



LAU
School of Pharmacy



Pharmacy Student Handbook 2013-2014

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Message from the Dean

Welcome to the LAU School of Pharmacy where students will find outstanding pharmacy education and a rich social atmosphere. Our talented students, experienced faculty, dedicated administrative staff and loyal alumni work together for the support of the continuously evolving and growing School of Pharmacy.

One of the exclusive features of the LAU School of Pharmacy is its six-year program that leads to the Doctor of Pharmacy (Pharm.D.) degree. It is the only such program outside the United States that is accredited by the Accreditation Council for Pharmacy Education (ACPE). Alternatively, students can earn a Bachelor of Science (B.S.) in Pharmacy that spans over five years of study.

Our School curriculum has kept up-to-date with the evolving role of the pharmacist in healthcare. It provides progressive education in pharmaceutical and clinical sciences that is guided by a comprehensive assessment plan. The curriculum employs various teaching methods that emphasize active learning, critical thinking and interprofessional education and practice. It is complemented by diverse professional pharmacy practice experiences in hospital, clinical, community, ambulatory care and industrial pharmacy, as well as in regulatory affairs. Exclusively, our Pharm.D. students complete their four required advanced pharmacy practice experiences at Houston Methodist and its affiliated ambulatory care pharmacies in Houston, Texas.

Our students leave the School well prepared for regional and international careers. Our graduates are equipped with the qualifications and credentials to excel in their future professional endeavors, whether they pursue postgraduate training, graduate studies, or different career paths.

The School is continuously committed to supporting and sustaining the highest quality of pharmacy education. Our door is open to your inquiries and you are invited to visit our School or take a few minutes to browse our website.

Sincerely,

Imad F. Btaiche, B.S., Pharm.D., BCNSP
Professor and Interim Dean

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 for 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 is in line with the ACPE standards and Guidelines.

Mission, Vision and Core Values

School Mission

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

School Vision

To be recognized as a national and regional leader for outstanding pharmacy education and 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-based, patient centered care to optimize pharmacotherapy outcomes in various multidisciplinary health care practice settings.
PEG 2	Manage pharmacy operations in hospitals, community pharmacies, and industrial settings.
PEG 3	Promote public health awareness and disease prevention, through innovation in the practice of pharmacy, for the benefit of the individual and community being served.
PEG 4	Perform duties in accordance with legal, ethical, socio-economic and professional standards.
PEG 5	Integrate scholarly research with clinical pharmacy practice and commit to self-directed lifelong learning.

Program Educational Outcomes (PEOs)

The program has documented measurable Program Educational Outcomes (PEOs) that are based on the needs of the program's mission and goals. Upon graduation, a student will have acquired the necessary skills to:

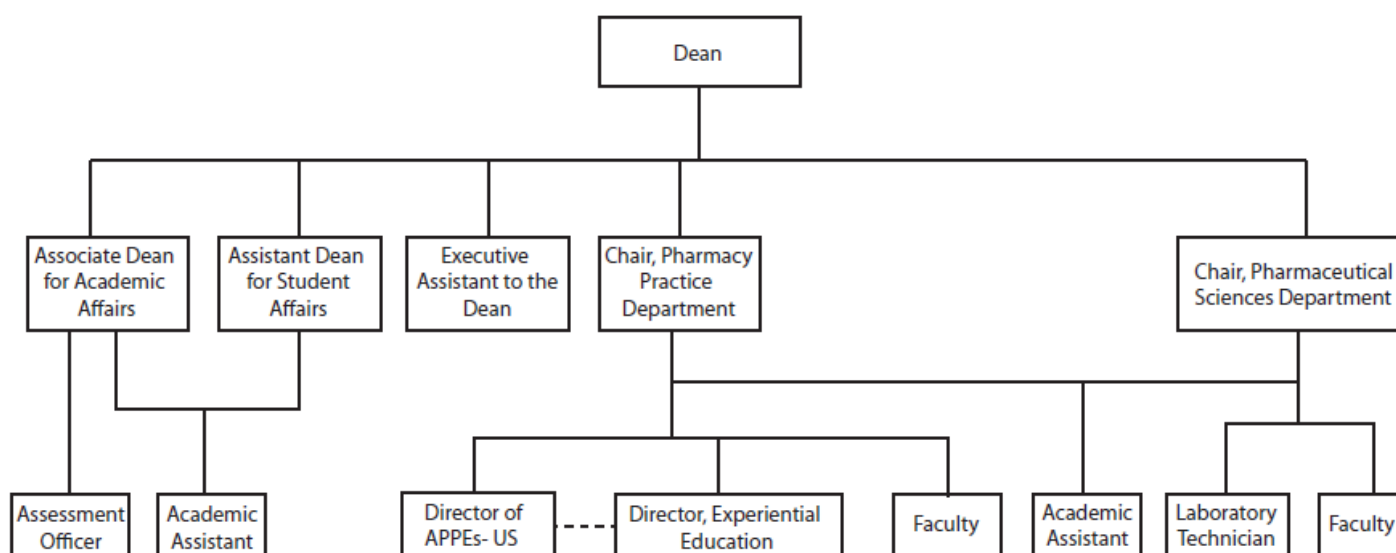
PEO 1	Gather, interpret, and evaluate needed patient-related data to identify actual or potential drug therapy problems (Rx and OTC) and develop a complete medical and drug therapy problem list.
PEO 2	Select and recommend appropriate drug and non-drug therapy to design patient centered treatment plans.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

