral and Social Attributes:** students must possess sufficient mental and emotional health to utilize intellectual abilities, exercise good judgment, promptly complete all assignments and responsibilities, tolerate and function effectively under the stress of physically and emotionally demanding workloads, develop mature, sensitive, and effective relationships and demonstrate compassion and concern for others. Students must be able to function within regulatory limits and modify behavior based on criticism, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Students must possess empathy, integrity, interpersonal skills, and motivation to excel in pharmacy practice. Illicit drug use and alcohol impairment are not tolerated, and students may be required to submit to criminal history checks and drug screens.

Appendices

1. Application of Professional Technical Standards

Use of professional technical standards to determine qualified/eligible students: legal aspects

1. All students wishing to apply to the SOP must meet the minimal technical professional standards in order to complete the program requirements and become competent and successful pharmacists capable of serving the public.
2. Students who need certain accommodations to meet the technical professional standards discussed herein may submit a request, with documented evidence from reliable professional sources, for accommodation to the school Assistant Dean of Student Affairs.
3. Students applying for special accommodations will be reviewed on an individual basis, taking the above mentioned professional technical standards into consideration in a consistent and professional manner.
4. The Assistant Dean for Student Affairs in coordination with the LAU Dean of Students, office of Student Development and Enrollment Management (SDEM) and university counselor will be charged in reviewing the individual cases for students requesting special accommodations and making recommendations to the

SOP Dean. Any special accommodations will then be provided to the said student by the Dean of Students in coordination with other concerned units.

5. In good faith effort, all reasonable accommodations requested by the individual should be provided.
6. The SOP will do its best to accommodate said student; however, accommodations made shall not fundamentally alter the SOP program or grading/program requirements, modify the curriculum in any major way, or impose undue financial or administrative burdens on the SOP.
7. Students that may be struggling or exhibiting signs of concern throughout the program would be referred to the school Assistant Dean of Student Affairs for support or referral to the Dean of Students office in Byblos. The process for referring students to the LAU, Dean of Students office in Byblos will be handled by the SOP Student Affairs Office.

2. Criteria for Student Progression through Advanced Pharmacy Practice Experiences

- Passing grade for all elective and required Advanced Pharmacy Practice Experience (APPE) is C.
- P4 student may fail only one elective or required APPE. Should a student fail more than one APPE (elective or required), he/she will be dismissed from the PharmD program.
- P4 student should repeat the failed APPE only once to be eligible for graduation.
 - o If a student fails a required APPE, he/she will have to repeat that same required APPE, with a different preceptor when feasible.
 - Failed required APPE must be repeated during the grace period month in the U.S. prior to returning to Lebanon over a condensed 3-week duration equivalent to 50 hours/week (150 hours in total).
 - o If a student fails an elective APPE, he/she will have to repeat that same APPE with the same or different preceptor when feasible, or repeat a different elective
 - Failed elective APPE must be repeated during the last available month of the academic year in Lebanon over a 3-week duration condensed equivalent to 50 hours/week (150 hours in total)
- If a student fails a repeated APPE, he/she will be dismissed from the PharmD program.
- A student can spend a maximum of one calendar year to complete the PharmD APPEs unless interrupted by a force majeure (i.e. health-related conditions, visa delay). In such case, extension for up to one additional calendar year may be considered and will be addressed on a case-by-case basis by filing a petition to the School's Student Affairs Office.

- *Disclaimer: For required APPEs, all is contingent on allowances by U.S. immigration, if the visa extension is allowed from original interval.*