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 all report to the Dean. Each of the administrators 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 the Dean's Office

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 is responsible for disseminating information regarding the academic rules and regulations, registration, advising, monitoring students' progress, course transfer and financial aids.

Interim Dean: Btaiche, Imad, Pharm.D., BCNSP

Associate Dean for Academic Affairs: Btaiche, Imad, Pharm.D., BCNSP

Acting Assistant Dean for Students Affairs: Abdallah, Jad, Ph.D.

The Departments

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 Director of Experiential Education reports to the Chair of the Department of Pharmacy Practice, and both coordinate all aspects of Experiential Education.

Each faculty is recruited as a member of one of the abovementioned departments and reports directly to the Chair of that department.

Chair, Pharmaceutical Sciences: Kanbar, Roy, D.Pharm., Ph.D

Chair, Pharmacy Practice: Saad, Aline, Pharm.D.

Director of Experiential Education: Karaoui, Lamis, Pharm.D., BCPS

Full-Time Faculty	Rank	Department
Abdallah, Jad, Ph.D.	Assistant Professor	Pharmaceutical Sciences
Abou-Antoun, Tamara, Ph.D.	Assistant Professor	Pharmaceutical Sciences
Btaiche, Imad, Pharm.D., BCNSP	Clinical Professor	Pharmacy Practice
Chamoun ⁺ , Nibal, Pharm.D., BCPS	Clinical Assistant Professor	Pharmacy Practice
Chamoun-Nasser, Soumana, Pharm.D.	Clinical Associate Professor	Pharmacy Practice
Dimassi, Hani, Ph.D.	Associate Professor	Pharmaceutical Sciences
Kabbara, Wissam, Pharm.D.	Clinical Assistant Professor	Pharmacy Practice
Kanbar, Roy, D.Pharm., Ph.D.	Assistant Professor	Pharmaceutical Sciences
Karaoui, Lamis, Pharm.D., BCPS	Clinical Assistant Professor	Pharmacy Practice
Khoury, Ghada, Pharm.D., BCPS	Clinical Assistant Professor	Pharmacy Practice
Mansour, Hanine, Pharm.D., BCPS	Clinical Assistant Professor	Pharmacy Practice
Milane, Aline, D.Pharm., Ph.D.	Assistant Professor	Pharmaceutical Sciences
Mroueh, Mohamad, Ph.D.	Associate Professor	Pharmaceutical Sciences
Ramadan, Wijdan, Pharm.D.	Clinical Assistant Professor	Pharmacy Practice
Ramia, Elsy, Pharm.D.	Clinical Assistant Professor	Pharmacy Practice
Rizk*, Hikmat, M.D.	Associate Professor	Pharmaceutical Sciences
Saab, Yolande, Pharm.D., Ph.D.	Associate Professor	Pharmaceutical Sciences
Saad, Aline, Pharm.D.	Clinical Assistant Professor	Pharmacy Practice
Sheikh-Taha, Marwan, Pharm.D., BCPS, AQ (in Cardiology)	Clinical Associate Professor	Pharmacy Practice
Zeenny, Rony, Pharm.D.	Clinical Assistant Professor	Pharmacy Practice
Zeitoun, Abeer, Pharm.D.	Clinical Assistant Professor	Pharmacy Practice

⁺ 50% in the School of Pharmacy and 50% at University Medical Center - Rizk Hospital

* 50% in the School of Pharmacy and 50% in the School of Arts and Sciences

The Staff

An Executive Assistant is assigned to the Dean and Academic Assistants are assigned to the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, and Chairs.

Executive Assistant to the Dean: Manal Helou Nader

Academic Assistant to the Dean's Office: Rana Shehab

Academic Assistant to the Department Chairs and Faculty: Pauline Hitti Salame

Assessment Officer: Pamela Fernainy

School Committees

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

- Academic Council
- Accreditation Steering Committee
- Admissions Committee
- Assessment and Evaluation Committee
- Curriculum 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-Pharmacy Year 1

Fall Semester (17 credits)

ARA__	Appreciation of Arabic Literature	3
BIO201	General Biology I	4
CHM201	Chemical Principles	3
PED__	Physical Education	1
— —	LAC – Arts	3
— —	LAC - Social Sciences	3

Spring Semester (16 credits)

CHM311	Organic Chemistry I	3
CHM313	Organic Chemistry I Lab	1
ENG202	Sophomore Rhetoric	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
ENG203	Fundamental of Oral Communication	3
PHA209	Principles of Pathophysiology and Immunology	4
PHA211	Microbiological Basis of Disease	3

Spring Semester (17 credits)

ECO20_	LAC - Micro/Macroeconomics	3
PHA205	Statistics for Health Profession Majors	3
PHA208	Medical Biochemistry	4
PHA210	Systems Pathophysiology	4
— —	LAC - Cultural Studies, History, Philosophy, Religion	3

2. Academic Progression:

Students must complete all pre-pharmacy major courses with a minimum letter grade of C. Major courses include all PHA courses as well as BIO201, CHM201, CHM311, CHM312, CHM313, and CHM314. As for the non-major courses, D is considered a passing letter grade.

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 **May 1, 2014**. Incomplete applications and any application received after the aforementioned deadline will not be 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 major courses (see above) 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 after the "Drop and Add" period is counted as repeat).
- 4) 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 done at LAU, will be taken into consideration in the calculation of the GPA and the number of repeats.

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;
- A cumulative internal evaluation by all School Faculty who were directly involved in teaching the applicant;
- 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.

Furthermore, 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. This exception does not apply to courses from which a student has withdrawn or scored an "F" as a final letter grade. Moreover, a student seeking this exception must provide proof that he/she was unable to repeat the course prior to the start of Professional Year 1. A student must pass the said course with a minimum letter 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 (18 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
PHA567	Professional Elective	2

Spring Semester (15 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

Summer Semester (3 credits)

PHA398	Pharmacy Management I	3
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Pharmacy Professional Year 2

Fall Semester (18 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
PHA567	Professional Elective	2

Spring Semester (17 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

Summer Semester (3 credits)

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

Pharmacy Professional Year 3

Fall Semester (19 credits)

PHA523	Clinical Pharmacokinetics	1
PHA550	Introduction to Pharmacogenomics	1
PHA557	Pharmacoeconomics	3
PHA560	Clinical Nutrition and Diet Therapy	2
PHA570	Professional Pharmacy Practice - Hospital/Drug Information Center Experience	6
PHA571	Professional Pharmacy Practice - Community Experience	6

Spring Semester (17 credits)

PHA510	U.S. Pharmacy Law and Regulation	2
PHA512	Lebanese Pharmacy Law and Regulation	1
PHA515	Pharmacy Seminar	1
PHA567	Professional Elective	1
PHA572	Professional Pharmacy Practice - Patient Care Experience	12

3. 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 letter grade of D, D+ or C- to the next professional year 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. A carried course must be completed with a minimum letter grade of C within the next academic year or summer semester in order to be promoted to the next professional year.

A student must successfully complete all Professional Year 1 and 2 didactic courses of the program prior to enrolling in the Professional Year 3 Pharmacy Practice Experiences (PHA 570, PHA571, and PHA572).

Students unable to get a passing grade after taking the course three times will be dropped from the program.

4. 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 letter grade of C or higher.

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

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

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. They must complete an application form 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 before **December 1, 2013**. 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 after the "Drop and Add" period is counted as repeat).
- 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;
- A cumulative internal evaluation by all School Faculty who were directly involved in teaching the applicant;
- Three recommendation letters (attached to this application);
- Number of repeated courses (R), withdrawal (WF), and failed courses (F);
- Number of official academic warning.

Admission into the Professional Year 4 takes place in the fall semester of every academic year. The School Admissions Committee reviews the applications and conducts interviews at the end of fall semester of the Professional Year 3, 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 by spring 2013. Admission into the P4 year is competitive and meeting the minimum requirements of admission does not necessarily guarantee admission. The P4 year has a capacity to accommodate 25 to 30 students each academic year.

Furthermore, 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 14, Guideline 14.6, 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 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 could be selected from any of the following PHA 650 Elective Advanced Pharmacy Practice Experiences:

Academic Teaching	3
Cardiology/Coronary Care Unit	3
Critical Care Pharmacy	3
Emergency Medicine	3
Endocrinology	3
Family Medicine	3
Infectious Diseases	3
Industrial Pharmacy	3
Internal Medicine	3
Nephrology	3
Neurology	3
Obstetrics/Gynecology	3
Oncology – Inpatient	3
Oncology – Outpatient	3
Pediatrics	3
Regulatory Affairs	3

3. Academic Progression:

Students must complete all courses with a minimum letter grade of C.

Academic Regulations

Class Attendance Policies

An instructor has the freedom to set specific attendance regulations for his/her courses, provided that a student is not permitted to miss more than the equivalence of five weeks of instruction. An instructor may not limit the number of absences to fewer than the equivalence of two weeks of classroom instruction, excluding the "Drop and Add" period. Specific attendance regulations should be mentioned in all course syllabi.

A student is held responsible for all the material presented in the classroom, even during his/her absence. Make-up work, if any, will be subject to the rules specified in the course syllabus. A student who exceeds the allowed number of absences must withdraw from the course; otherwise the course letter grade will be recorded as F (or No Pass).

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. For any summer module, the maximum course load is 7 credits, with a maximum of 14 credits for two summer modules (1 and 2) combined.

Students on probation cannot carry more than a total of 13 credits per regular semesters.

Withdrawal from a Course

A student wishing to withdraw from a course must submit a withdrawal form to the Registrar's Office within the set deadline (refer to the University Academic Calendar).

A student withdrawing from a course after the "Drop and Add" period and before the Withdrawal Deadline (refer to the University Academic Calendar) will receive a letter grade "W" on the course. A withdrawn course ("WF") counts as a repeat ("R"). Course withdrawal is not allowed after the Withdrawal Deadline has passed.

A student wishing to withdraw from a course after the Drop/Add period and by the end of the 5th week of classes (10th day of classes for Summer Modules) will obtain a "WI" on that particular course. The student may process such request directly through the Registrar's Office.

A student wishing to withdraw from a course between the 6th week and the end of the 10th week of classes (18th day of classes for Summer Modules) 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.

"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" or "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 and within the 5th week of classes (or by 10th day of classes for Summer Modules), students will obtain, complete and submit the Withdrawal form at the Registrar's Office. Faculty intervention is not needed.
- To withdraw from a course between 6th and 10th week of classes (or by 18th day of classes for Summer Modules), 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 send to the Registrar's Office in a sealed envelope for processing.

- 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 maximum 2 days after the deadline.

Repeating Courses

Any course may be repeated up to two times and credit is given only once for that course for the highest grade earned which is used in calculating the cumulative and major GPAs.

A course letter grade above "C+" or considered as Incomplete "I" cannot be repeated. The Incomplete status has to be resolved before a course is repeated.

A transferred course from outside LAU will be deleted from the transcript and replaced by the course taken and grade earned at LAU.

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. 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.

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 between 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 letter grade "F" or "D".

A student is not placed on probation unless he/she have 20 or more credits counted in the cumulative GPA.

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 this Code 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 promptly and officially 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.

Tests and Exams

Midterm 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.

Midterm 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 and summer modules. The final exam grade is allotted a maximum of 40% of the total course grade. At least two midterm exams and/or graded projects should account for the remaining 60% 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 letter 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 letter 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

Students must abide by the University Code of Conduct (http://www.lau.edu.lb/governance-policies/policies/student_code_of_conduct.pdf) during all exams. As general rules, students should not leave their seats during the exam without permission except when turning in their completed exam sheets. Leaving the seat without permission may result in student dismissal from the exam. The use of cell phones or any other electronic and communication devices, speaking with others, cheating or attempting to cheat, or any disruptive behavior could result in a warning or dismissal from the exam room.

Cheating on exam for the first time in a course may result in a grade of zero on that exam with a possible issuance of official warning in writing. A second time cheating on exam in the same course will result in a letter grade of "F" in the course and issuance of a second warning. A copy of the warnings will be kept in the student's file at the School and the Registrar's office.

A grade of zero resulting from cheating on an exam is counted in the student's course grade. Under no circumstances the grade zero cannot be dropped when computing the final grade. A student with two warnings is not eligible for admission into the professional year 1 and professional year 4.

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:

- 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.
- 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 letter grades must be turned in to the Registrar's Office no later than 72 hours after the final exam date. A copy of the letter 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 (acting, Dr. Jad Abdallah, Byblos Campus, CHSC, office 6104B). All pre-pharmacy students registered on Beirut campus are advised by Dr. Tarek Na'was (Beirut Campus, Orme Gray building, office 418, ext. 1427; email: tnawas@lau.edu.lb).

Family Name starting with	Faculty Advisors	Ext.	E-mail	Office
A	Jad Abdallah	2428	jabdallah@lau.edu.lb	CHSC, 6104B
	Tamara Abouantoun	2107	tamara.abouantoun@lau.edu.lb	CHSC, 6101
	Roy Kanbar	2447	roy.kanbar@lau.edu.lb	CHSC, 6103A
B	Ghada Khoury	2432	ghada.khoury@lau.edu.lb	CHSC, 6109
C – D	Hani Dimassi	2269	hani.dimassi@lau.edu.lb	CHSC, 6117
E	Nibal Chamoun	2407	nibal.chamoun@lau.edu.lb	CHSC, 6115
	Wijdan Ramadan	2267	wramadan@lau.edu.lb	CHSC, 6109
F – G	Aline Milane	2307	aline.milane@lau.edu.lb	CHSC, 6118
H	Elsy Ramia	2441	elsy.ramia@lau.edu.lb	CHSC, 6115
I – J	Yolande Saab	2312	ysaab@lau.edu.lb	CHSC, 6102
K	Hanine Mansour	2215	hanine.mansour@lau.edu.lb	CHSC, 6110
	Abeer Zeitoun	2419	abeer.zeitoun@lau.edu.lb	CHSC, 6107
L – M	Soumana Nasser	2225	soumana.nasser@lau.edu.lb	CHSC, 6107
	Marwan Taha	2108	marwan.taha@lau.edu.lb	CHSC, 6108
N	Wissam Kabbara	2427	wissam.kabbara@lau.edu.lb	CHSC, 6108
O – R	Mohammad Mroueh	2313	mmroueh@lau.edu.lb	CHSC, 6114B
S	Rony Zeenny	2864	rony.zeenny@lau.edu.lb	CHSC, 6110
	Aline Saad	2311	aline.saad@lau.edu.lb	CHSC, 6103B
T – Y	Lamis Karaoui	2318	lamis.karaoui@lau.edu.lb	CHSC, 6105
Z	Jad Abdallah	2428	jabdallah@lau.edu.lb	CHSC, 6104B

P4 students will be advised by the Assistant Dean for Student Affairs (acting, Dr. Jad Abdallah), the Chair of the Pharmacy Practice department (Dr. Aline Saad) and the 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 as well as the 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: four students from each professional year.

In order to be elected, a student must have the adequate professional year status (*refer to page 10*).

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 of 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 PharmD program and School 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.

School Standing Events

Calendar of Events

Event	Date
White Coat Ceremony	October 18, 2013
Advising for Spring 2014	November 1-29, 2013
Deadline for Applying to the P4 year	December 1, 2013
Registration for Professional Year Students for Spring 2014	February 5-7, 2014
Advising for Summer and Fall 2014	March 3-31, 2014
Deadline for Applying to the Professional Pharmacy Program (P1)	May 1, 2014
PharmD Hooding Ceremony	July 1, 2014

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.

The PharmD Hooding Ceremony

To honor the Doctor of Pharmacy graduates, the School holds a special ceremony, two days prior to the University Commencement Exercises, in which each student will be hooded individually to signify successful completion of their degree.

Bachelor of Science students graduating in fall, spring and summer semesters of the same academic year are also invited to this ceremony, where they will receive the School pin and the AACP "*Oath of a Pharmacist*".

The following awards are given to students during the ceremony:

- Highest GPA Awards – In recognition of the Bachelor of Science student and the PharmD student with the highest GPA from the graduating classes.
- Student Professionalism Award – In recognition of the Bachelor of Science student and/or the PharmD 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 student with the best academic performance in the Pharmacotherapeutics series from the graduating class.
- 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.
- Student Clinical Excellence Award – In recognition of the PharmD student who has demonstrated outstanding clinical knowledge, practice skills and professional standards during his/her P4 clinical clerkship rotations.
- Exit Exam Award – In recognition of the PharmD student with the highest score on the PharmD Exit Exam.

NAPHASS 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.



LAU

School of Pharmacy

BEIRUT CAMPUS

P.O. Box: 13-5053 Chouran Tel: +961 1 786 456
Beirut 1102 2801 +961 3 791 314
Lebanon Fax: +961 1 867 098

BYBLOS CAMPUS

P.O. Box: 36 Tel: +961 9 547 262
Byblos +961 3 791 314
Lebanon Fax: +961 9 546 262

NEW YORK HEADQUARTERS & ACADEMIC CENTER

211 East 46th Street Tel: +1 212 203 4333
New York, NY 10017-2935 Fax: +1 212 784 6597
United States

<http://pharmacy.lau.edu.lb>